

Business Process Advisory Group Minutes
May 12, 2006
Winder Board Room 300 Park

Attending:

Angela Brown, Col. of Science
Bob Turner, Nursing
Catherine Coda, Col. of Nursing
Dean Church, FIS
Jackie Byrd, Col. of Education
John Levandowski, FIS
Margaret Tennant, Business
Marilyn Burton, Neurobiology
Mark Winter, Budget
Matt Hunter, Biology
Nancy Smith, Library
Sandy Hughes, Budget
Sheila Olson, Academic Affairs
Vickie Parker, Payroll
Karineh Hovsepia, Col. of Fine Arts
Greg Hughes, HR
Utahna Miller, Business

Ann Blanchard, Undergrad. Study
Bobbie Harris, Engineering
Dave Bardsley, Pharmacy
Dennis Oyler, Medicine
Jim Urry, ACS
Leslie Bigler, CMES
Marian Brady, Payroll
Marilyn Cox, CSBS
Marv Hawkins, ACS
Mike Robinson, ACS
Phil Johnson, HR
Shari Zinik, Chemistry
Tami Garff, Social Work
Wanda Ramos, Govt. Accounting
Pam Brantley, Accounts Payable
Susan Weaver, HR

Last Meeting Follow-up

The payroll general ledger issues from last meeting have been resolved.

Fiscal PANs

A demonstration of the new functions (the ability to select individual jobs to filter the department list into a smaller list for printing PAN forms or downloading to excel) soon to be available in D-jobs was given. The group suggested a change to D-jobs to incorporate a "Show All" button so departments could print All PAN forms. We will forward this request on to Human Resources. The cut-off for getting paper PAN's to H.R. for the July 15th pay period is July 7th.

Opening up PAN Distribution

There was no objection to removing the funding source restriction on Web Distribution. We will work on allowing web distribution to allow distribution for jobs from any funding source.

LOA/SWB

A short work break is defined as less than 6 months. When an employee returns from LOA/SWB a paper PAN noting "Return from Leave" must be submitted to H.R. Human Resources will monitor this 6 month restriction and remind departments to take appropriate action. The purpose of this new action/reason code is to eliminate the need to do an I-9 certification when an employee returns from a short leave.

FYSC

FYSC will be the same as last year. The group would like summer pay refresher training in future years. The group did not see a need to highlight summer pay PAN's in FYSC. Human Resources will have FYSC training available May 31 – June 6.

Open Discussion

An issue was raised regarding faculty paid 9/9 with termination dates for 5/15. These faculty members will be paid starting 5/16 without any break in service, but a PAN form may not be sent in until 5/22. This causes timing issues with parking services and benefits. The recommendation is that departments with faculty on 9/9 contracts should set up these individuals on annual pay with any future termination date. For summer salary this would allow required departments to only change the distribution for the 5/16-6/30 and 7/1 to 8/15 dates.

A request was made to view authorized signatures electronically. We are currently looking at the role of signatures from a global University perspective.

A clarification on the purchase of flowers was requested. A reference to the respective guideline was given. <http://www.acs.utah.edu/adminserv/Guidelines3-17-04.pdf>