

**Business Process Advisory Group Minutes
November 4, 2005
Winder Board Room 300 Park**

Attending:

Ann Blanchard, Undergrad. Study
Carrie Brooks, Library
Clay Bake, HR
David Beckstrom, Govt. Accounting
Fredric Hon, Col. of Humanities
Glenda Woods, Col. of Science
John Levandowski, FIS
Margo Bonnette, Col. Of Health
Marv Hawkins, ACS
Mike Robinson, ACS
Phil Johnson, HR
Vickie Parker, Payroll
Utahna Miller, School of Business

Bobbie Harris, Engineering
Catherine Coda, Col. of Nursing
Dave Bardsley, Pharmacy
Dean Church, FIS
Gary Gledhill, Research Accounting
John Downing, Accounts Payable
Leslie Bigler, CMES
Marian Brady, Payroll
Matt Hunter, Biology
Nancy DeMellow, Math
Shari Zinik, Chemistry
Steve Thompson, Payroll
Susan Bird, Payroll

Last Meeting Follow-up

The minutes for the September 2005 and October 2005 were approved as submitted.
Human Resources is currently investigating the I9 issue and we will discuss this next meeting.

Image Issues

The document images that are displayed through the CIS are coming from Fortis. The BPAG does not have any security concerns about viewing Journal Entries. As a reminder, Travel Reimbursements are also viewable through the CIS. PAR's and PO's are not viewable through the CIS because they do not reside in Fortis.

Web Projects Status Report

Campus Orders and Journal Entries are now viewable through the management report journal detail page. In the near future Voucher backup documentation will be viewable directly from the management report journal detail page. The voucher detail page will also incorporate the new image icon and will add an icon to view LPO's. The BPAG has no security concern about linking viewable LPO images from the PO lookup screen. In the future LPO's will be viewable by all of campus through the PO lookup screen.

A new application for doing departmental deposits is in testing and departments are invited to help test this application.

The updated vendor detail page is in process of being tested and will be location driven.

An org-level project and activity executive management report is under study and FIS is creating a specification for this new application.

Payroll direct deposit advice self suppress is coming in the near future. It was asked if it would be possible to have e-mail notification sent to individuals when payroll is processed.

Integration of updating directory information through D-jobs is coming soon. Ideas for improving D-jobs include: showing all jobs with distributions ending in a specific timeframe and also making D-jobs home department driven.

The online check/advice roster is hopefully coming in December.

A replacement for BRASS is being considered for the 2007/2008 budget. This application is being developed under the name of BYSC.

Improving WEB EBT is being considered; in addition to eliminating the hard copy EBT's.

Online journal entries are being considered. Possible methodologies include using an excel template or using a clone of the new departmental deposit application.

The ability to request the removal of encumbrances for PO's on the web encumbrance report is also under investigation.

Job Earnings Distribution Errors

Under current process, payroll manually reviews and job earnings distribution error report and e-mails the errors to departments manually for correction. This process is very time intensive and has many opportunities for process improvement. One possible solution is the improvement to the D-jobs application mentioned in the web projects status report section above. Another option is to push out automatically via e-mail a report that lists current and next pay period distributions that will be ending 3 working days before the end of the current pay period. A problem with this approach is that there could be false negatives because of timing issues with in-process PAN's. **Clay and Dean will investigate a mechanism to have an e-mail for current and future earning distributions.**

Open Discussion

A suggestion was made to add the ability to AFS News to e-mail specific news items to individuals. This idea will be investigated.

A concern was raised about how to process/account for benefits for people on training grants/fellowships. This topic will be discussed in detail in our next meeting.

A question was asked about hourly employees overtime pay verses comp time pay. Policy states that the employee has the option of which to take and the department cannot mandate it.

Accounts Payable will be moving ton 145 Park on Monday, November 7, 2005.

***The next Business Process Advisory Group meeting will be
December 2, 2005, 9-11:00am, Winder Board Room
Jenny Fickett: Phone: 581-5975***