Business Process Advisory Group
November 10, 2006
Winder Board Room

Attending:
Dave Bardsley, Pharmacy
Dennis Oyler, School of Medicine
Jim Urry, ACS
John Levandowski, FIS
Kevin O’Keefe, HRIS
Lee Stenquist, ACS
Marilyn Burton, Neurobiology
Mary Watkins, Honors Program
Nancy Smith, Library
Sheila Olson, Academic Affairs
Steve Allen, General Accounting
Vickie Parker, Payroll
Carol Bergstrom, Graduate School
Susie Bird, Payroll Services

Dean Church, FIS
Gary Gledhill, Research Accounting
John Downing, Accounts Payable
Karineh Hovsepia, Fine Arts
Laura Howat, Tax Services
Leslie Bigler, CMES
Marv Hawkins, ACS
Matt Hunter, Biology
Sandy Hughes, Budget
Stephanie Nuttall, Math
Tami Garff, Social Work
Kori Dehaan, Travel
Nora Karst, KUED
David Beckstrom, Governmental Accounting

Last Meeting Follow-up
Minutes were approved from the last meeting

Discuss Direct Deposits for Scholarships/Fellowships
A discussion was held about allowing individuals to have scholarships/fellowships direct deposited. One of the concerns was departments use the physical check as a reminder that a payment is being made. Post Doctoral Fellows are interested in having their fellowships direct deposited. It was recommended that departments and the recipient need to approve payment via Direct Deposit for scholarships/fellowships. In a related item, it was proposed that post docs receiving fellowships be set up as zero dollar PAN to allow easy identification of who the post docs on campus are.

Definitions:
Wages—remuneration provided to an individual as compensation for past, present or future services where the payee provides direction and control to the individual.

Scholarship—an amount paid or provided to, or for the benefit of, a student at an educational institution to aid in the pursuit of studies. The student may be either undergraduate or graduate.

Fellowship—an amount paid or provided to, or for the benefit of, an individual to aid in the pursuit of study or research.
Campus Directory Improvements
Improvements to the campus directory where shown. These include the ability for payroll reporters to change the working title, “residing” department, and location for an employee shown on the campus directory. Comments of additional functionality should be sent to Kevin O’Keefe and it will be discussed at the next BPAG.

Hospital GL Project
The hospital is undertaking a project to change the hospital general ledger. As part of this project, names/definitions of various chartfields will be clarified/changed. This project will be a large University project that is widespread across many impacted areas.

Web Quick Tips
This months web quick tips showed a few of the lesser known hyperlinks that are contained within web management reports. For more information see http://fbs.admin.utah.edu/index.php/fis/web-quick-tips/

Open Discussion
It was mentioned that SWB future dated PAN forms are not showing up on View PAN. This will be looked at by HR.

The next Business Process Advisory Group meeting will be
December 8, 9-11:00am, Winder Board Room

Jenny Fickett: e-mail: jenny.fickett@admin.utah.edu, Phone: 581-5975