

**Business Process Advisory Group  
November 10, 2006  
Winder Board Room**

**Attending:**

Dave Bardsley, Pharmacy	Dean Church, FIS
Dennis Oyler, School of Medicine	Gary Gledhill, Research Accounting
Jim Urry, ACS	John Downing, Accounts Payable
John Levandowski, FIS	Karineh Hovsepia, Fine Arts
Kevin O'Keefe, HRIS	Laura Howat, Tax Services
Lee Stenquist, ACS	Leslie Bigler, CMES
Marilyn Burton, Neurobiology	Marv Hawkins, ACS
Mary Watkins, Honors Program	Matt Hunter, Biology
Nancy Smith, Library	Sandy Hughes, Budget
Sheila Olson, Academic Affairs	Stephanie Nuttall, Math
Steve Allen, General Accounting	Tami Garff, Social Work
Vickie Parker, Payroll	Kori Dehaan, Travel
Carol Bergstrom, Graduate School	Nora Karst, KUED
Susie Bird, Payroll Services	David Beckstrom, Governmental Accounting

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**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 were 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 month’s 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*

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