

Business Process Advisory Group – November 13, 2009 – INSCC Room 110

Attending:

Ann Marie Breznay, LIB
Bruce Neumann, Development Office
Cynthia Garcia, FM
Dean Church, FBS
Fredric Hon, College of Humanities
Jessica Stokes, ACS
Kevon Balls, ACS
Kori Dehaan, FBS
Margaret Tennant, USTAR
Marv Hawkins, ACS
Matt Hunter, COS
Nora Karst, KUED
Rebecca Baggett, FIS
Sandy Gunderson, FBS
Shari Zinik, COS
Todd Kapos, FBS
Virginia Beane, College of Law
Wendy Janversan, MEDIA

Bobbie Harris, College Of Engineering
Carl Larson, FBS
Dave Bardsley, PHARM
Ethan Hacker, KUEN
Gary Gledhill, FBS
Jim Urry, ACS
Kiki Pentari, FBS
Laura Marks, COE
Marilyn Burton, Neurobiology
Mary Weight, FBS
Nola Lucke, FBS
Perry Hull, FM
Sandra Bruhn, College Of Engineering
Sandy Hughes, Budget and Analysis
Tami Garff, Academic Affairs
Utahna Miller, School Of Business
Wanda Penovich, School of Medicine
Yuka James, College of Law

NOTE:

We forgot we wanted to discuss the recent CIS, WEB app outages today. We have experienced recurring outages in the past week and are still researching the cause. Please visit the lifesaver page for current status and more details of CIS.

Last Meeting Follow-up

- The new campus directory is still being tested. The “Directory” link will soon give the option of choosing the old “Campus Directory” or the new “Campus Directory” when selecting to view the directory.

Momentum Newsletter Articles

The Momentum Newsletter has a “Best Practices” section in each edition. The next edition will focus on: “Paper Retention”. The newsletter committee would like to use experts from the campus community to share their “Best Practice” on “Paper Retention”. One person has already volunteered to contribute and one more is needed. Please contact [Sandy Gundersen](#) at 1-5730.

Management Report Security

Management Report security was explained. The different levels and requirements for filling out the form were shown on the screen. Many forms submitted are filled out incorrectly. Management Reports security requests should be submitted to General Accounting. Security overview, instructions and forms can all be found in one place. Click [here](#).

A question was asked to clarify the differences of the three terms: Responsible Person, Principle Investigator and Account Executive. Responsible Person is a generic term for Account Executive. Principle Investigator applies only to Fund 5000 Projects. It is the person who actually receives the award. Account Executive applies to both Projects and Activities. The Account Executive is the person who is responsible for the Activity or Project. . The Account Executive manages the project and does the reporting for the project. The Account Executive and Principle Investigator is the same person most of the time. If the Principle Investigator has a large award that can be broken in to smaller projects, each will have an Account Executive assigned to the project.

Payroll Web EBT Security

The Payroll Web EBT Security forms are the same except an additional signature (VP/College/Department Verification) is required. This is required because of the sensitivity of the information that will be available to those with security to Payroll Web EBT's. Forms are being submitted with incorrect approvals on them. Changes to the form and link to a new page are planned to clarify who should sign this form Security overview, instructions and forms can all be found in one place. Click [here](#).

Accounting and the Payroll Process

The payroll process and timing of financial events was explained. The [SY\\$EVENT\\$](#) page displays when payroll and other financial events happen. Everyone was challenged to view the page and read the definitions of the columns below the [Payroll Processing](#) table.

Open Discussion

Some questions were asked about the coming HRIL EBT's. Although Financial Solutions played a big role in producing the EBT's, Human Resources owns them. Meeting follow-up; they have now been published, see the FBS news post.

USTAR has excess printers, copiers and Fax machines. If you would like one for your office, Contact Margaret Tennant at 7-1529.

Next BPAG meeting – December 11, 2009