Business Process Advisory Group
October 7, 2005
Winder Board Room 300 Park

Attending:

Angela Brown, Col. of Science	Bob Turner, Nursing
Dave Bardsley, Pharmacy	Dean Church, FIS
Dennis Oyler, Medicine	Jackie Byrd, Col. of Education
John Downing, Accounts Payable	John Levandowski, FIS
Lee Stenquist, ACS	Leslie Bigler, CMES
Margaret Tennant, Business	Margo Bonnette, Col. of Health
Marian Brady, Payroll	Marilyn Burton, Neuro Biology
Marv Hawkins, ACS	Matt Hunter, Biology
Nancy Smith, Library	Sandy Hughes, Budget
Shari Zinik, Chemistry	Tami Garff, Social Work
Aleta Tew, CSBS	Jeff West, Finance

Last Meeting Follow-Up
An update was given regarding removing data from computers before sending them to Surplus and Salvage. The departments have the option of doing it themselves to avoid the $30 charge.

The campus space survey is still in progress and is being used for the F&A rate calculation.

Accounts Payable continues to collect feedback on picking up hand-drawn checks. No decision on this issue has been made.

Server Outages
Many web servers in Accounting and Financial Services will be unavailable on Friday and Saturday. The group agreed that communication on this outage was sufficient.

Forms
The question was asked if we should list all forms in the CIS or provide only links to non-AFS departments (Payroll, HR, Development, etc.) master forms pages. The group would like a master list, however they agreed that we would need their help to keep this list updated.

Cell Phone Additives Charges
We are considering creating a web interface for cell phone additive sign-up. The group concurred that cell phone use is usually only charged to chartfields in their department. An update on the pilot rollout is forthcoming.

PAN Print
Turning off the printing of PAN forms at the org level (home department) is now available. Send an e-mail to Matthew Morris to sign-up your department.

Grants
The new PeopleSoft grants module went live on Wednesday (October 5th). There is no specific impact on campus other than a minor cosmetic change to the bucksheet.

Next Generation of Web Management Reports
We are in the early planning stages of creating a web-delivered org-level activity/project executive management report.

Open Discussion
An exercise to identify the web applications available through the CIS took place. One specific application that most did not know about was the ability for payroll reporters to change employees work phone and e-mail.

A suggestion was made to modify the campus directory to lower the requirement for a minimum of 4 characters in the last name field. Also, a suggestion was made to make the name matching less stringent.

The web check/advice roster project is slowly progressing.

A concern was raised about the I-9 recertification process. An e-mail was sent to Clay Bake concerning this. In the past, we TER ASN but we can't anymore due to federal guidelines. This will be a topic of discussion at the next meeting.

The next Business Process Advisory Group meeting will be
November 4, 2005, 9-11:00am, Winder Board Room
Jenny Fickett: Phone: 581-5975