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

Attending:

Angela Brown, Col. of Science  
Dave Bardsley, Pharmacy  
Dennis Oyler, Medicine  
John Downing, Accounts Payable  
Lee Stenquist, ACS  
Margaret Tennant, Business  
Marian Brady, Payroll  
Marv Hawkins, ACS  
Nancy Smith, Library  
Shari Zinik, Chemistry  
Aleta Tew, CSBS

Bob Turner, Nursing  
Dean Church, FIS  
Jackie Byrd, Col. of Education  
John Levandowski, FIS  
Leslie Bigler, CMES  
Margo Bonnette, Col. of Health  
Marilyn Burton, Neuro Biology  
Matt Hunter, Biology  
Sandy Hughes, Budget  
Tami Garff, Social Work  
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