

**Business Process Advisory Group Minutes (BPAG)
October 13, 2006
Winder Board Room 300 Park**

Attending:

Ann Blanchard, Undergraduate Study	Carol Jost, Library
Sandy Bruhn, Engineering	David Bardsley, Pharmacy
Dean Church, FIS	Dennis Oyler, School of Medicine
Jackie Byrd, Education	John Levandowski, FIS
Kevin O'keefe, HRIS	Catherine Coda, Nursing
Leslie Bigler, Mines	Mark Winter, Budget
Gary Gledhill, Research Accounting	Margaret Tennant, Business
Sandy Hughes, Budget	Shari Zinik, Chemistry
Sheila Olson, Academic Affairs	Marv Hawkins, ACS
Steve Allen, General Accounting	Mike Robinson, ACS
Vickie Parker, Payroll	David Beckstrom, Governmental Accounting
Nate McConkie, HR	Karineh Hovsepia, Fine Arts
Margo Bonnette, Health	Sandy Gundersen, HR
Mark Patterson, Biology	Fred Hon, Humanities

Last Meeting Follow-up

There is still a concern from the departments regarding the times of pickups by HR at the OEO drop box. We checked with OEO and were told the courier picks up between 11:00-12:30pm daily. If a courier comes in the afternoon it is usually around 2:30pm. OEO indicated that every drop off is date/time stamped as the documents come to the office. HR goes by that date/time for processing.

Departmental Deposit training is continuing. Income Accounting will contact departments to get them trained.

WEB Earnings and Benefits

As a reminder, the web management reports currently allow a drill down to Payroll Earnings, Benefits, and Taxes Reports. A discussion was held on the need to continue to print these reports. A few of the concerns raised were that the current printed reports act as a reminder to review them, Internal Audit is saying that EBT reports needs to be initialed, and the cost of printing the reports by the department.

Web Check and Advice Roster Prototype

We are working on getting this available to departments electronically so that it would be available 2-3 days sooner than when the hard copy arrives. This will allow departments to catch problems sooner.

A demo of a web check and advice roster prototype was given. The prototype was approved by the group with the request that the top search box appears on all pages regardless of whether there is one or many departments displayed.

WEB Quick Tips - Security

This months WEB Quick Tips was a description of the various security forms and how departments can find these forms. As a reminder, EBT security forms need to be approved by a liaison for the cognizant VP or Dean before forwarding to Financial Information Services.

Getting to Know FIL

A demonstration of the new Financial Information Library was given. Security for this application is the same as management reports. As the campus starts to use this application, they can forward requests for additional information extracts to FIS. It was also suggested to have HR do something similar on their website.

Open Discussion

A suggestion was made to have the HR round table be more interactive and have a printed agenda.

The proposed graduate student salary change (GRSSC) is under study by Human Resources.

As a reminder, it is very important that PARs be submitted in a timely manner. BPAG members expressed a willingness to apply pressure to departments who are not submitting PARs in a timely manner.

The next Business Process Advisory Group meeting will be

November 10, 9-11:00am, Winder Board Room