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 month's 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*