

**Business Process Advisory Group
September 9, 2005
Winder Board Room 300 Park**

Attending:

Angela Brown, Col. of Science
Catherine Coda, Col. of Nursing
Dennis Oyler, Medicine
Jim Urry, ACS
John Levandowski, FIS
Lee Stenquist, ACS
Linda Roberts, Political Science
Mike Robinson, ACS
Phil Johnson, HR
Tami Garff, Social Work
Wanda Ramos, Govt. Accounting

Bob Turner, Nursing
Dave Bardsley, Pharmacy
Fredric Hon, Co. of Humanities
John Downing, Accounts Payable
Laura Howat, Tax Services
Leslie Bigler, CMES
Marian Brady, Payroll
Nancy Smith, Library
Shari Zinik, Chemistry
Vickie Parker, Payroll
Pam Brantley, Accounts Payable

Follow-Up from Last Meeting

Minutes approved.

Computer Security

There was a compromise of information at the library. It is very important that each of your departments to be sensitive to employee information being stored on your computers and protect it accordingly. Also protect your computers physically. If you have any questions, please contact your LAN manager.

Upgrades

Upgrades are fact of life for administrative software. We use PeopleSoft for our financial, student, & HR systems. The "Portal" (Campus Information System) is also a PeopleSoft product. We are in the early stages of an upgrade to "HE" (the combined student/HR system). This means to the campus is that there may be a slow down in certain new functions that we are working to implement. The anticipated "go live" of the HE upgrade is March of next year.

Cell Phone Additive Program Pilot

There is a pilot to investigate alternatives to how employees account for the combination of personal and business calls on university owned cell phones. A memo went out reminding the campus of university policy a few months ago reminding us how to be in compliance with I.R.S regulations. Cell phones are considered "Listed Property". There are two things to consider when using university property for personal use: 1) University Policy: Under Property it states there is to be no use of University property for personal use, specifically with cell phones. Personal calls are to be documented and reimbursed to the University. 2) IRS perspective: All calls are to be documented (date, time, purpose) or some kind of notation. If that is not done, it can be deemed all personal and therefore wages to the employee.

The pilot is investigating having the employee own his/her own cell phone and the department add a certain amount to the employee's pay.

PAN Distribution Improvements

About a year ago this group wanted to prevent unwanted chartfields from being charged for employee's salaries. We agreed that using the orgid as a "check digit" would cut down on errors. Web PAN distribution will no longer allow you change the distribution associated with a "contract" job (9/12, 10/12, etc.). The system will no longer allow contracts to be charged to projects.

Payroll Suspense Activities

The purpose of the suspense account is so that if there is a problem with the distribution, the suspense account will allow the employee to be paid. There have been some areas that are using the suspense account, but not reconciling them. Suspense accounts must be a fund 2000 and are specifically excluded from the interest calculation. You are encouraged to call Dean or Vickie if you have questions or would like explanations on anything related to suspense accounts.

Credit Union Deduction Changes

The 8/31 pay period was the last pay period that the University Credit Union deduction will come out of the employee's check. The Credit Union has put information out on their website explaining the changes being made. Each employee that had a deduction received a letter explaining the changes.