

**Business Process Advisory Group Minutes (BPAG)**  
**September 8, 2006**  
**Winder Board Room 300 Park**

**Attending:**

Angela Brown, Col. of Science  
Bobbie Harris, Engineering  
Dean Church, FIS  
Jackie Byrd, Col. of Education  
Kevin O'Keefe, HRIS  
Leslie Bigler, CMES  
Matt Hunter, Biology  
Sandy Hughes, Budget  
Sheila Olson, Academic Affairs  
Steve Allen, General Accounting  
Vickie Parker, Payroll  
Kori Dehaan, Travel  
Hugh Beyeler, ACS

Ann Blanchard, Undergraduate Study  
David Bardsley, Pharmacy  
Dennis Oyler, School of Medicine  
John Levandowski, FIS  
Laura Howat, Tax Services  
Mark Winter, Budget  
Nancy Smith, Library  
Shari Zinik, Chemistry  
Stephanie Nuttall, Math  
Susan Weaver, HR  
Wanda Ramos, Governmental Accounting  
Kathryn Samson, CSBS  
Delva Hommes, Social Work

**Last Meeting Follow-up**

Income Accounting will start to internally use the new departmental deposit application on October 1, 2006. They will start to grant access to this application in the next few months.

**Graduate Student Travel**

The graduate school has initiated new streamlined procedures to more efficiently pay reimbursements to Graduate School travelers. The form and instructions are on the graduate school website [http://www.utah.edu/graduate\\_school/index.html](http://www.utah.edu/graduate_school/index.html).

Part of the application process will call for an authorized estimate of anticipated travel expenses. A form has been designed to assist departments in gathering this information and can be found at: <http://afs.admin.utah.edu/download/PreRegistrationAuthorization.pdf>.

Questions regarding this process can be forwarded to either Kori DeHaan (Travel) or Jennifer Bangerter (Graduate School).

Carol Bergstrom was introduced as the new Program Coordinator for the Graduate School.

**View Another's Paycheck**

A discussion of how to implement the functionality to view another employee's paycheck was held. It was decided that an employee will elect if someone else can view their paycheck that is designated in their current home department with the role of view paycheck. This designated individual will be able to view all of the employees' paychecks within the department. At the time of election of this functionality, the employee will optionally be able to select an expiration date for this option.

### **Web Tips of the Month**

This month Web Quick Tips focused on Transaction Detail Search (Journals). Go to the FIS website at <http://afs.admin.utah.edu/index.php/fis/> for further information.

### **Open Discussion**

Governmental Accounting discussed the importance of submitting PARs in a timely manner. The list was provided to the college representatives that were present. Late PARs will no longer be tolerated.

Short Work Break (SWB) should not be used for benefited (health, etc.) employees.

The departments expressed an interest of having the SWB functionality in e-manager.

There is an issue with the HR drop box located in OEO (Park Building). PAN forms are showing up late in HR. HR commented that OEO is stamping forms upon arrival and that the forms are delivered by courier twice a day. Departments should contact there HR generalist or Susan Weaver if this issue continues.

There has been a delay in entering PANs for graduate students. PAN forms are submitted early and they are not entered until the last possible day. HR will investigate this issue.

*The next Business Process Advisory Group meeting will be  
October 13, 2006, 9:00am to 11:00am, Winder Board Room  
Jenny Fickett: Phone: 581-5975*