

# Business Process Advisory Group

## September 14, 2007

### Winder Board Room

#### **Attendees:**

Angela Brown, Science Deans Office  
Bobbie Harris, College of Engineering  
Marilyn Burton, Neurobiology  
Dave Bardsley, College of Pharmacy  
Fred Hon, College of Humanities  
Gary Gledhill, Grants & Contracts Accounting  
Karineh Hovsepian, College of Fine Arts  
Margaret Tennant, Tech. Venture Development  
Leslie Bigler, College of Mines  
Sandy Gunderson, Purchasing  
Nancy Smith, Library  
Karen Moss, Purchasing  
Shari Zinik, Chemistry  
Theresa Ashman, Controller's Office  
Kathy Blair, Physics

Bruce Neumann, Development  
David Beckstrom, Mgmt. & Accting. Analysis  
Dean Church, FIS  
Dennis Oyler, SOM  
Jessica Stokes, ACS  
Kevin O'Keefe, HR  
Laura Howat, Tax Services & Payroll Accting  
Stephanie Nuttall, Mathematics  
Marilyn Burton, Neurobiology & Anatomy  
Matt Hunter, Biology  
Nora Karst, KUED  
Steve Allen, General Accounting  
Tami Garff, Social Work  
Utahna Miller, College of Business

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#### **Last Meeting Follow-Up**

Roundtable meetings: The HR Roundtable meetings are designed for all HR & Payroll issues. If there are issues you would like brought up at BPAG, please e-mail agenda items in a timely manner (at least two weeks in advance) so that we can have an HR representative attend to address your specific issue. It was suggested to have the HR Roundtable meeting set up to run like the BPAG meeting so there is more open discussion on issues. Kevin O'Keefe will take the suggestions back to HR and will give an update at the next BPAG meeting.

Test ListServe: At the last meeting this group was invited to subscribe to the test ListServe. The purpose of the ListServe is to allow you to receive automatic e-mails when a FBS News item is posted (e.g. notification when the check/advice roster is ready). To subscribe to the FBS News ListServe follow the directions on the BPAG website(<http://fbs.admin.utah.edu/index.php/fis/fis-bpag/>) and subscribe to FBSNEWS..

It was discussed that reallocators are not reallocating timely. It was suggested to create a list of what has not been reallocated to be sent to the departments.

There was a discussion on Signature Authority. It is unclear to the group what the correct policy is. We follow up at the next meeting.

#### **Workflow**

"Workflow" is the latest industry buzzword that means to replace paper forms with some sort of electronic process. The Workflow Committee is focusing on electronic approvals. To better understand

the approval process we are focusing on the security forms that go to Student Affairs, Human Resources, and Financial and Business Services.

#### **e-PAN**

HR is in the process of automating PAN processing. HR will soon begin gathering requirements. HRIS (Kevin O'Keefe) presented a high-level flow diagram. If you have further comments/suggestions you can send Kevin O'Keefe an e-mail at [Kevin.OKeefe@Utah.Edu](mailto:Kevin.OKeefe@Utah.Edu). He would also like an e-mail from you if you are interested in participating in the process of approval access.

D-Jobs has a "History" button for PAN forms. It was suggested to have a full complete view for the current PAN and show all changes within the Fiscal Year. It was also suggested to have the PAN submitter send the PAN form directly to the approver before sending to HR

#### **FIL/HRIL**

There was a demonstration on the old FIL and the new one. The new user interface will allow dynamic sorting of columns in the result set. Additionally there will now also be HR queries available.

In addition to what was demonstrated the "Peach Report" HRIL will be available (as requested many times by BPAG). It was suggested to develop a plan to monitor the effort of the award such as E&B's, PAR's, etc. so they can be downloaded into excel. There will be an announcement of the new FIL/HRIL to the BPAG and Payroll Reporters distribution lists when it becomes available. BPAG attendees did not think that a lot of training was needed; just send it out and allow people to try it out.

#### **Open Discussion**

An e-mail reminder for this meeting will be sent out two weeks prior to the meeting asking for agenda items. Another e-mail will be sent out one week prior with agenda items attached.

It was suggested to have a Campus Directory representative attend the next BPAG meeting. You can e-mail any suggestions/comments/issues to Jessica Stokes ([jstokes@acs.utah.edu](mailto:jstokes@acs.utah.edu)).

***The next Business Process Advisory Group meeting will be  
October 12, 2007, 9-11:00am, Winder Board Room  
Jenny Fickett: e-mail: [jenny.fickett@admin.utah.edu](mailto:jenny.fickett@admin.utah.edu), Phone: 581-5975***