

## **Business Process Advisory Group – September 11, 2009 – INSCC Room 110**

### **Attending:**

Ann Marie Breznay, LIB	Bruce Neumann, Development Office
Bryan Harman, ACS	Carl Larson, FBS
Chuck Piele, AUDIT	Dean Church, FBS
Doug Kenner, ACS	Ethan Hacker, KUEN
Fredric Hon, College of Humanities	Gary Gledhill, Grants & Contracts Accounting
Jeff Johnson, FBS	Kevon Balls, ACS
Laura Howat	Leslie Bigler, College of Mines & Earth Sciences
Margaret Tennant, USTAR	Margo Bonnette, College of Health
Marilyn Cox, Social & Behav Science	Marv Hawkins, ACS
Nola Lucke, FBS	Rebecca Baggett, FIS
Sandy Gunderson, FBS	Sandy Hughes, Budget and Analysis
Shari Zinik, COS	Tami Garff, Academic Affairs
Utahna Miller, School Of Business	Virginia Beane, College of Law
Wanda Penovich, School of Medicine	

### **Last Meeting Follow-up**

- The BPAG schedule has been updated on the FIS website.
- Web Journal Entry is on target and it's possible there may be a few departments up and running in production within the next month.
- Financial System upgrade has started. We will keep you updated.
- DJOBS discussion
  - Can it display just the current fiscal year distributions
  - DJOBS "U" link can be used to update an employee's Campus Directory information.
- Signature Cards – discussion is ongoing about what would be the best solution.
- An email to be sent to all employees is currently being approved regarding the ability to elect to only receive the W2 electronically. It was requested that a list of who has responded (yes or no election) be made available.

### **Activity and Project EBT on HRIL**

EBT paper reports will be discontinued in November. A demonstration was given showing how to get the information in FIL/HRIL. Discussions regarding FIL/HRIL EBT's:

- The group did not report any major concerns with the FIL/HRIL EBT's as a replacement of the paper copies.
- Could the following HRIL's be created:
  - FTE reports based on pay.
  - Activity and Project EBT by ORG
  - Fiscal YTD and remaining obligation

## **Open Discussion**

- The new Payment Request form that replaces the Check Request form is not live yet. More information to come.
- Can the PCard change form be completely online (including submittal)?
- The LPC is being discontinued. Concerns were aired about this being discontinued. The University is interested in knowing the issues regarding this change and wants to find a good solution.

Next BPAG meeting – October 9, 2009