

Business Affairs Officers Committee
Minutes
April 3, 2013

Present: C. Barduca, R. Beatty, C. Brahm, M. Buchan, T. Butler, D. Cooper, J. Dunlop (for J. Ferguson), E. Elder, E. Godwin, R. Gordon, R. Harris, S. Kellogg, R. Kisner, L. Klain, C. Lezuch, S. May, J. Nechal, S. Progar, K. Rize, L. Sabapathy, C. Siladi, A. Strickland, A. Turner, K. Vest, D. Wells, A. Yancey

Guests: S. Almeranti, B. Atkinson, D. Bowen, B. Green, B. Koneru, L. Oudeh, M. Orlicki, D. Thompson

I. Call to Order – C. Lezuch

Meeting was called to order at 1:30pm

A. Agenda Approval

- a. change: remove HR

B. Previous Meeting Minutes Approval

II. New Business

a. Mass Salary – B. Koneru, L. Oudeh, S. Almeranti

- Committee working on new system: J. Farrell, B. Green, R. Harris, R. Kohrman, C. Lezuch
- Process for mass salary being updated
- Will no longer use Banner
- New system will run in self-service via Pipeline
- Should be in place for BAOs to use in the fall for non-rep mass salary
- There will be hands-on group sessions offered within the next couple of months
- The Banner export to excel capability will be replaced by Cognos reports
- Hay system data has been removed since it is no longer used
- Now when you log-in you will only have to indicate if you wish to update academic or non-academic and the system will take you to the proper area

b. Chart of Accounts – C. Lezuch

- See attachment
- Call for eight volunteers:
 1. M. Buchan
 2. C. Lezuch
 3. S. Progar
 4. L. Sabapathy
 5. C. Siladi
 6. A. Strickland
 7. A. Yancey
 8. SPA representative

c. Moving Policy – B. Atkinson, T. Butler

- See attached
- Reiteration of 2012 moving policy changes
- There will be upcoming changes to DPR including a \$1,000 threshold so DPRs can bypass disbursements; go-live date has not been finalized

III. Old Business

a. RAPP access – K. Rize

- Will resend email sent to group on behalf of K. Doherty (see below and attachment)

From: Kenneth E. Doherty [<mailto:ac0578@wayne.edu>]
Sent: Monday, January 21, 2013 3:06 PM
To: 'Kimberly Elizabeth Rize'; 'Celeste Marie Lezuch'
Cc: Paula S Reyes; Michael Rex Gleason
Subject: RE: BAO Next Meeting - 2-6-2013.

Kimberly and Celeste,

In our recent audit of the new WayneBuy system, it was emphasized by Internal Audit that we needed to work with the BAO's to ensure that the only folks with Banner RAPP access, and hence WayneBuy access, were current employees.

Paula Reyes will be working to get a list by University ORG of all employees with RAPP access. Assuming we are successful, we would like to know if it's possible to have time on the next BAO agenda to distribute the list and talk about any concerns, and the process for having people removed. If I'm not mistaken, the next meeting is February 6th. We would need no more than 15 minutes.

Thanks in advance for any consideration you can give us.



Ken Doherty
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b. Budget Update

- Discussion revolved around receiving budget target, template, and rules for FY14 budget cuts
- C. Lezuch speaking with R. Kahrman 04.08.13 to urge him to send something out to the group as budget hearings will begin soon
- K. Rize mentioned the calls S. Ferguson is receiving re: rumor that April budget hearings are being postponed until May; that is NOT true

c. TravelWayne

- Questions re: auto load of new employees into the TravelWayne system
- K. Rize to follow-up with G. Egnatowski

The meeting was adjourned at 2:24pm