Business Affairs Officers Committee
Minutes
July 3, 2013


Guests: G. Egnatowski, J. Farrell, A. Pendleton

I. Call to Order – C. Lezuch
Meeting was called to order at 1:34pm

II. New Business
      • Petty Cash process change
         1. See attachment
         2. Eliminating ability to obtain cash reimbursement from cashier’s office; many of those transactions currently taking place are not true petty cash transactions and should be processed via a DPR
         3. Petty cash establishment process is not changing; the replenishment and close-out processes are being revised
         4. In the new process, the key to reimbursement is allowing yourself enough time to get a DPR through the system so you receive a check in a timely manner
         5. BAO feedback requested by July 15th
         6. New process slated to go into effect October 1st
      • TravelWayne automatic deactivation process
         1. See attachment
         2. Going live July 8th
         3. Initially, 1,000 people will be deactivated; BAOs will be communicated with
         4. With the new process, emails will be sent daily to alert BAO that an employee has been deactivated
         5. Deactivation is triggered when there is a termination date or change of job class code
            a. Concerns re: 9-month faculty and graduate assistants; please send T. Butler and G. Egnatowski examples so they can see if these employees are automatically deactivated
         6. If an employee is deactivated then later reactivated, the employee needs to redo the travel profile
   b. HR transformation – J. Farrell, A. Pendleton
      • See attachment
      • Service Level Agreement (SLA) is currently being reviewed by the Executive Advisory Board; baseline SLA will be in place by July 22nd which is the HR transformation go-live date
• The SLA will be a living document and changes can be made to it as time goes by to address nuances in each s/c/d
• Individuals will be informed today what region they will be working in
• Alicia Pendleton will serve as interim director for regions B and C
• Standard operating procedures (SOPs) are being reviewed
• All SOPs are a starting point and will be refined as needed
• SOPs will be posted on the HR transformation website
• A process review team will be established so that the SOPs can continually be reviewed and updated
• The HR Consultant is the s/c/d go-to person

c. EPAF communications – C. Lezuch, K. Rize
• A draft version of a EPAF Data Summary Worksheet form (see attached) was sent to the BAOs on 06.20.13 and feedback was requested
• Discussion revolved around how HR will know what the s/c/d approves before EPAF transactions are done
• The worksheet form is one communication vehicle
• Many are hoping they will have a strong enough relationship with their HR Consultant (HRC) that they can just verbally or via email indicate what needs to be done and that the HRC will know that s/he must obtain BAO approval before implementing any EPAF transaction; especially those that involve money (new hires, terminations, reclassifications, salary adjustments, etc.). Just because a faculty member, chair, dean, etc. requests a specific transaction does not mean it doesn’t need to be run by the BAO first.
• Concern that the communication loop be closed before a transaction is originated as no one wants to find out, in the end, that the transaction should not have been processed
• Suggested that each s/c/d’s process be part of their SLA
• Each BAO will need to work closely with their HRC to implement the proper processes for their s/c/d

d. President’s briefing book – C. Lezuch, K. Rize
• Hoping to get consistency amongst the s/c/d as to what is put into the briefing book
• Many BAOs did not have access to the full book, many have already completed it
• There will not be consistency in the briefing book; for instance, for the budget piece some s/c/d used general fund from the budget book, others used actuals, some started from FY13, some started from FY12, while others included FY14 projected

The meeting was adjourned at 2:44pm