

Business Affairs Officers Committee

Minutes

August 1, 2012

- Present: C. Barduca, R. Beatty, K. Blumberg, C. Brahm, M. Buchan, L. Carter, E. Elders, J. Ferguson, R. Gordon, J. Kieleszewski, R. Kisner, L. Klain, C. Lezuch, J. Nechal, S. Progar, K. Rize, L. Sabapathy, L. Shrader, A. Strickland, A. Turner, K. Vest, D. Wells, K. Wilson for S. Frump, J. White for D. Cooper
- Guests: A. Jacobson, J. Barbret, K. Doherty, M. Gleason, B. Atkinson, M. Earhart, J. Randall, M. Johnson

I. Call to Order – J. Ferguson

Meeting was called to order at 1:32 pm.

Minutes for the August 1, 2012 were revised and email to BAO group

II. NEW Business

The BAO group voted to add Elizabeth Godwin, Associate Director of Parking and Transportation Services as a member.

A. WayneBuy Approvals – M. Gleason and K. Doherty

- Business to Business Direct Order System (DOS) purchases have already been reduced because of WayneBuy and should be discontinued effective August 31, 2012.
- WayneBuy transactions are being routed based on Level 4 organization across the university. Since each unit has different structures, Mike will get with everyone to satisfy the different organization structures. There is functionality in the system that allows an approver to assign it to themselves and then forward the requisition to another approver such as Chair or Dean. E-mail notifications should reference DPR versus true requisitions. There should be a “best practice” document on how to set up approval queues.
- Sharon Progar mentioned that in purchasing a computer and monitor through a showcase vendor she needed a quote to process. Mike mentioned that in punching out Dell, pull up their quote although this should not be a common occurrence. Catalog PC purchases that are under \$2000 should go directly to vendor.

B. WayneBuy DPRs – J. Barbret, J. Randall and M. Gleason

- Mike and Julie extended an open invitation to come to the S/C/D to discuss DPRs.
- One advantage of adding DPRs to WayneBuy is that they are being processed in 2 days rather than the typical 3 weeks with a Special Payment Authorization.
- There is a lot of information including a FAQ at the following website:
http://fisops.wayne.edu/disbursements/non_po_payment.php

- You can't create DPRs against a liability account or revenue accounts. This should still be processed through an SPA.
- There was question on what is the official documentation – the hard copy or the attachment. Per Jim, the scan attachment becomes the official documentation.

C. TravelWayne – B. Atkinson and M. Matthews

- The original TravelWayne configuration does not allow for an approver prior to the final approver (supervisor) for a travel request. The traveler needs to add that step when filling out their travel request in TravelWayne. Bryan states that each S/C/D is going to be different on how they want to structure this. It probably would be wise to have some type of documentation on how this process will work so travelers know how to proceed.
- Bryan stated that a final travel approver has to be the supervisor – it has to follow the chain of command.
- Cohort 2 going live has been delayed a couple of days.

D. Supervisor Information Project – M. Earhart

- Presently, there is no place in the system where supervisor information is being stored. Many areas such OED, Security Office, and EEO need this information. There is a place in Banner in NBAJOBS, Miscellaneous tab where this information can be stored but will require a one-time upload into Banner for all active employees excluding GA, students, PTF and CWS. A report will be sent out to verify this information so the upload can occur.
- After that, EPAF (NEWPOSN and HRPOSN) is being modified so that the originator can add the supervisor.
- An email should be sent out in the near future regarding this.

E. OnLine Hiring System Upgrade – M. Earhart

- The OnLine Hiring system is being upgraded from version 5.8 to 7.0. Some enhancements include electronic reference letter, on-line help, user interface, and notes for reporting capabilities. This will be implemented early fall 2012.
- It was asked if non-academic changes or modifications such as salary bands and job qualification language can be done on job postings. Mary will look into the salary band modifications. Language regarding qualifications can't be changed but Mary suggested adding changes to unique and/or preferred qualifications.

F. Update on Security Access Report – M. Johnson

- Deprovisioning of system access for terminated employees has been a success. There is a new project underway that automates the ability to transfer employee access.
- There has been a modification to the security access report in Cognos. It now includes additional information including displaying what type of access each individual has. Marlene will forward to Celeste an email with the detail instructions on how to use the report.

G. Co-chair Nominations – J. Ferguson

- The BAO group unanimously agreed that beginning FY 2013 Celeste Lezuch will continue representing the Administrative Divisions and Units and Kimberly Rize will represent the Academic Schools and Colleges.

H. Summer Revenue Distribution – A. Jacobson

- Alan discussed the mechanics of the summer revenue distribution. This included direct cost of instruction, administrative costs, overhead calculation and how the net distribution was allocated. Schools and colleges were allocated 70% in FY 13. This was voted by schools and colleges since enrollment decreases were impacting large budget take backs at the end of the year. Budget policies on summer revenue distribution need to be revisited as to how and when.

The meeting was adjourned at 4:00 P.M.