Business Technology Advisory Council Meeting Minutes

June 18, 2015 (Thursday)

2:00pm – 3:30pm. Barge 412

Present: Andreas Bohman, Tina Short, Jamie Thomas, Sherri Fujita, Kindra Martin, Lisa Conn, DeeAnn Karageorges, Keith Champagne, Chris Schedler, Lindsey Ulrich, Steve Wenger, Joel Klucking, Chris Huss, Leah Valverde, Tim McGuire, Bill Yarwood, Debbie Hunt **Absent**: Sarah Swager, Staci Sleigh-Layman, Sue Noce, Lindsey Brown.

Agenda Items:

Discussion/Informational Items:

Andreas provided a change control presentation that covered: change management, configuration management, and the change control process. Concluding the presentation Andreas requested BTAC members consider becoming a part of a Change Advisory Board. The board would deliver support to a change team--assisting with bundle upgrades, new functionalities, and PeopleSoft upgrades.

Solutions Request:

Update to Canvas Feed (Chris Schedler)

In order to reduce the amount of manual labor, multimodal learning is requesting an automated process. The process would use existing identifiers within PeopleSoft, constructing a process that allows enrollment management to be automated using the existing Canvas feed process. The process would accommodate the needs for the Flex-IT ITAM program. The process would also update the course section combining process, so the edits in Canvas would take place in PeopleSoft.

This would not impact the registrar's office and would take about a month to implement with testing.

The group approved the request.

Modify PeopleSoft HR System to Improve Training Registration (Leah Valverde)

There are a few glitches in the training registration process. HR is asking to improve the user experience through the following actions. Allow users to cancel themselves out of meetings and remove/or turn off the comment box. IT mentioned there would be a few workarounds, perhaps including language to the module and hiding the comment box. Currently, comments to the comment box are not automatically received by HR.

The group approved the request

Attendance Tracking Within PeopleSoft (Sherri Fujita)

The US federal government requires that UESL students' attendance is tracked. Currently faculty are tracking attendance using paper and pencil, and a student employee manually enters attendance data into the system. The UESL program is asking that the attendance functionality in PeopleSoft be turned on. This would allow teachers to enter attendance directly into the system using Faculty Self Service.

The group approved the request.

Online Application with Ability to Accept Credit Card Payment (Sherri Fujita)

UESL is looking for a solution to allow prospective UESL student to apply and pay the application fee online. Since UESL is not an undergrad program, it is self-support, and pre-admission; the non-matriculated prospective UESL students must use paper applications. Once they print and fill out the application, the students then email the application to the University. Once the University receives the application they assign the applicant a student ID number. Once the UESL applicant receives their number they then have to pay the application fee; this is done by check and must be mailed in. All of the data that transpires is entered in manually.

UESL does not currently have a solution, but is asking for help to streamline this process for prospective UESL students and reduce human errors.

The group supports the project and has moved it forward to find a solution.

Time and Labor Workcenter Dashboard (DeeAnn Karageorges)

The dashboard that was included with the new Time and Labor Workcenter does not work. Payroll has requested IT make a similar dashboard in regards to structure and branding. The new dashboard would ideally work as it was intended to work. A functioning dashboard would allow mangers to approve time and exceptions without navigating through multiple screens.

The group approved the request

Comp Time Cashout (DeeAnn Karageorges)

As the CWU policy has changed, compensatory time must be cashed out before June 30th of each year. The request is to make code 197 available to managers so they can approve their employee's cash outs. The TRC access would change from administrator to manager. The update to both PRD and HRTST would take about thirty minutes.

The group approved the request.

Eliminate Rounding on Punch Employee Time (DeeAnn Karageorges)

Payroll is requesting the rounding of time clock punches be removed. Some students are being shorted on their time because the web clock is rounding punches. This adjustment would take a few minutes and requires a quick setting adjustment from rounding to no rounding.

The group approved the request.

Modify Time and Labor Enrollment Process (DeeAnn Karageorges)

Some departments are having trouble with the elapsed time clocks, where some departments prefer them over the punch clocks. There is a discussion whether all departments should be under the same program or if some can pick and choose. There are pros and cons to both systems, but to reduce the amount of confusion there should be a system or policy in place.

The group approves the adjustment, but recommends the case goes to EISC to discuss the logistics of the change.

Updates/Approvals:

Reviewed teamdynamix projects.

Approve May 14th Meeting Minutes

Group approved May 14th minutes.