

## **Business Technology Advisory Council Meeting Minutes**

**February 23, 2017 (Thursday)**

**1:00 – 2:00 pm Barge 412**

**Present:** Adrian Naranjo, Jared Jakeman, Lindsey Brown, Natasha Ruffin, Patrick Turner, Richard DeShields, Shane Scott, Sharon O'Hare, Steve Wenger, Sue Noce, Tim McGuire, Tina Short, Traci Klein, Lisa Plesha

**Absent:** Chris Huss, Jamie Thomas, Jill Hernandez, Joel Klucking, Kelley Christianson, Nathan Hill, Todd Mildon

### **I. Approve Meeting Minutes**

January 19, 2017 Minutes (Correction to minutes: Steve Wenger in attendance). Moved to Approve Sharon, Jill seconded – Motion Passed)

### **II. Solutions Requests/Business Cases**

#### ***Develop an interface through an automated journal feed from CRS to FMS (Presented by Lisa Plesha)***

(Moved Approve Steve, Richard seconded – Motion Passed)

Research and review the Perkins Loan Database (CRC/Ellucian) capabilities to interface with FMS through an automated journal feed. This would be accomplished through the FMS GL Batch Interface process. In summer 2016 we upgraded our Perkins Loan Database software. Prior to the upgrade, the software did not have the capability of generating journals to be fed to FMS/GL. We created, and continue to create, a manual journal twice a month (about 3000 lines in each journal) that must be prepared in a journal template from a report generated from CRC. This creates many opportunities for errors in accounting and misinterpretations of what the transactions accomplished in CRC. Being able to generate daily journals from CRC to feed to FMS would increase the accuracy of the accounting entries and remove the human element to updating the GL. Start date after 9.2 upgrade (9/1/2017).

#### ***Pay Advice Revision (Presented by Traci Klein)***

(Moved Approve Lindsey, Natasha seconded – Motion Passed)

Break out pay advice description by job codes (empl rcd) with possible enhanced description for "Lecturer" so that employees can track if they are getting paid accurately. Currently, employee pay advice includes one lump sum for earnings. This makes it difficult for people with multiple contracts to determine if they have been paid accurately, or at all. We have many people who are paid from multiple budgets and through multiple contracts. This would be responsive to expressed need from faculty and staff and would increase employee satisfaction in the long run.

### ***Highlights –Updates/Approvals***

#### **ATAC Updates**

-See attachment for ATAC notes

#### **EISC Updates**

#### ***Highlights –***

-No meeting

#### **IS Updates**

#### ***Highlights –***

MyCWU upgrade – the system will be open through Friday (April 14<sup>th</sup>). After that over the weekend students and staff need to keep track of their hours on a paper timesheet then submit the information into the system and approve on Monday. Supervisors will need to enter the hours for students on elapsed timesheets. Payroll will be communicating out prior to the date.

### **Task Force Update on Preferred Name**

#### ***Highlights – (Jared)***

Queries are being updated on an ongoing basis and the CS side in sync with HR.

### **III. Informational Items/Other**

There is going to be a change to travel processes, they are adding a second review in workflow hoping to improve efficiency and processes. Beginning February 23<sup>rd</sup> the approval actions in workflow will be:

1. Employee submits the TA or ER
2. The Travel Desk does an INITIAL review of the TA or ER.
3. The Direct Supervisor approves the TA or ER
4. As applies, the Fund Administrator approves the TA or ER
5. The Travel Desk does an additional FINAL approval of the TA or ER

This step will catch any notes or edits that either the direct supervisor or fund administrator is making to the TA or ER

#### **Next meeting:**

**Thursday, March 16, 2017**

**Barge 412, 1:00 - 2:00 PM**