

## **Business Manager Meeting Notes**

August 8, 2005

The August 8, 2005 Business Managers Meeting included an ERP update, information on system access verification, and an update on cell phone procedures.

Tom Page, Controller, opened the meeting and commented on a few items. He said Michelle Arbogast, Manager, Support Services, Graduate School, would be sending an e-mail about graduate assistantship stipends. Tom announced that revised cell phone procedures would be coming out shortly. These new procedures are effective Sept. 1, 2005. Please refer to the Controller's web site, <http://controller.utoledo.edu/UTCCellPhone.asp> for the details.

Melissa Crabtree, Project Manager, Communications and Quality Administrator, EIT, distributed a handout on the HRS/FRS/SIS pre-semester audit process. Prior to the start of each semester, the departments' Business Managers (or their delegates) are required to verify that their employees with active system accounts are still in the department (have not separated from the University or transferred to another department) and require access to these systems. This applies to student workers as well as faculty and staff. Melissa will be sending out shortly a spreadsheet to verify for Fall Semester 2005 along with directions. Melissa discussed who is to receive completed spreadsheets. If accounts are not verified by the due date, those accounts will be disabled and require submission of a new system access form.

Brian Bushong, Director, Project EntERPrise, provided an ERP update. The conversion team has been hard at work. The first module of the "my UT" portal will debut in October 2005. Links to employee self-service are planned to be in place by Jan. 1, 2006. Approximately a year from now, employees will have the ability to update, for example, benefit enrollment.

In response to a question about the ERP heightening "paperlessness", Brian said Banner has some capabilities we will eventually be implementing such as electronic Personnel Action forms and remote site time card entry. Perhaps a small department will be used as a pilot for the remote time entry.

UT is anxious to do away with using Social Security Numbers for employee and student ID numbers. The new ID's will be 9 characters with the first letter being "R" for "Rockets."

On the Finance module front, there have been changes to the account structure since it was presented at previous Business Managers Meeting. Intense Finance Team member training kicks off in September and October.

Dominic D'Emilio did a PowerPoint presentation on ERP reporting team briefing. Dom is chair of the ERP Reporting Team. This presentation included the team's

charge and scope, team members, legacy data access guidelines, current reporting environmental overview, future reporting environmental overview, methods to receive reports under Banner, and reporting tool options under Banner. Much of the information in Dom's presentation can be found on the ERP web site, <http://projectenterprise.utoledo.edu/Reporting/Documents.asp>. Dom welcomed people to call him or anyone else on the ERP Project if they have a question.

Brian Bushong reminded the group that the ERP open forums are the 2<sup>nd</sup> Monday of the month.