CANR First Tuesday Business Officer Meeting

February 4, 2014 Summary and Additional Information

1. SAP Portal improvements – enhancements are planned for summer. Items such as SAP portal navigation, location of functions for access, naming conventions to try and standardize the label or name for the same type of function throughout SAP and font will be made larger are being developed. HR wants to make more sense where we need to go to find things. Also there may be the option of setting/saving things that we use a lot (i.e. like a “favorites” type of thing). As more information is shared, we will pass it along.
2. D6501, Workflow, FTU – review all roles/access – Kris requested a college-wide spreadsheet to review this for all units. She received it, and it was MUCH larger than she had anticipated (16,000 rows of information). She is currently having a student in the dean’s office work on separating pertinent info. by unit, that will then be distributed for review. This may be done annually – in the spirit of the college aiding in due diligence for internal audit purposes – so that we are reviewing people’s roles in EBS at least annually (i.e. when we assigned people’s “roles” prior to EBS going live, we might not have really understood what the roles would entail and who should have what role – this probably has changed since we now understand it better). This led into conversation about the number of ARM forms it takes to get people the various accesses/authorizations necessary, how challenging it can be to change workflow, etc. This spreadsheet will be shared with units by the end of the month for you to review and make updates as appropriate.
3. Job Classification Search – new system – are you aware HR put out a new search system on their website for the job classification search area? If not, here is a link to the page: <https://jobclassifications.hr.msu.edu/application/jobClassificationSearch.jsf>. Not as straight forward as the old system.
4. The Classification System for support staff initiative is moving forward and an RFP to hire a consultant to review and revise/replace our current classification system for support staff is moving along. The purpose of the system study is to ensure we are utilizing current terminology for technical and specialized fields of work and have progressive and current minimum requirements, etc. Human Resources is awaiting approval from Central Administration to hire a specialized consultant to assist with this initiative. As more information is available, we will keep you updated.
5. Please be sure you are asking employees who drive a university vehicle to complete the Driver certification form. Details on this can be found in the Manual of Business Procedures at:

<http://ctlr.msu.edu/combp/> (Section 70)

1. We received a demonstration from Michelle Dilday (she is on the HR/Payroll EBS team) on the Time usage analysis and reporting. Here is a link where you can find both of the handouts for the reports (one quick guide and one very detailed). <http://www.hr.msu.edu/news_feeds/ACATimeReport.htm> The purpose of this demonstration is so that you can run by person or unit wide report on time usage to ensure everyone that should be submitting time is submitting and if there are any indicators that someone may need to be notified of FMLA, etc.

Michelle Dilday, Paula Terzian and Erin Pribble work on this team. Michelle indicated that we can contact them directly if we are trying to run a report and need guidance: Here is their contact information:

517-353-3121 with the following extensions:

Paula Terzian                     ext. 262

Erin Pribble                         ext. 290

Michelle Dilday                 ext. 224

Or by e-mail at [ebsp.time@ais.msu.edu](mailto:ebsp.time@ais.msu.edu).