



Business Process Council

September 25, 2013

Kuykendall 204

2:00 pm

MEETING RECAP

Attendees: Kathy Cutshaw, Mike Unebasami, John Morton, Yaa-Yin Fong, Glenn Shizumura, Debra Ishii, Barbara Kawamoto, Donna Kiyosaki, David Lassner, Marcia Sakai, Steve Smith, Howard Todo, David Lonborg, Shari Goudreault, Ryan Kurashige, Sandy French, Joey Nikaido, Ann Sakuma

1. Charge to Committee – David Lassner (UH Interim President)

Work together to meet and fulfill the recommendations of the Advisory Task Group (ATG), including the following:

A. Fix procurement process by making the purchase of goods and services at affordable prices easier, more efficient and timely, and in compliance with state procurement laws.

- Cost data for transaction and PO processing available from discussions at KFS Executive Committee + Procurement SIG meetings over the past years.
- The option of using p-cards for all purchases under \$2.5K requires more thoughtful analysis to ensure transaction and processing costs are not just being moved from one payment method to another.
- Another option under consideration is the realignment and placement of the procurement function within the university structure.
- Internal Audit will be reviewing KFS after the FY2013 audit is completed.
- All KFS user interface issues have not yet been implemented.
- We need to be more thoughtful and ensure the controls put in place do not make the process more costly.

Solutions-in-Work:

1) Kuali Financial System

- Kuali Materials Management (KMM) – module for eProcurement, catalog purchasing using p-card
- KFS Procurement Card (PCDO) – module to facilitate reconciliations of p-card purchases

2) Training and User Interface

B. KFS Reporting: Establish a reporting standard and a set of agreed-upon-reports meaningful at the program level and up with a clear glossary of

terms so whoever is looking at the reports will understand what the numbers mean.

- Current data requests results in different outcomes based upon ***what*** you ask for and ***who*** you ask. Need to establish a reporting standard.

C. RCUH Survey Results: Sent to several BPC group members indicating that KFS will not have to be used. Diagnosis and response to this issue is needed.

D. Travel: The review and approval process for travel (request and completion) needs to be simplified.

- Should the policy be revised to process same day interisland travel as a reimbursement for expenses rather than travel?
- The p-card can be updated to allow the purchase of air fare and car rental. How will per diem be handled? If same day interisland travel is not considered travel, will per diem apply?

E. AiM Task Force

- Faculty member has been confirmed and the committee is scheduled to meet in October 2013.

2. Moving Forward with BPC – Kathy Cutshaw and Mike Unebasami

The BPC website will be updated to reflect on-going and new projects with project information and clear deliverables.

Follow-up/Status Updates on topics from the previous BPC meeting on July 24, 2013:

A. KFS Update

- Automated accrual programs → COMPLETED
- Contracts and Grants Billing → Testing a fix from VivanTech to correct the issue of closing fiscal periods is currently taking place. VivanTech will not fix the issue of how the invoice period is printed on the invoice. The KFS team is working with ORS to develop functional specifications so a fix can be implemented.
- KMM → Catalog purchasing: viable option for small purchases because less expensive to do a p-card purchase versus a PO, especially for small items which account for roughly 80+ percent of total buy. Work-in-progress.
- KFS Procurement Card (PCDO) → Automated p-card log system.
 - Program is used to reallocate p-card charges. First Hawaiian Bank will send UH the transactions which will be loaded to the PCDO. Users will then review, reallocate, and certify receipt of goods. The current proposal

is to upload the transactions *once per billing cycle*, similar to how the manual monthly log is prepared and reviewed. The PCDO will route to the same reviewers currently reviewing the monthly log.

- Use of p-cards will be emphasized in conjunction with KMM and procurement.
- Getting PCDO functional in KFS is moving forward on schedule and can be operational by end-December.
- Important to address the concerns of the field regarding the increased workload that will be created as a result of mandatory/increased p-card usage. Workload concerns include accommodating employees who do not want a p-card resulting in others becoming purchasing agents for their group. FA concerns have been summarized and will be discussed with Howard Todo, the KFS Co-Directors, and OPRPM. A meeting will then be held with the P-card User Group.
- A policy to set guidelines for p-card usage was recommended by the ATG. There are currently no consequences outlined for questionable p-card uses and FAs are held accountable/questioned when audited.
- Establishing a clear plan which includes a policy, training, and the ability for units to do POs in the system if p-card cannot be used for a purchase.
- Once a plan is established, recommend to roll out as a trial/transition period at the end of the year and be fully effective system-wide July 1, 2014. The Plan will be provide to the Board once finalized.
- Target completion date for the policy is December 2013.
- Target completion date for training is January 2014.

B. AiM Advisory Committee (Ryan Kurashige) - Continuing

- First meeting will be convened in October to identify key needs and deliverables and to understand what space information individual campuses need. Consistent application and format + establishing key definitions will also be addressed.
- Office of Research Services (ORS) and space planners are the biggest users of data.
- The priority of this committee is to meet System needs first.
- AiM is the system of record for space and will be used as a central tool to calculate the indirect cost rate for all campuses.
- The Work Order System and Space Management is just two of many modules available in AiM.
- The charge of the committee and timeline of deliverables will be reported to BPC at next meeting.

C. Redraft of A8.863 Relocation Allowances Policy (Barbara Kawamoto) - Continuing

- Working with FMO Steering Committee on 3rd draft.
- Draft should be ready for review in November 2013.

D. Draft Guide on Global Sponsored Activities (Yaa-Yin Fong) - Continuing

- This user guide is being drafted to assist Principal Investigators (PIs) who conduct sponsored research overseas; for research related international travel.
- The guide is modeled after Boston University and will provide information on how to handle emergency situations while overseas. There will be two (2) parts to the guide: Before you go and after you arrive.
- Yaa-Yin will be consulting RCUH, Risk Management, and other central offices, including IT to address confidentiality issues while abroad.
- The "PRE" section is targeted to be completed by end-December.

3. Follow-up/Status Updates on projects listed on BPC website

A. PeopleSoft HRMS – Migration to Version 9 (Deb Ishii)

- OHR and ITS have not yet formalized plans because not time critical.
- Will plan to upgrade within next year 2014. Deb will provide status update to BPC at next meeting.

B. eTravel interface with KFS using Kualii Rice Workflow (Barbara Kawamoto) - Continuing

- Disbursing is meeting with ITS next Monday (9/23) to review the workflow module. Barbara will provide update and timeline to group at next meeting.

C. Development of TAPS to include timesheets for casual and overload employees (Barbara Kawamoto) - Continuing

- ITS developers are working on the modification. Barbara will provide update and timeline to BPC at next meeting.

D. Moving casual and overload employee records into PeopleSoft – COMPLETED

- Implementation was completed in May 2012 as part of the CURE project.

E. Other Updates:

- S397 Conversion/Account Code Changes (Deb Ishii)
 - MOU with HGEA signed regarding an exception to Article 14, Section 1, of the Bargaining Unit 8 agreement. This allows UH to temporarily change funding source for BU-8 G-funded positions to cover the salary without consultation with the union in cases where there is insufficient general funds and such change is temporary, will not impact the wages and benefits of the respective position, and the original funding source shall be

restored by July 1 of the next fiscal year. If these requirements are not met, the unit shall consult with the union in accordance with Article 14. The agreement is effective September 18, 2013 through June 30, 2015.

- OHR is working with the ITS PeopleSoft team to be able to mass generate PNFs where possible. Implementation for each campus will vary. For UH Mānoa, implementation may differ by college/department.
- Units will need to monitor G-funds and process a personnel action to reflect the move to S397. Departments will be responsible to review and verify information on mass-generated PNFs for their units. Employees will revert back to G-funds no later than July 1.
- On August 1, a report must be provided on all temporary changes in funding source for BU-8 positions executed during the preceding year. OHR is looking to assist units to generate a report from PeopleSoft. Units will need to verify the information on the list and make corrections as needed. OHR will provide guidance to HR groups.
- Enterprise Document Imaging (ITS)
 - To be discussed at next BPC meeting.

4. For next meeting:

Gather thoughts and suggestions on the above charge to the committee (point #1), including:

- Fixing Procurement so easy to buy, incorporating PCDO
- Standardize Reporting
- Training and User Interface
- RCUH Training Survey
- Continue to work on Travel