

Rita Harris facilitated the meeting.

Phase II Update

- Merit and P&S time reporting: Linda Gruetzmacher discussed the implementation of the payroll process that is scheduled for January 1, 2004. The software is Oracle Time & Labor (OTL). The payroll team also includes Monica Mundhenke and Karen Paulsen. ALL employees will use the OTL system. Reports will be web based. Students will record their time in and time out. Merit employees will record total number of hours worked while P&S employees will report uses of vacation, sick leave, etc. (similar to what is done now with monthly absence reports). Some departments will have "timekeepers;" for example, custodians will complete a paper document and submit it to the designated timekeeper who will enter the information in OTL.
- Production: Marty Mark reported that they are currently in the gap analysis stage for Phase II. The production copies of all modules have been turned on and applications are being tested. An upgrade to the current production will be put in place the first week of May. This will require installation of a new version of j initiator. Department tech reps have been notified and software will be available in March to being installation.

Bid Solicitation Process

- Roxanne Conrad from the purchasing office gave an overview of the bid solicitation process. A PAR is in process to automate bid requests. Right now bid requests can be sent to the purchasing office by fax, e-mail, campus mail or in person. Effective July 1, 2002, the Board of Regents, State of Iowa, mandated that competitive bids are required for purchases of \$10,000 or higher. This includes items for which the total purchase will be accrued during a fiscal year. Bid requirements for printed materials may vary as required by the state (currently, printed materials costing more than \$5,000 must be bid through state printing via the Office of University Marketing & Public Relations). Equipment purchases do not necessarily have to be competitively bid if under \$10,000 but the department must provide a quote from the vendor so the cost of freight can be included in the purchase price. For example, a piece of equipment costing \$4,000 may not require competitive bids but the department needs to provide a quote from the vendor. Documentation must be provided if the vendor is the only known source. Roxanne provided handouts of the purchasing guidelines and procedures. These are also available at <http://www.uni.edu/pur/gdlns>.

Statement of Account Financial Summary by Fund

- Karen Paulsen and Tonya Gerbracht (Controller's Office) demonstrated the Statement of Account Financial Summary by Fund. Karen reviewed how to launch the report. The presentation was mostly Q&A discussion. Tonya explained that the adjustment period includes year-end journal entries that need to be done to accurately produce year-end financial reports (most of these entries are to accurately report revenue and expenses in the correct fiscal year). This process has been done in previous years but users did not see them. The adjusting journal entries will be reversed in February prior to the close of the month at which time fund balances on this report should be accurately reflected.

MUG Leadership Team

- Eunice Dell spoke to users in attendance and praised everyone for a job well done as we continue with MEMFIS and work toward Phase II implementation. Eunice also offered kudos to the MUG Leadership Team for their work in organizing the monthly MUG meetings. This group is in need of new members. It provides users opportunities to be involved. Responsibilities include:
 1. Reserve rooms for user group meetings & leadership team meetings
 2. Plan agenda for monthly MEMFIS users group meeting and e-mail agenda to users
 3. Contact presenters and arrange for equipment, if necessary

4. Facilitate monthly users group meeting
 5. Record highlights of monthly meeting and submit for posting to web site
 6. Serve as MUG liaison to the MEMFIS Change Management Committee (1-2 people)
- A MEMFIS newsletter is also being considered as a method for ongoing communication with users especially with Phase II implementation as this phase will involve every university employee. Watch for more information about a newsletter.

Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu.