

MUG Meeting Notes
Thursday, April 17, 2003

Carol Geiger facilitated the meeting. Introduction of MUG Leadership Team: Carol Geiger, Educational & Student Services; Gary Daters, Department of Residence; Michele Mullings-Shand, Grants & Contracts; Sandra Harberts, Office of the President; Rita Harris, College of Humanities & Fine Arts; Janis Jehle, University Marketing & Public Relations; Claudia Meyer, School of Music (absent). New members are Mary Friedrich, Department of Mathematics, and Doris Mitchell, UNI Museums.

1. Kelly Flege -- Fringe benefit calculations effective FY04:

Kelly discussed a change in the basis used to calculate fringe benefits, from actual charges to a rate method. Beginning in FY04 (July 1, 2003) fringe benefits will be calculated as a percentage of salary. The intent of this change is to simplify the fringe benefit calculation process and minimize the time required to reconcile monthly statements. **This presentation is available on the MEMFIS Users Group web page at <http://aflink.af.uni.edu/memfis/documents/tips/fringe-041703.pdf>.** The main points are:

- Fringe benefit rates will be calculated as a percentage of salary beginning July 1, 2003
- Rates will be consistent between budget, actual charges and encumbrances
- Different rates will be used for each employee classification
- Same rates will apply for general and non-general fund accounts
- Rates will remain the same for the fiscal year
- Rates will be reevaluated every year

Contacts: Bruce Rieks, 3-7498, bruce.rieks@uni.edu; Mary Prenosil, 3-6137, mary.prenosil@uni.edu; Kelly Flege, 3-7603, kelly.flege@uni.edu

2. Jack Miller

- Updated forms -- Journal Entry, Travel Reimbursement and Cash Receipts for Deposits have had changes. Please replace old forms you may have saved on your computer with the new forms. They are available in the forms repository. The effective date for the new forms is March 17, 2003.
- "MEMFIS Times" is a new electronic newsletter that will serve as another venue for communicating with MEMFIS users. The newsletter will include MUG meeting minutes, announcements and other items related to MEMFIS. It will be in a PDF format for printing & posting for those users who do not have convenient computer access. Watch UNIONline for more information and a direct link to the newsletter.
- MEMFIS Upgrades -- It is very important that the new j-initiator be installed on computers by May 1. If not, the system will not work for those users when the system upgrade goes into effect. The upgrade timeline is:
 - Thursday, May 1 -- close AP
 - Friday, May 2, noon -- system will be down
 - Sat/Sun, May 3-4 -- upgrade in process
 - Monday, May 5 -- testing (no applications available)
 - Tuesday, May 6 -- system back up for use

If the upgrade is completed ahead of schedule, an e-mail will be sent to users indicating such. There will also be a note on the MyUNiverse page. Users that have shortcuts will need to rebuild them as they won't work with the upgrade. Some users may also see a Netscape Security Error; don't panic; it is because the return key was used rather than clicking on "continue." Press okay and proceed (or contact Jack Miller, 3-5555, option 2).

3. Marty Mark reported that Phase II, which includes HR, payroll and public sector budgeting module, is moving forward. Minimum desktop requirements for Phase II are available on the MEMFIS project web site under requirements for access. Marty noted that Oracle prefers Internet Explorer although they (Oracle) do support Netscape.

The next MEMFIS Users Group meeting will be Thursday, May 15, at 1:30 p.m. in 207-209 Gilchrist. Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu.