

MUG Meeting Notes

Thursday, April 21, 2005

- A. Kelly Flege presented the [Oracle Financials Closing Schedule for FY2005](#). A schedule may be obtained from the Office of Business Operations website. Kelly also provided a handout to users with instructions for [Year End Requisition Cleanup](#). This handout is available on the Purchasing department's web site. Important highlights include:
1. To ensure procurement card purchases are charged to the current year fund, cardholders are encouraged to have all purchases made no later than May 20, 2005.
 2. Rosters and copy of budget fund transfer for general fund departmental awards to students are to be due to Financial Aid the Office of Business Operations by Tuesday, June 7.
 3. Saturday, June 11 is the end of pay period for hourly merit, hourly P&S, all overtime, off-duty, and shift pay charged to FY 2005.
 4. Monday, June 20, is the last day PAFs can be submitted to Human Resources for employees and be charged to FY 2005 budgets.
 5. Friday, June 24 is the last day student approval/delete/change forms can be submitted to the Financial Aid Office for wages to be charged in FY 2005.
 6. Saturday, June 25 is the end of pay period for student wages to be charged in FY 2005.
 7. Wednesday, July 6 is the last day for Request to Pay and Travel Reimbursements will be accepted to charge to FY 2005.
 8. Monday, July 11 is the last day invoices on all POs delivered before June 30 and P-card journal entries will be accepted.
- B. Evie Waack spoke on processing financial aid for students. Awards paid for out of general fund, departmental accounts must be processed on a roster and a budget fund transfer completed. The roster and a copy of the budget fund transfer are sent to Financial Aid. A handout on the process was distributed and is available by [clicking here](#).
- C. Mary Prenosil and Bruce Rieks presented information on budget development. Self-supporting fund (formally know as local activity accounts) worksheets were sent in March and due back to the Budget Office by April 29. Users were informed that a signature line needs to be added to these reports. Salary worksheets will be distributed for completion during May. For FY 2006, faculty will receive salary increases in July and January.
- D. Karen Paulsen demonstrated the Personnel Expenditure Report which replaces the Personnel Expenditure Detail Report. The new Personnel Expenditure Report is accessed through Discoverer, and a user must have a financial responsibility in order to view. Users were informed that student payroll for July-December is listed as "Unknown Student" and represents a lump sum of student wages for the period before the change to Oracle Payroll. The Personnel Expenditure Report is scheduled to be released to users on Monday, May 2. The Budget Detail Report is still in the testing process but release is expected shortly. This will also be accessed through Discoverer, and a user must have financial responsibility.

E. Tim Bakula spoke on student employment issues. Important points include:

1. Users must have the PWO3 transaction in order to view student eligibility.
2. May 6 is the last day for students to earn Fall/Spring work study funding. The summer work study award is \$600, begins May 9, and ends July 29. Fall work study begins August 22. Students on departmental funding can begin work for the Fall semester on August 14.
3. Departments do not need to complete "Continuing" approval forms for students who will work during the summer.
4. Users are informed not to send deletion forms for students who will be returning to their departmental employment in the fall. As in the past, Student Employment will mail a listing of departmental students near the beginning of August. If one knows for sure that a student will not be returning in the Fall, a deletion form can be submitted.

F. Jack Miller gave the following announcements.

1. The "sandbox" will be removed from the MEMFIS portal the week of April 25, 2005.
2. The [Payroll Cutoff Dates for PAF Processing](#) may be found on the Payroll website.
3. For Summer PAFs, users were informed to use the new form but to follow the specific [instructions](#) listed on the MEMFIS training website.
4. PAR (Programming Authorization Requests) for Phase 1 reports are being accepted. Users are asked to notify MUG planning team members of their priorities.
5. Training on the new reports is available. Check the [schedule](#) on the MEMFIS website.