

MEMFIS Users Group Minutes
Thursday, May 15, 2008
201 McCollum Science Hall

Katrinka Smith welcomed everyone to the meeting.

A. New Online Transaction JW14:

(Requesting early e-mail and Web CT access for new employees-Steve Moon)

- Current preparers of PAFs will be authorized for JW14
- On-line transaction authorization forms for JW14 will be distributed through the Provost for approval of Deans, Directors and Department Heads.
- Eunice Dell will distribute forms to employees outside Academic Affairs
- The transaction will allow newly hired faculty/staff to have early access to e-mail and Web CT (Learning Management System).

Jack Miller demonstrated how to request early access--

- The JW14 transaction will appear in the My Transactions menu in My Universe.
- The first screen will ask for the UID assigned to the new employee, an employment start date, and employing department.
- Indicate whether the request is for e-mail, Web CT, or both. Submitting request for early e-mail will automatically submit a request for an active directory account.

After request is approved--

- Viviana Dragu will set up the e-mail account. She will e-mail access information to whomever has completed the request, e.g. department secretary.
- Requests for WebCT access will be forwarded to Jordon Dierks.
- Requests for the active directory account will be routed to the person's departmental/college tech support staff.
- The new employee will be able to access e-mail and WebCT, but he/she will not show up in the UNI Directory or have a MEMFIS account until beginning employment.
- Early access can also be arranged for P & S employees even though HR prepares the PAF.

B. Travel Reimbursement Update and Tips--Jane Campbell and Tori Stafford:

Effective March 19, mileage reimbursement for personal vehicles used for university travel was raised to 50.5 cents per mile under certain conditions. The higher rate is allowed if there was not a vehicle available from the Motor Pool, total distance traveled is less than 100 miles, or the round trip takes less than four hours. Otherwise, the rate remains at 28.5 cents per mile. With department head approval, a driver may be reimbursed for two round trips to the Cedar Rapids or Des Moines airports.

Jane and Tori listed typical "flags" with travel reimbursements submitted.

- Conference registrations/programs need to be attached to the travel reimbursement form showing which meals are already included. If someone does not eat the continental breakfast included with registration, indicate why.
- The time left and time returned must be included on the front side of the authorization to determine which meals will be approved.
- Be sure to include the Employee Number. It is needed for annual reporting purposes.
- Form requires signatures of the traveler and department head.

For non-employees, a request for payment (RFP) can be used. Include why the individual has come to campus (candidate, speaker). He/she does not have to sign the RFP, but adequate documentation of expenses must be attached. A Map Quest printout can document mileage.

In the case of a former university employee, use the supplier ID, not the UID number.

Hotel charges on Pro Cards-- It's not possible at this time, as one of the concerns is how to deal with inappropriate charges to the card. The traveler would need a procard in his or her own name. For now, the procedure will stay the same to have him/her put charges on a personal credit card and be reimbursed.

C. FY 08 Closing Schedule--Jack Miller and Karen Paulsen

- The schedule can be found at: www.vpaf.uni.edu/obo/documents/close_sch.pdf
- The last day to purchase items on procard and charge to FY08 is June 20.
- Requisition preparers should perform year-end clean up checking for incomplete, rejected or returned requisitions. This is done through the Requisitions Summary.
- If dangling requisitions were prepared by someone no longer on campus, please call Kathy Schwanz.
- It is also important to run the Expected Receipts Report and enter any needed receipts on POs.

D. Web ADI Update--Pat Whitt

- Feedback from cashiering, procard, and journal entry indicates that about half of users are utilizing the new forms.
- **PLEASE NOTE: The old forms will no longer be accepted after June 1.**
- If users of Mac computers encounter problems with the new forms, they should contact Jack Miller.
- The new forms allow for account validation. For this functionality, you must enable macros on the spreadsheet. Download spreadsheets using Firefox rather than IE as the browser.
- The new forms are found in My Universe under MEMFIS Forms. Each form has a link in the upper right hand corner for completion directions. Pat Whitt will continue updating the Quick Guides. Please call any member of the MEMFIS leadership team for assistance.

E. Announcements—MUG meetings will resume in September. Have a great summer!