

Mary Friedrich facilitated the meeting.

Sign-up sheets were distributed for two committees – an ad hoc committee to review the journal entry process and a committee to review the PAF (personnel action form) process.

1. Phase II update – Marty Mark

Marty reported that teams are beginning unit testing (each team runs tests to make sure the results are accurate). Following that, integration testing will begin (testing between modules & other systems such as the Kronos time clock). Data conversions (moving data from the mainframe to Oracle) will also take place prior to implementation of Phase II. Marty indicated that e-mail communication would be an important aspect of Phase II. Employees who do not use computers and e-mail in their jobs are encouraged to attend courses for general computer use. Courses are offered at the beginning, intermediate and advanced levels. Other courses that would be helpful include Excel and browser training. Marty passed around a sign-up sheet seeking volunteers to help with training (staff not attending the meeting but interested in volunteering should contact Marty). The MEMFIS team is considering the possibility of hosting an open house this fall as a preview to Phase II.

2. Fringe Benefit update – Eunice Dell

Eunice spoke about the memo that was distributed to deans, directors and department heads explaining how fringe benefits will be calculated. The new rates will be effective July 1, 2003. Fringe benefits will be calculated as a flat rate based on an employee's object code. The percentage will be adjusted each fiscal year as needed. The dollar amount that is budgeted for each employee is what the department will be expensed. Fringe benefits will no longer be calculated for each individual employee. The text of the memo can be found on the web at three sites: VP/Admin. & Finance, Controller's office (payroll) and MEMFIS.

3. Routing of travel reimbursement forms – Shirley Uehle

Shirley is a member of a task force that has been reviewing all facets of the travel process. One goal is to shorten the lag time for routing reimbursement forms if multiple departments are providing funding. The process would be that the department initiating the travel reimbursement would e-mail the form as an attachment to a department providing funding. That department would enter their account number, the dollar amount being funded and the initials of the person authorized to sign for the account. The form would be routed to each department required, then e-mailed to the initiator. The initiator would print the form, attach the necessary documents, obtain signatures of the traveler and their supervisor, then send to the Controller's office. This process would be used only for side 2 of the travel form; side 1 would still be routed for signatures from all departments providing funding. The routing process remains the same for travel that is being funded by only one department. There is not yet a date established for this change to begin.

4. Closing schedule – Users are reminded to check the closing schedule for this fiscal year.

5. Miscellaneous

Eunice reported that the graduate students working on the Phase I survey have received nearly 200 responses and will be presenting their findings to ???? on June 26. The information will be used to improve communication and training methods for implementation of Phase II.

A new round of Phase I training classes will begin in July and continue into the fall for new employees (or for those users who would like a review).

The next MEMFIS Users Group meeting will be Thursday, July 17, at 1:30 p.m. **THE LOCATION HAS YET TO BE DETERMINED.** Please e-mail any suggestions/requests for topics to discuss at future meetings to: [mug-leaders@uni.edu](mailto:mug-leaders@uni.edu).