

MUG Meeting Notes
Thursday, July 15, 2004

Tange Kole facilitated the meeting.

Announcements/Updates

1. Jack Miller cautioned MEMFIS users that if requisitions are being prepared at the end of a fiscal year and they would like the charges to be reflected in the new fiscal year, the GL date must be changed to the appropriate FY on the distribution screen for all lines on the requisition. Pat Whitt pointed out that changing the GL date can be avoided by creating the "lines" of the requisitions in the old fiscal year and waiting to complete the "distributions" in the new fiscal year.
2. Jack also reminded users that staff changing departments must be removed from their old responsibility list and added to the new one. This will require departments (old and new) to submit an Access for MEMFIS Authorization form. The form is found in the Forms Repository at <http://access.uni.edu/forms/memfis/access.pdf>.
3. Eunice Dell announced for Kelly Flege that the schedule for obtaining a new procurement card should be on posted on UNI-online the week of July 19. The Office of Business Operations is planning to distribute the cards the last week of July. Everyone who currently has a procurement card will be issued a new one and will have to sign the procurement card agreement form.
4. Eunice reported that MEMFIS announcements regarding timecards will be displayed on the My Universe portal under "Announcements" instead of being sent via email to all MEMFIS users. Currently, employees that have a MEMFIS responsibility get MEMFIS announcements via email. When Phase II is implemented, every employee on campus will be a MEMFIS user due to accessing the electronic timecard in the MEMFIS system. Putting timecard and payroll announcements in My UNiVerse will limit the amount e-mail traffic and also prevent staff from receiving unwanted MEMFIS User Group messages. Staff that are MEMFIS users prior to Phase II implementation will continue to get announcements regarding Phase I (Financials) and some Phase II issues via the current email. Staff will be able to subscribe or unsubscribe to the MEMFIS Users email distribution list.

Tour of the MEMFIS website

Pat Whitt, with the help of Jack Miller, gave a tour of the MEMFIS website. Points highlighted:

Finding the MEMFIS website

Navigate through My Universe to get to the MEMFIS web site or users can use the A-Z directory from the UNI homepage without having to log in to MyUniverse. Topics on the MEMFIS web site can be accessed either at the menu bar at the top of the page or the column listing of topics on the left hand side of the page.

Training

Drop-in training sessions are available. Interested staff should notify the training team if they plan on attending a session. The training team will also provide one-on-one training at other times if necessary. The next training session is being held Thursday, July 22, 9:00-10:30 a.m. in Room 2, Bartlett Hall.

Meeting Minutes and Presentations

Pat reminded users that handouts distributed at any meeting can be found under the MEMFIS Users-Group Heading -- Meeting Presentation & Tips.

Closing

Tange Kole announced that the next MUG meeting will be held August 19, at 1:30 p.m. in the Center for Multicultural Education, Maucker Union. Plans are underway to have Student Financial Aid display the new on-line approval form for student employees. Tange also announced that the Center for Multicultural Education is not available for the September or October 2004 meetings and asked users to contact the MUG Planning Team for other location suggestions.