

Janis Jehle facilitated the meeting.

1. Announcements

- A. The Elm room in Maucker Union will be the location for MUG meetings until further notice. Seating is limited to 50 chairs so please be aware that there may be standing room only at future meetings (come early if you can).
- B. Journal Entry ad hoc committee: Karen Paulsen reported that the group has met twice. Some suggested changes include revising web focus reports so the journal entries can be reviewed (a PAR will be submitted but all Phase I PAR's are on hold until Phase II implementation), and establishing guidelines for the JE name, JE description and line description fields. After revisions and changes are implemented, a reference guide and training will be provided. The next meeting is September 9 at 2 p.m. in 207 Gilchrist. Suggestions, comments, concerns should be e-mailed to Karen.Paulsen@uni.edu.
- C. Training & Communication for Phase II: Eunice spoke to users about the current method of communicating with MEMFIS users; this is generally by an e-mail list serv of all MEMFIS users. Phase II will make this method much more cumbersome as all employees will become MEMFIS users. Information Technology Services staff is considering using MyUNiverse as a method of communicating messages. Watch for future announcements regarding communication methods.

2. Phase II Announcements

- A. Public Sector budgeting: Eunice Dell said that after many months of discussions with Oracle, consultants and other universities, Oracle is not going to work with UNI's budgeting process. Therefore, budget development will continue with the Legacy system. The MEMFIS team is currently determining how human resources and payroll Oracle modules will work with the budgeting process.
- B. Verification of life insurance beneficiary: Marty Mark reported that each employee will receive a letter in September from human resource services to verify life insurance beneficiary information. This is a necessary step in the HR module for Phase II implementation.

3. Electronic Time Card demonstration

Jack Miller & Pat Whitt previewed a very preliminary version of what the electronic time cards will look like and how time is reported. This demonstration generated much discussion and many questions. Users are reminded that this is not the final product and there are many details to be finalized. The target date to begin using electronic time cards is December 15.

4. Phase II Training

Eunice asked users to think about the idea of departmental contacts and/or trainers for phase II implementation as well as brainstorming for most effective methods for time card training.

The next MEMFIS Users Group meeting will be Thursday, September 18, at 1:30 p.m. in Maucker Union's Elm Room. Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu.