

MUG Meeting Notes  
Thursday, September 16, 2004  
Kamerick Art Building 111

Sandra Harberts facilitated the meeting.

- A. Pat Whitt presented information regarding the Timecard Approver option for timecards in the new Payroll system which will be implemented December 2004. The system default for the approval of timecards will be the employee's supervisor. A powerpoint presentation with notes describing Timecard Approvers is available on the MEMFIS website at [http://www.vpaf.uni.edu/memfis/db\\_documents/tips/timecard\\_approvers.pdf](http://www.vpaf.uni.edu/memfis/db_documents/tips/timecard_approvers.pdf).
- B. Departments are asked to review the "Employee Listing by Organization" report to insure the supervisor listed for each employee in the department is correct and that all employees are listed. If a timecard approver is to be appointed, that name will need to be added to the report. The report may be exported to Excel, and a column for timecard approver can then be added. Reports (indicating changes) are due to Michelle Byers in Human Resources by October 8, 2004. If the report is correct as is, notify Michelle Byers. Instructions to request a Timecard Approver are available at [http://www.vpaf.uni.edu/memfis/db\\_documents/tips/request\\_timecard\\_approver.pdf](http://www.vpaf.uni.edu/memfis/db_documents/tips/request_timecard_approver.pdf)
- C. Jack Miller prepared a chart of timecard capabilities and responsibilities. This chart is available on the MEMFIS website at [http://www.vpaf.uni.edu/memfis/db\\_documents/tips/timecard\\_c\\_and\\_r.pdf](http://www.vpaf.uni.edu/memfis/db_documents/tips/timecard_c_and_r.pdf).
- D. Training on the electronic timecard procedure for trainers will begin the end of October. Timecard training for students, faculty, and staff will begin in November.
- E. Announcements:
  1. Training sessions scheduled for the week of September 20-24 for Oracle Phase I procedures.  
The training that is scheduled for next week in East Bartlett (SSC 2) is:

9/21	1:30 - 3:00	MEMFIS Forms
9/22	9:00-12:00	MEMFIS for DDDH (Approvals & Reports)
9/24	1:00 - 4:00	Requisition Process
  2. Attendees at the meeting were provided index cards to recommend agenda items for future MUG meetings. Users across campus are always welcomed to attend meetings and contact any member of the Planning Team with suggestions for agenda topics.
  3. The next meeting will be held October 21, 2004. Location to be announced.