

Sandra Harberts facilitated the meeting and provided cards listing contact information for the MUG leadership team. If you need a copy, please contact Sandra at 3-2567 or [sandra.harberts@uni.edu](mailto:sandra.harberts@uni.edu).

1. Phase II Update: Eunice Dell spoke about electronic time reporting. The training team is working on training and documentation. A “frequently asked questions” document is being created, as well. Human Resources and Payroll systems are being tested. Meetings have taken place with the Academic Affairs Council; John Mixsell is working with the faculty and requirements in the United Faculty contract. The training team has demonstrated P&S time reporting to the P&S Council and the merit time reporting to the Supervisory-Confidential-Merit-Personnel (noncontract merit employees) group. Meetings have also occurred with staff from Physical Plant, Wellness Recreation Services and the UNI-Dome with additional meetings planned for the Department of Residence and Maucker Union. Departments with special needs for time reporting should contact Eunice Dell to arrange a meeting to discuss those needs. Other points for time reporting include:
  - Graduate assistants will not complete a time card (they currently do not turn in timesheets).
  - Employees will have to select overtime or compensatory time; the system will not do this automatically.
  - Two templates will be available (tentative) – one that will automatically populate eight hours for five days; the second template would have four 10-hour workdays
  - Time reporting will not automatically populate the holiday calendar as not all employees have the same holiday schedule.
  - One decimal place will be used for reporting purposes.
  - All employees will receive authorization to create & complete timesheets (this will be done automatically; employees do not need to submit an authorization request).
  - Four generic timecards will be available – student, faculty, P&S/institutional officials and merit.
2. Proposed Changes in the Journal Entry Process & Form: Karen Paulsen reported that the committee has met twice and will have a wrap-up meeting soon and then forward proposed changes to Gary Shontz for his approval (this process may take a couple of months to complete). In the header section, the journal name will not change. However, PAR will be done requesting the creation of a web-focus report by organization number so that users can identify by department who initiated a charge. In the journal description field (the area that tells “why”), the person preparing the journal entry will be required to add their name at the end of the description. In the body of the journal entry, the line description should include all appropriate information. Preparers are asked to describe the charge in such a way that departments are able to identify the project for which they are being charged. Details yet to be completed in this process include when and if approvals are needed and/or required as well as guidelines for archiving and maintaining journal entries.
3. Travel Reimbursement routing process: Kelly Flege updated users on the routing process for travel reimbursements (after travel). The intent of the committee is to improve the routing process and make the form more readable. A set of instructions will be included as part of the improvements. Several users volunteered to test the form during a trial period. Upon completion of the trial period, changes will be evaluated and updates/changes will be communicated to the campus community. Note: The process for completing the authorization form prior to travel will not change.
4. Login & Password Requirements: Jack Miller reviewed the procedure for logging into MyUNiverse. Prior to the beginning of the school year, the login procedure was changed. Instead of using social security numbers and a PIN to login, users were required to change these to a unique username and password (if you haven’t done this yet, login with your SSN & PIN, then the system will prompt you to make the necessary changes). The new password requires a minimum of six characters (maximum 30), one of which must be a letter, one a number and one special character (but NOT the exclamation point or the underscore) and is case sensitive (use lower case). Users may also use their MEMFIS username

and password to login into MyUNiverse. Jack announced that a new j-initiator will be required beginning October 6 because the secure socket layer (SSL) that has been turned off is going to be turned back on. Users should ask their computer tech staff to check their computer; it can be installed now. The new version is 1.3.1.9 and the current version is 1.1.8.20. Mac users need version 2.2.6 for macs. Effective October 6, bookmarks will no longer work and will need to be reestablished.

5. Announcements: Pat Whitt

- Pro card entries are now being processed in the purchasing office. The e-mail address is the same. Hard copies of statements and receipts should be sent to Pam Rousselow, mail code 0016.
- Campus Supply reminds users to select Campus Supply as the supplier name (vendor) and select the appropriate site when creating requisitions. Some departments have not received orders because this information has not been completed and Campus Supply can't access their orders without the supplier name entered.
- Quick reference guides are available on the MEMFIS web site. New guides include receiving, requisition inquiry, purchase order inquiry and supplier inquiry.
- Remember to watch UNIonline for the next issue of the MEMFIS newsletter.

The next MUG meeting is scheduled for Thursday, October 16, at 1:30 p.m. in Maucker Union's Elm Room. Please submit suggestions/requests for discussion topics at future meetings to [mug-leaders@uni.edu](mailto:mug-leaders@uni.edu), or contact members individually from the information provided on the list of contacts card.