

Mary Friedrich facilitated the meeting.

1. **Procurement Card:** Pam Rousselow from the Purchasing Office informed users that a new procurement card will go into effect January 2004. Every employee who currently has a procurement card will be required to sign a new agreement prior to the issuance of a new card. Training/information sessions will be offered (possibly combined with training for travel reimbursement expense forms). Agreement forms and guidelines for using the pro card will be available online. Policies for using the pro card will be more strictly enforced because these purchases are more difficult to track other than by object code. For example, the limit per purchase with a pro card is \$500 (not the total monthly charge but the line item amount). Cardholders were given more leniency in the use of the cards when MEMFIS was implemented in 2001. State auditors will begin reviewing procurement card purchases in January.
Reminder for pro cards –
 - two signatures are required when submitting the pro card form – the cardholder as well as the approver
 - the employee number is required for hotel or conference registrations related to employee travel
2. **Personal Identity & Passwords:** Dennis Lindner from ITS Information Systems updated the group on the issue of personal identity security. An “Identity Security Task Force” was established in December of 2002 by Provost Podolefsky. The task force was charged to examine the manner in which UNI makes use of the personal identity information of faculty, staff and students. Because of the uniqueness of Social Security Number as an identifier, it has been widely used in many administrative processes throughout campus even though there are several laws and regulations that restrict the use of SSN’s by government agencies. Development of a system is currently underway to assign a unique identifier to all students, employees and other individuals associated with the university. This University ID will be assigned at the earliest possible point of contact between the individual and the university. The ID will be used as the campus ID Card identifier and will be used in all future electronic systems and on paper documents to identify, track and to provide service to individuals associated with the university. It will be permanently associated with the individual to whom it is originally assigned. As the use of this identifier increases, the importance of using good passwords also increases.
3. **University ID & Recarding Effort:** Tom Peterson from ITS previewed a prototype of the new university identification card which will be required of all faculty, staff and students (with a new photo for all faculty/staff). There will be four designations: student, faculty/staff, affiliate and emeritus. The new cards will have the new identification number which will be referred to as the “U-card #.” The timeline for producing the new cards is not yet finalized but likely will be either spring break, spring interim or fall of 2004. A web site containing the rules and regulations for the new cards is being developed.
4. **Quick Reference Guides and MEMFIS Contacts:** Pat Whitt shared that three new reference guides are available on the MEMFIS web page (<http://aflink.af.uni.edu/memfis/>) – Changing your Password, Setting a Proxy and Approving a Requisition. Pat distributed copies of a MEMFIS Contacts sheet that provides key contact information for a variety of topics. This list is also available on the web (<http://aflink.af.uni.edu/memfis/>). Any additional suggestions for the MEMFIS contacts list are welcomed and should be forwarded to Pat Whitt.
5. **Requisition Refresher:** Jack Miller reviewed the process of canceling or deleting a requisition. The key to determining which action to take is in the status of the requisition – the only time one should delete a requisition is when it is in the incomplete stage. Requisitions in any other status should be cancelled. Requisitions that are in a status other than incomplete have had funds adjustments; canceling a requisition will re-adjust funds but deleting will not create a funds re-adjustment and will require assistance from Jack to remedy the situation. Next Jack reviewed splitting distributions for requisitions for goods and services with a PowerPoint presentation. Users not able to attend the meeting who need assistance when splitting distributions should contact Jack at 3-5555 option 2.

6. **Phase II Update:** Eunice Dell reported that members of the HR/Payroll implementation team have met with many users regarding time reporting and developed a document on user requirements for timecards. This document is now with the steering committee. Payroll, ITS and the training team are looking at reports that will be needed for payroll. Departments currently receive a vacation report and departmental expense voucher reports; a report might be developed that provides more information about student employees. Reminders from Eunice –
- the December MUG meeting will be in room 125 Latham Hall
 - the MEMFIS contacts list is not intended to replace or bypass the help desk
 - one-on-one training for Phase I is available and can be scheduled by appointment.

The next MUG meeting is scheduled for Thursday, December 18 at 1:30 p.m. in room 125 Latham Hall. Please submit suggestions/requests for discussion topics at future meetings to mug-leaders@uni.edu, or contact members individually from the information provided on the list of contacts card.