

**MEMFIS Users Group Minutes**  
**Thursday, November 20, 2008**  
**201 McCollum Science Hall**

Mary Friedrich welcomed everyone to the meeting.

I. Tori Stafford, Purchasing and Payables Manager, OBO

Tori covered the following topics: *new accounts payable method through direct deposit, new accounts payable schedule, and travel checklist*

- Accounts Payable in the Office of Business Operations is now offering Direct Deposit for disbursements including travel, refunds, reimbursements, and others.
- To set up non-payroll direct deposit, login to MyUNiverse and select "Direct Deposit (Nonpayroll)" in the My Personal Records section. For employees with payroll direct deposit, you may select the same account or identify a different bank account.
  - If your payroll check is already deposited, the name/number of that account will be at the bottom of the next screen. You can select the same account that your payroll check is deposited to or you have the option of designating a different account.
  - NOTE: This procedure does not replace direct deposit of payroll checks.
  - Once you have set up this Direct Deposit, you will be notified by e-mail.
- When a reimbursement is deposited, the recipient will be notified by e-mail with details such as invoice number, description included.
- Reimbursements from Foundation accounts only will still be made by paper check.
- Direct deposit reimbursements will be made daily. If you do not choose direct deposit, checks will be cut on Wednesdays unless a special check is needed.
- Non-employee suppliers will be notified of this change. They will be required to complete a new set-up form with direct deposit information and include a voided check and authenticated signature.
- It will not be mandatory for anyone to be set up on direct deposit.
- Once a direct deposit payment is made, it is possible but very cumbersome to stop it.

A one-page *travel tips* handout was distributed. Tori asked for feedback, and stated it will be posted on the OBO website when finalized.

Travel Tips:

- Whenever possible, be sure to book airfare at least 30 days prior to travel for best rates.
- If vehicle is not available from Motor Pool and you are requesting 48 hours in advance, higher rate can be taken for personal vehicle mileage. This should be included in the documentation/travel reimbursement package.
- Travelers need to have an insurance card when driving university vehicles. These cards are available from the Motor Pool, the OBO or from Doug Jensen, Risk Manager.
- During travel, the traveler needs to obtain original ITEMIZED receipts; one with a credit card total is not adequate.
- After booking airfare using a Procard, cardholders will receive two e-mails. The e-mail containing the actual ticket number and is needed for documentation in submitting Procard charges.
- Employees do not need to purchase trip insurance.
- Airlines are now assessing many new fees, be careful not to select these charges. Baggage fees are OK.

Tori made an additional announcement regarding equipment. If equipment is traded in on new purchases, Vince Heuer, the Fixed Assets Accountant needs to know through the equipment disposal form and the Purchasing Office should also be notified.

## II. Beth Kuehl, Human Resources Information Systems Administrator

Beth distributed a handout detailing procedures for completing faculty and graduate assistant Personnel Action Forms. This information is also posted at:

[http://www.vpaf.uni.edu/hrs/documents/PAF\\_Tips.pdf](http://www.vpaf.uni.edu/hrs/documents/PAF_Tips.pdf).

Pointers discussed were:

A graduate student may have an assistantship and a departmental student assistant position only if the two positions are in different departments.

- GAs are paid monthly, no biweekly.
- The graduate assistant appointment is temporary.
- If a GA works 20 hrs/week, the appointment is 100%, if the GA works 10 hrs, the appointment is 50%.
- Future goals for PAFs (may be another year) include electronic routing for approvals and correct pre-population of more information. Current defaults are not always correct.
- ALL newly hired employees must will out the I-9, W-4 etc. before their effective start date. This allows the individual access to e-mail sooner. If an employee has not filled out the forms within 3 (three) days of hire, the position will be terminated.
- Faculty rank must be included on a PAF, their degrees are required for only original appointment. It was asked if degrees could be pre-populated on future PAFs.

## III. Dennis Hayes from Campus Supply and Janet Holt from Office Max

*Ordering from Office Max online was demonstrated and features of the program were discussed.*

- On August 1, most office supplies became available through Office Max rather than Campus Supply.
- Ordering through the [www.officemaxsolutions.com](http://www.officemaxsolutions.com) will provide the best pricing and requires use of a procurement card. Items with contracted prices are the best buys.
- Ninety percent of orders will be delivered the next day.
- To request an Office Max account, e-mail [JanetHolt@officemax.com](mailto:JanetHolt@officemax.com). You will be given a user name and password.
- When ordering, there is a live help feature in the upper right hand corner of the page. Office Max can contact you through phone or on-line chat. Staff from Office Max can see your computer screen then.
- Create a shopping list of frequently purchased items. The list can be set as personal or shared access.
- A guide for using Office Max online ordering is posted on the Campus Supply website at [http://www.vpaf.uni.edu/fs/campussupply/officemaxsolutions\\_guide.pdf](http://www.vpaf.uni.edu/fs/campussupply/officemaxsolutions_guide.pdf).
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