

MEMFIS Users Group Minutes
Thursday, February 19, 2009
37 McCollum Science Hall

Elaine Robinson welcomed everyone to the MUG meeting. Over 80 users attended this meeting.

A. Deposits and Cash Handling
Christina Geweke, Cashier Coordinator, Business Operations

Christina shared information about the annual certification of UNI's deposit and cash handling policies that is required for all depositors and cash handlers on campus. This includes student employees. This certification was to be completed by Feb. 15. If staff/students responsible for any portion of cash handling were unable to attend the classroom trainings they may visit <http://www.vpaf.uni.edu/obo/cashiering> to review the cash handling training presentation and complete the annual certification log.

Some tips that Christina passed along to the group were:

- Checks should be requested to be made payable to UNI whether received by mail or in person. The organizational unit's name may be included, but should not be the only named payee.
- Immediately Restrictively Endorse Checks "For Deposit Only, University of Northern Iowa". Do not alter checks in any way. *You can use a stamp with this message or just write it on the back of the check – either is fine.* The 29 digit Oracle Code would be helpful in case the check is returned.
- Deposits should be hand delivered to the Cashier's Office in the Office of Business Operations at 103 Gilchrist when cash on hand is \geq \$250, or weekly, whichever comes first. Daily deposits are encouraged even if the cash collection for the day is below the above threshold.
- A Cash Count Report is only necessary if there is cash in the deposit. If only checks make up the deposit, a register tape totaling all the checks is all that is necessary.
- When completing the Cash Receipts for Deposit form please include (in the description line in the body of the form) the date the revenue was received and a description what the revenue was for.
- Validate all account code combinations before e-mailing to dept-deposits@uni.edu.
- Reconcile your Statement of Account(s) on a monthly basis.

B. Electronic Student Employment Approval Form (SEAF)
Tim Bakula, Assistant Director/Student Employment and Outreach, Financial Aid

Tim shared exciting news about the roll-out of the electronic Student Employment Approval Form (SEAF). He walked the group through a routine creation of new student assignment and offered some other tidbits of information. A Quick Reference Guide will be produced and available at the time of training.

- To gain access to this transaction, users will need to complete the MEMFIS Authorization for Access to Advanced UNI Time and Self Service Functionality form which can be found in the Forms Repository in MyUNiverse.
- Upon approval this transaction will be placed in your My Transactions section of your MyUNiverse portal.
- Users may register for training by going to the link found on the Financial Aid website, <http://www.uni.edu/finaid/> or the Business Operations payroll website <http://www.vpaf.uni.edu/obo/payroll/index.shtml>.

- I-9s and W-4s will still need to be submitted for new employees.
- The electronic form has a number of time-savers built in, such as the system will confirm which forms are already on file in Financial Aid and will check the number of hours of enrollment for a given student.
- There were some concerns addressed by the audience regarding the notification path once a SEAF is submitted. Tim will address those concerns prior to training.

C. Announcements

- The next MUG meeting is scheduled for April 16 at 1:30 pm in the Center for Multicultural Education.
- The FY09 closing schedule can be found at:
http://www.vpaf.uni.edu/obo/documents/close_sch.pdf
- The MUG Planning Team is always looking for new members. Please contact Pat Whitt at 3-6881 if you are interested. The time commitment is very minimal and it's a great way to be involved in the changes that impact us all.