

MEMFIS User's Group Meeting
Thursday, December 17, 2009
1:30 p.m.
Center for Multicultural Education, MAU 109

Pat Whitt welcomed everyone to the MUG meeting. Over 80 people were in attendance.

A. Implementation of Oracle Accounts Receivable
Brian Looby, Bursar, Office of Business Operations

Brian announced that Oracle Accounts Receivable for non-student accounts will be implemented January 11, 2010. This centralized revenue process will give UNI better accounting controls. In addition to the benefits of centralization, other shared benefits will be timely recognition of earned revenue (revenue recorded when invoiced); centralized payment receipt, relieving departments of the need to process cash deposits for invoiced items; easy identification of delinquent accounts, with support and collection assistance from OBO staff; and the ability for organizations to maintain an identity on the invoice and still be identified as part of UNI.

Departments that bill non-student customers for supplies and services will use this centralized system for submitting invoices. If your department creates invoices for non-student billing and has not provided Business Operations with customer information, contact Brian at 273-3537 or brian.looby@uni.edu.

Information about the Non-Student Accounts Receivable Policy, the Business Process Diagram can be found on the OBO website at http://www.vpaf.uni.edu/obo/ar_info.shtml.

B. New Request for Payment Form (revised) and Travel Reimbursement Form (revised)
Purchasing and Payables, Office of Business Operations
Jackie Burvee, Clerk IV, Office of Business Operations

Jackie Burvee presented the highlights of the recently updated Request for Payment form and the Travel Reimbursement form. She asked that all departments submitting this form to the Office of Business Operations use the new format. It was noted that changes that have been made to the forms are an effort to provide a more "user friendly form" that will provide OBO with all the information required for a quick turn-around in processing. Jackie asked that Contact information on each of the forms be completed so that if they have questions about information on the form they can easily call the person who completed the form.

Highlights of the changes to the Request for Payment form include:

- Ability to request ACH payment
- Area to note the justification/business purpose for the reimbursement
- Removal of space for Social Security Number/Taxpayer ID

Highlights of the changes to the Travel Reimbursement form include:

- Travel Authorization - Dates of trip AND date of the conference/event
- Travel Authorization - Funding for the trip PRIOR to travel and signatures of authorizing staff
- Travel Reimbursement – ability to request ACH payment
- Travel Reimbursement – includes miscellaneous expense codes

- Travel Reimbursement – highlights required fields

A MEMFIS user asked if it was possible to see if a Supplier is receiving payment through a Check or Electronic (ACH) method. This is viewable through the Supplier Inquiry with directions available at http://www.vpaf.uni.edu/memfis/db_documents/qrg/supplier_inquiry.pdf.

C. Electing Electronic Delivery of W-2

Carol Sherwood, Payroll Coordinator, Office of Business Operations

Carol informed the group that employees now have the ability to choose how they want to receive their W-2 statements. The choices are to receive your W-2 electronically or by US Mail. One of the benefits to the employee when selecting to receive their W-2 electronically is that it will arrive 7-10 days before a copy would arrive in US Mail. A benefit to the University is the savings of printing and postage. A concern was raised by employees that this electronic copy would not be as “official” as a mailed copy. Employees were informed that the IRS has approved this delivery of W-2 and it is every bit as official as a mailed copy. Employees have the opportunity to sign up for “electronic delivery” of their W-2 until January 8, 2010.

To inform Payroll of your choice, you will select Extra Information in UNI Employee Self Service.

Directions are available at

http://www.vpaf.uni.edu/memfis/training_and_support/documents/w2_delivery_preference.pdf.

D. Entering Your Emergency Contact Information and Manager’s Access to Emergency Contact Info

Lisa Frush, P&S Compensation & Classification Coordinator, Human Resource Services

In the event an employee is injured or experiences a sudden illness or other emergency while at work, it is important to have accurate, up-to-date emergency contact information available so contacts can be notified. Employees are being asked to enter personal emergency contact information in Oracle HRMS Employee Self Service via MyUNIVERSE and to update this information as changes occur. Annual reminders to update personal emergency contacts will occur along with the UNI Directory update reminder each fall. The information entered will be accessible by Human Resource Services, as well as those with Oracle HRMS Manager responsibilities within the employee’s department and at the division level. Directions are available at http://www.vpaf.uni.edu/memfis/training_and_support/documents/view_change_emergency_contact.pdf.

For managers or supervisors who need to find an employee’s emergency contact information, this can be done in Manager or Supervisor Self Service. Directions are available at

http://www.vpaf.uni.edu/memfis/training_and_support/documents/view-data_self_service.pdf.

E. Information Regarding Temporary Layoff/Furlough Program and Merit Mandatory Unpaid Days

Michelle Byers, Interim Director, Human Resource Services

Michelle gave an overview of the chronology that led up to the different unpaid leave programs for different groups and summarized the difference between programs. Since the AFSCME mandatory unpaid days program details are still being finalized at the state and board office level, the information relayed pertained to the temporary layoff/furlough program, which covers academic administrators, institutional officials, merit supervisory and confidential and professional and scientific staff.

Program highlights mentioned:

- Explanation of salary breakdown
- Vacation/sick leave accruals continue during unpaid time
- For employees paid on an hourly basis, unpaid hours will count as hours worked for calculating overtime
- Explanation of how pay reduction will experience for salaried employees vs. hourly employees
- Employees must not conduct work during unpaid time off
- Requests and approvals for time off should be handled using the department's standard vacation approval process
- Employee groups not covered by this program include graduate assistants, student employees, merit AFSCME, faculty, non-unit faculty, employees holding an H1-B visa, employees on active duty military leave, and temporary employees with a schedule of less than 50% time per week

The information document and faqs are located on the HRS site at <http://www.vpaf.uni.edu/hrs/>.