MEMFIS Users Group Minutes
October 27 and 28, 2010
Center for Multicultural Education, MAU 109

Katrinka Smith welcomed everyone to the meeting. MUG leaders met 2 weeks prior to the October meetings and decided to try a suggestion that was given to them. It was suggested that the same MUG meeting be held twice in a month to help those who could only attend a morning or afternoon session. This meeting was the first attempt at the suggestion and proved to be very successful. Attendance for the two meetings totaled 95, setting a new record for a MUG meeting. Thank you for attending!

I.   FAMIS Implementation--Dean Shoars, Director of Physical Plant

Facilities & Asset Management Information System (FAMIS) is a computerized maintenance management system that is in the implementation phase. FAMIS will replace MP2 and a Job Cost database that are currently maintained by Facilities Services. The system is web-based and has several benefits.

To requesting departments:
- quicker routing of requests through the system, work order issued upon entry of request and routed to craftsperson.
- greater accuracy of the request.
- more efficient prioritizing and scheduling of jobs
- ability to track real-time progress of job through the system on-line. Currently working on a means of notifying requestors when job is complete.

To Physical Plant:
- crafts persons will enter their timecards into FAMIS, which will interface directly into MEMFIS, thus eliminating double entry and improving accuracy.
- allows for real-time job cost data (not the current 35-40 day lag)
- includes Inventory Management Module for efficiency increased purchasing power through Board of Regents agreements with vendors.

The team members implementing FAMIS include several units within Facilities Services, Information Technology Services, Administration and Financial Services IT staff, Business Operations, and Financial Accounting and Reporting Services. Training will be available for everyone. It is anticipated that FAMIS be configured and testing will begin in February and go live May 2011. As the project progresses more information will be available and shared through UNIonline.

II. PCI Compliance Efforts—Christina Geweke, Cashier Coordinator

- PCI stands for Payment Card Industry Compliance standards. PCI impacts all UNI staff handling credit card payment information, the card itself or the number on a piece of paper.

- The standards were developed in 2005 and are mandatory. Their purpose is to counter identity theft and promote security through education and awareness. For each credit card transaction, there are 255 standards that must be followed. UNI had until September 30 to comply with the standards, and met this deadline.

- All UNI departments have a huge responsibility to protect against credit card breaches. Each breach is estimated to cost $500,000 plus loss of UNI's reputation. More mandatory PCI training will be offered. This is in addition to the cash handling training.

- Departments should determine who will access information—full-time staff versus student assistants. Staff authorized to handle credit card information need to wear name tags or a departmental visitor log must be kept.

- Credit card numbers must not be stored at all—physically or electronically. Papers with the number written on it should be shred as soon as it is processed. Periodic office visits will be made to spot check storage of card information.

- Offices should contact their tech support help to have Identity Finder software ran on computers to determine if individual hard drives have any credit card or social security numbers saved on them.

- These standards do not apply for Procurement cards, but vendors we make Procard purchases from must comply with them.

III.   Beth Kuehl, Information Systems manager from Human Resources

- Two new projects in HR were started, the scanning of all past and present employee files and a tracking system for all applicants. Judy Kester is the project manager for the scanning project and Carol Brodie is currently doing PAF data entry.

- An important, very useful website for help with PAF preparation is at: http://www.vpaf.uni.edu/hrs/hris/paf/help/index.shtml

- Technical questions (application does not work as you expect) should be referred to paf-support@uni.edu. Beth checks this email frequently. Other contact e-mails (Graduate Assistants, Sponsored Programs) are listed on the website above in the lower left corner. Faculty support questions such as payment over AY10 or 12, faculty unit/non unit should be directed to the College Dean's assistant.

- After logging in to their PAF responsibility users may search for individual PAFs by PAF#, Employee UNI ID, PAF creation, effective, and processed date.

- Once an individual PAF is opened, the History and Extra tabs can be reviewed to see exactly where the PAF is in processing and why it may be rejected or delayed.

- On temporary appointments such as adjunct faculty, it is critical to change the ending date from semester to semester. When using alternative labor distributions, for example a Fall 2010 appointment, use August 1as an appointment date and December 31 as an end date to make sure the entire semester is paid from the alternate account.

- After a one semester break in service, returning employees are new again must complete the I-9, W-4, etc. because the employee's records are deleted in Oracle. Each instance of not having this paperwork is a potential $1,000 fine.

- Faculty who left under ERIP may return for two semesters. With the third semester, they lose benefits under the early retirement. These individuals should be referred to Human Resources for further advisement.

IV.   Conflict of Interest--Tori Stafford and John Westhoff, OBO-Purchasing

- Conflict of interest vendor standards are required by the Board of Regents, federal and state government. They are designed to insure making ethical and objective purchases.

- A conflict of interest vendor is identified as a UNI (or any other state agency) employee of any status, and their spouse or minor child. This includes anyone who has more than 5% interest in a corporation. If federal funding is involved, the criteria are widened to include more family members.

- Those wishing to do business with UNI must submit a letter to Purchasing acknowledging conflict of interest, agreeing to a competitive bid process for any transaction =>$2000. The employees' supervisor is contacted. The request needs to be on the docket and

acted upon at a Board of Regents' meeting. The process takes time and planning ahead, and not doing so may prevent payments to the vendor.

- There is a section on the Supplier Setup form which asks if the vendor is conflict of interest. Approved conflict of interest vendors are listed on the OBO website under the Purchasing tab. Conflict of interest status of a particular vendor can also be found under Supplier Inquiry in Oracle.

Contact John Westhoff or Tori Stafford with questions.

V.   Announcements—Pat Whitt

- The MEMFIS system will have an upgrade applied in December. The tentative date is the weekend of December 10. This upgrade is anticipated to go smoothly with no changes to various forms and processes in the system. It should be a seamless implementation to users. If changes are found during the testing of the upgrade which is currently in progress, the changes will be announced on UNIonline, MEMFIS users email and MUG meeting if necessary.

- Procard training sessions are currently being offered with the final one for the semester on November 2. Register for all training online through the MEMFIS portal of MyUniverse.

- The errors most often seen with the Web ADI forms which include procard reconciliation form, journal entry form, and the cashiering form are:

  o *Macros are not enable when opening the forms*; they must be enable for the information to upload into Oracle
  o *Invalid accounts are submitted* - remember to validate account code combinations.
  o *Incorrect responsibility is selected responsibility when logging in to validate account code combinations and complete the DFF field* – the correct responsibility to select is UNI Employee Self Service.
  o Anyone unsure of completing the above processes may call 273-6881 (Pat Whitt) for assistance.

Respectfully submitted,

Katrinka Smith