

Banner User Group – Finance (BUG-F)
Minutes of Meeting – Wednesday, July 12, 2017

1. Call to Order: The meeting was called to order by Mark at approximately 2:00pm in the DL439.
2. In Attendance:

	Name	Area Represented	Voting Member
Present	Mark Robinson	Finance	Yes
Present	Carol Stinson	Accounting	Yes
Present	Katrina Eskins	Budget	Yes
Present	Juanita Parsons	Accounts Payable and Payroll	Yes
Present	Stephanie Smith	Purchasing	Yes
Present	Carol Hurula	Academic Affairs	Yes
	Jennifer Wood	MURC	Yes
	Matt Straub	School of Medicine	Yes
Present	Barry Beckett	Student Financial Systems	
Present	Bob Walker	Finance IT	
Present	Perry Chaffin	Internal Audit	
	Brent Maynard	Information Technology	
Present	David Steele	Athletics	
Present	Miriah Young	Shared Services	
	Lee Graham	MU Foundation	
Present	Cathy Lawson	Finance Office	

3. **There was a general discussion of the evolution of the mission/purpose of the group.** It was agreed that the meetings were to keep everyone aware of any changes in the various areas that may affect other areas. Meetings will remain on a monthly schedule.
4. **Finance IT** – Bob is working on Time Clock Plus which is a cloud system that will be accessed thru MyMU. Training is set for July 24 thru 27, as indicated in an email recently sent. Additionally, he is working on the change for Payroll from the current semi-monthly structure to a bi-weekly one as of (hopefully) September 15, 2017. Time will be collected for workdays from August 17th thru September 1st for the first pay date of September 15th. Time will be closed, under Time Clock Plus, on each Monday. WVU, the last to convert to the bi-weekly structure will transition on October 15th. Rebekah Duke, in the Payroll Office is working on this as well. Bob is also, of course, working on FY17 End of Year processes.
5. **Budget** – Katrina said budget software is working and administrative training will be continuing. She and Melody Freeman watched as MURC conducted their PO Roll and will be revising the notes for MU for use at the close of FY2018. She is also working on the FY17 end of year processes.

6. **Athletics** – David asked about the status of a possible Pay Card to ease difficulties in Athletics, particularly with travel and accessing cash. Stephanie stated the vendor for the Pay Card RFP has been approved – PNC – and it does have a Pay Card associated with it which may be considered, but Mark noted this is awaiting state approval.
 7. **Purchasing** – As noted above, Stephanie indicated PNC has been approved for the RFP for the employee reimbursement pay card.
 8. **Accounting** - Carol is working on End of Year for FY2017.
 9. **Travel** – Miriah said Campus Travel will soon be implemented. They are currently working on the travel approval time frame window to see if MU can meet the suggested 4 hour schedule. Travel will be using the information in Banner Payroll for payments to travelers. Housing will be bringing up a new versions of RMS in the Fall – Mercury 3 – this currently and will continue to allow access to and feeds into Banner so changes can be shared between systems.
 10. **Finance** – Mark informed the group that Time Clock Plus will require prior approval for all Comp Time and will adhere to the university policy of Comp Time expiring at the end of 12 months. Mark also requested Melody Freeman and Rebekah Duke be added to the attendee list for these meetings in the future due to their increased involvement while Juanita is ill.
- Meeting was adjourned at approximately 3 p.m.