

### **Personnel Action Form**

Eunice Dell demonstrated the initial version of new the Personnel Action Form (PAF) that will be used in conjunction with the University's new Oracle HR/Payroll system. This version, designed to hire an employee, is a work-in-progress and many corrections and enhancements will be delivered in the next release. In addition, new PAFs will be developed to change an employee's assignment (salary, title, paygrade, rank, etc.), to end an employee's assignment (retirement, resignation, termination, etc.), to pay a special compensation, and to make a summer appointment. For staff that prepare PAFs for faculty or graduate assistants, the current PAF form is found in MyUNiverse under "My Transactions." Training sessions for users will be offered after all the various PAF forms are completed.

The new PAF is completed online and is then printed and manually routed for approval. To assist in recognizing the "original" PAF, approvers are asked to sign in a color other than black. Preparers and approvers should make a copy of the PAF, if they want one for their files. The Provost Office will make a copy for the Provost's files and forward the "original" PAF to HR/Payroll for final processing. If the "original" PAF has had any change made after it was printed, the Provost Office will send a copy to the preparer to take note of the changes. If the "original" PAF has had significant changes, the Provost Office will make a copy for all approvers. The Provost Office maintains a log of all PAFs that have been forwarded to HR/Payroll for processing, if departments have questions.

The new PAFs will not use the employee's social security number, but will use the employee's University Identification (UID) number. New employees should be instructed to contact Human Resource Services who will issue UID numbers for new employees. UID numbers for your current employees setup in MEMFIS can be obtained by reviewing the your "Employee Listing by HR Organization" report. It is imperative that the correct UID be used on the PAF. If you are unsure, you can call Human Resource Services for assistance.

The new PAF includes a costing section, called Labor Distribution, which uses the 29-digit Oracle account number to identify where an employee is to be paid. Every employee has a default organization where they will be paid, unless alternate funding is identified. If grant funds are paying for an employee's salary, a start and end date for each grant used must be provided. More than one labor distribution schedule may be included on one PAF if dates and accounts are known. When grant funds are used, these PAFs must be routed to the Grants and Contracts Office for approval. When UNI Foundation funds are used, the 6-digit Foundation account number must be included, along with effective dates. These PAFs must be routed to the Foundation for approval.

For the immediate future, Human Resource Services will continue to create PAFs for Merit and P&S employees. Departments must provide Human Resources with information necessary to complete these PAFs. The most essential pieces of information are effective date, UID, supervisor, timecard approver, if one is to be used, and what Oracle accounts should be charged.

### **Timecard Q&A**

Pat Whitt explained the e-mail notifications that are sent regarding timecards. Users were reminded that they must login to MEMFIS and close the notifications if they do not wish to receive e-mail notifications for three days.

The question was asked how a student employee's timecard will get submitted if the employee has not created a timecard for a time period two weeks in the past. Since students only have access to create one week back, their Timecard managers can "create a past timecard" and then the student employee will have access to fill in the hours worked and submit it for approval.

### **HR/Payroll Reports**

Tricia Roof gave a demonstration on accessing payroll/HR reports. Reports will be accessed through Oracle's Discoverer Viewer which will be found in MEMFIS Reports. If you already have financial responsibilities (your responsibility in Phase I-department name) you will be able to view

payroll reports. To view Human Resource reports you must have the Manager Self-Service responsibility or Supervisor Self Service. Use the "MEMFIS Authorization for Access for Advanced UNI Time and Self Service Functionality" form which can be found in My UNIVERSE MEMFIS forms to request Manager Self-Service. Training on accessing the Discoverer HR/Payroll reports will be announced when the reports are ready to be launched.

#### **Announcements**

- Journal entries will no longer be accepted for salary changes.
- When preparing journal entries, users are reminded to include the purpose of the journal entry and their first initial and last name in the journal description field.
- When ordering supplies from the Office Depot catalog through Campus Supply, users are reminded to include the item number and the catalog page number on the requisition.
- Training on timecard completion, Managing UNI Time for Supervisors, Timecard Approvers, Timecard Manager and Timecard Reviewers and HR/Payroll reports will be offered in February. Check the MEMFIS website for schedules and register through My Universe.

**The next MUG meeting will be February 17, 2005 in the Curris Business Building, Rooms 1 & 3.**