

MUG Meeting Notes
Thursday, February 23, 2006

- A. Tim Bakula guided attendees through the Work Study Monitoring Report. Currently, this report is found in My Universerse→Student Employment→Work Study Monitoring Report and can only be accessed by supervisors and timecard approvers. This report will eventually be located in MEMFIS reports and will be available to timecard managers as well.
1. Users can access previous reports starting from the beginning of a semester.
 2. Reports are available for viewing the Thursday after the payroll date.
 3. Students will receive a message if they try to submit hours which exceed their award. They will need to remove the excess hours in order to submit their timecard. At this point, supervisors will need to have the students paid from a departmental account.
 4. Tim referred users to the Student Employment Handbook. Information regarding summer employment may be found on p. 9. The handbook may be found on both the student employment and financial aid websites.
- B. Karen Paulsen and Jack Miller provided an overview on MEMFIS Discoverer Reports, how to access them, which one to use and recommendations for printing and saving these reports. The handout can be found on the MEMFIS website under "MEMFIS Users Group/Meeting Presentations and Tips."

Each Discoverer Report was reviewed with the report owner as follows:

- Budget Detail Report – Mary Prenosil
- Payroll Expense Report, monthly and bi-weekly – Linda Gruetzmacher
- Personnel Expenditures Report (Salary Savings) – Mary Prenosil
- Employee Listing by HR Organization – Eileen Dams
- Labor Distribution Report, by assignment or element – Eileen Dams
- Student Assignment Approval Listing – Linda Gruetzmacher

Attendees were given the opportunity to ask questions and make comments about existing reports. Michele Mullings-Shand, Assistant Grants & Contracts Administrator, indicated she is planning to offer a workshop on using MEMFIS reports to assist departments in managing and reconciling their grant accounts. By show of hands it was determined that the users would appreciate an opportunity to attend a drop-in help session on Discoverer Reports. Volunteers were also requested to work on designing new reports to meet a need not currently being addressed by existing reports.

Users were reminded that they may submit (and are encouraged) to submit agenda items to any member of the MUG Planning Team. Members include: Mary Friedrich, Julee Jacobson, Michele Mullings-Shand, Sandra Scobee and Nancy Scoggins-Rose.

Due to Spring Break, there will be no meeting March 16 as previously scheduled. The next MUG meeting will be April 20, 2006 at 1:30 p.m. in MSH 201.