

MUG Meeting Notes  
Thursday, March 24, 2005

- A. Linda Gruetzmacher presented information on accessing and understanding your payslip. Employees access their payslip through Employee Self-Service. Currently, the payslip is printing on two pages. A request has been made to have it print on one page only; however, this is a lower priority request and will not be immediately available. Revising your browser settings may permit you to print your payslip on one page. Payroll cut-off dates can be found at either the MEMFIS website or [Business Operations website](#). A handout for understanding your payslip is also available at the [MEMFIS website](#).
- B. Linda Gruetzmacher discussed accessing and understanding your leave balances. Timecards are processed in Payroll on Thursdays. The information from timecards is transferred to individuals' records late Thursday afternoon or Friday morning. Employees should be able to see current usage balances on Fridays. Vacation and sick leave monthly accruals will remain a month behind as these are not added until payroll is run at the end of the next month. A hand out for understanding your leave balances is available at the [MEMFIS web site](#).
- C. Pat Whitt presented information and a handout to assist timecard managers with editing timecards. To edit a timecard, a timecard manager would negate the improper hours recorded and then add a line to record the correct usage. Directions on how to create/edit timecards as managers are located on the [MEMFIS web site](#). Timecard managers can "Create My List" to run a timecard status report specific to the employees they manage in a department. Directions to "[Create My List](#)" can be found on the MEMFIS website as well as a handout for creating/editing timecards as a timecard manager.
- D. Karen Paulsen demonstrated Payroll Expense reports. The report is available beginning March 28, 2005. Any problems with this report should be reported to the MEMFIS help-line at 3-5555 or to payroll at payroll@uni.edu. Directions to run the Payroll Expense report are found on the [MEMFIS web site](#). Employees who have a financial responsibility in MEMFIS and can view financial reports will have the capacity to access Payroll Expense reports. Those who would like to run Payroll Expense reports can request access by completing the for [MEMFIS Authorization for Access form](#) in the Forms Repository.

Employees need to have Manager Self-Service or Supervisor Self-Service to view the HR report, Employee Listing by Organization. Users can request Manager Self-Service by downloading the form [Authorization for Access to Advanced UNI Time & Self Service Functionality](#) under MEMFIS forms in the Forms Repository. Only those staff who supervise employees are automatically given Supervisor Self-Service.

- E. Announcements
- Users were reminded that they may submit (and are encouraged) to submit agenda items to any member of the MUG Planning Team. Members include: Eunice Dell, Karen Paulsen, Pat Whitt, Michele Mullings-Shand, Sandra Harberts, Mary Friedrich, Tange Cole, and Julee Jacobson. The MUG Planning Team meets the second Thursday of the month.
  - The next MUG meeting will be April 21, 2005 at 1:30 p.m. in SEC 252.