

MEMFIS User's Group Meeting  
Thursday, June 15, 2006

- A. Linda Gruetzmacher reported that Emergency Leave Balance has been added to the Self Service Leave Report. Users with manager or supervisor self-service can view leave balances of employees in their organization. A carry-over policy went into effect July 1, 2005, (for AFSCME personnel) and February 8, 2006, (for P & S and SCMP personnel) which allows employees to carry over up to 40 hours of Emergency Leave for a maximum accumulation of 80 hours. Unused hours of Emergency Leave will roll-over on the employee's anniversary date.

Users were reminded that Emergency Leave is not to be used for scheduled appointments, i.e., children's doctor appointments, etc. Emergency Leave is based on available sick leave and subject to supervisor approval.

- B. Denise Bouska is seeking input from users on the addition of new object codes. The current list of object codes is available under MEMFIS Reports. During discussions, users suggested that more examples and expanded definitions to the current list would be helpful. Send your suggestions to [Denise.Bouska@uni.edu](mailto:Denise.Bouska@uni.edu)
- C. Karen Paulsen discussed the Labor Distribution Report. This report can now be accessed with a financial (FIN) responsibility to view all salaries and wages being paid from the organization. When the HR responsibility is selected, everyone in the organization can be viewed, even when a person is paid from another fund.
- D. The report Hours Worked with hourly rates was demonstrated, but is still in the testing process and not available yet. Eventually, users will be able to access this report with an HR responsibility, supervisor or manager self-service.
- E. A few changes were made to the FY 2006 Closing Schedule. The revised schedule is available through the MEMFIS or the Business Operations web sites. The last day to purchase from Campus Supply is June 27. The last day to request LD changes from Payroll is July 14. For grant and contract accounts, the last day for LD changes is July 13.
- F. Announcements: July and August meetings will be held in 201 McCollum Science Hall. A different location must be found for the September 21<sup>st</sup> meeting. If users know of a room available at 1:30 on this date and that will hold about 60 people, please contact Eunice Dell at 3-7432.