

MEMFIS User's Group Meeting
Thursday, July 21, 2005
1:30 p.m.
109 Center for Multicultural Education

A. Announcements:

Books for Fiscal Year 2005 will close within the next 2 weeks. Users may no longer submit budget transfers, labor adjustments, or journal entries but should review the Statement of Account to confirm those submitted have been processed.

Tim Bakula announced training sessions for student employment are scheduled for August 2, 3 and 4 will include training, hiring, paperwork, and supervision. Users can register for training at the MEMFIS channel of MyUNiverse.

New Employee Self-Service features currently being tested include "View my July 1 Salary" and "View my Fringe Benefits." Fringe Benefit Statements are being worked on but will be somewhat different than in previous years. Another report being written is the Paid Time Off Summary that will provide the list of employees you supervise (using Supervisor Self-Service) or every employee in your organization (using HR Manager Self-Service). The report displays current balances for sick leave, vacation, and compensatory time with three months of leave activity. An additional request has been made to provide information for employees and supervisors about Emergency Leave balances and activity and the employee's maximum vacation balance.

A revision has been requested for the MEMFIS Reports index that will inform users which responsibility is needed to view a particular report. "HR" indicates a human resources responsibility; "FIN" indicates financial responsibility.

Pay rates for students can be found through Manager or Supervisor Self-Service, HR views. Pay rates cannot be added to timecards. A supplemental report to the Payroll Expense report with pay rates and hours worked has been requested.

Users were informed that budget line numbers are now unique to an individual and account number.

A new online Programming Authorization Request (PAR) form has been developed by ITS for users to make requests for system changes or enhancements or to report production problems or request new reports. The new PAR form is available in the forms repository.

For users that prepare Personnel Action Forms (PAF), the "change assignment/ re-appointment" and "end appointment" versions along with improvements to the "new hire" version are being tested. The "special compensation" PAF will be developed next. All versions, except "summer appointment" should be available for users by mid August.

B. MEMFIS Reports

Pat Whitt provided a handout which lists which MEMFIS report is most useful to find specific information. Her document includes how to access the report, the responsibility needed, and the portal to use to get to the information. Her handout, called "[Which MEMFIS Report to Use](#)," will be posted to the MEMFIS web site. Pat will accept additions and/or suggestions from users.

Karen Paulsen distributed a handout that describes all MEMFIS reports available in either Web Focus or Discoverer that can be used to reconcile accounts. This document, called "[MEMFIS Reports](#)," will be posted to the MEMFIS web site.

The username and password used to access MEMFIS applications is also used to access reports in Discoverer. The MEMFIS web site has [Quick Reference Guides](#) available for each Discoverer report. Karen briefly demonstrated each report currently available.

The MEMFIS training team is working on step by step instructions for new employees to gain access to e-mail, calendar, MEMFIS applications and timecards.

The following information was shared about how to find the employee name associated with a Labor Distribution adjustment found on the Statement of Account:

- ▶ Log into Oracle
- ▶ Account Inquiry→Dates (for example, June 05-June 05)
- ▶ Accounts→Account number, Object code
- ▶ Show Journal Entries→click on adjustment you want to see
- ▶ Click "Show Full Journal"

The name appears in the blue bar at the top of the screen.

The next MUG meeting will be held Thursday, August 18 at 1:30 p.m. in Schindler Education Center (SEC) Room 252.