

MEMFIS User's Group Meeting
Thursday, August 18, 2005
1:30 p.m.
252 Schindler Education Center

- A. Pat Whitt presented a document with a flow chart that describes the process for getting a new employee access to their University ID, MyUNiverse, their MEMFIS account, and e-mail. This new document is named "Getting UID, MyUNiverse, E-Mail, and MEMFIS" and it is located on the MEMFIS website under the main topic Getting Started. [Click here](#) to access this information and the flowchart on the MEMFIS website.
- B. Cindy Webb demonstrated the annual Fringe Benefit Statement. This statement is located in MEMFIS in UNI Employee Self Service. All employees have the ability to view their statements.

Cindy also previewed a Self Service menu item called View Benefits that will be available to employees in 2005. This menu item will be accessed in MEMFIS under UNI Employee Self Service. View Benefits will be updated as changes occur to employee benefits. This will be a good area for employees to locate information about their benefits such as the type of health care insurance they have elected to receive, who they have set to be the beneficiaries of life insurance etc. An announcement will be made in UNI online when this becomes available for employees. Eventually, UNI Employee Self Service will be modified so that employees will be able to request changes to their benefits through UNI Employee Self Service online. Until that option is made available, employees will continue to contact Human Resource Services to make changes to their benefits.

- C. Mary Prenosil announced that "July 1 Budgeted Salary" report is available. This report shows your salary change from FY05 salary to FY06. The report is accessed in MEMFIS under UNI Employee Self Service.

Mary also informed MEMFIS users that the University Budget is available in MEMFIS Reports. Searching for Information in the budget can be accomplished by using the binoculars and searching by employee name, organization number, etc. The entire budget book is available, as well as budget summaries by division and college/unit.

- D. Announcements:
 - a. The new version of the PAF is not ready yet. Users who prepare PAFs were reminded to print the PAF as a double-sided document. We are still using only one version of the PAF and apologize for not having something better for your new hires this fall semester. Hopefully we can deliver the "change/reappointment" PAF and "end employment" PAF very soon. The "special compensation" PAF will be the next version developed.. Thanks for your continued patience.
 - b. A schedule for MEMFIS Training classes for creating timecards and viewing payslips and approving and reviewing timecards are available. To register for training select MEMFIS Training in the MEMFIS channel of MyUNiverse. Purchasing training and reports training classes for MEMFIS will take place on an as needed basis. Email memfis-training@uni.edu to schedule these training sessions.