

MEMFIS Users Group Minutes
Thursday, September 15, 2005
244 Schindler Education Center
1:30 p.m.

1) Student Employment – Current Status and New Information

- a) Tim Bakula from Student Employment reported the August training sessions were well-attended. Tim is working with Human Resources to develop more sessions. Users are welcomed to notify Tim of student employment issues they would like as topics for training.
- b) To change a supervisor or timecard approver for student employees, departments are to e-mail the information (assignment number, current supervisor/approver name, new supervisor/approver name) to Sherri Baldwin in the Payroll office.
- c) Tim explained the process to set-up student employees.
 - i) Student approval forms are received in the Financial Aid office. Student Employment staff check the number of credit hours the student is enrolled, whether all employment forms have been completed, and whether work study has been awarded. Paperwork is then forwarded to the Payroll office.
 - ii) Payroll enters the student into the Oracle (MEMFIS) system. Usually this process will take place within a day. However, the beginning of the semester can generate an abundance of approvals which can take longer to process. Due to this, students may not be able to access their timecard to enter hours they have worked. Students are able to enter hours for the current week and one previous week. Timecard managers can enter hours two weeks prior to the current week. If the student needs to access their timecard three weeks prior, the Payroll office will “create” the timecard for the student and then the student can enter the hours. If this occurs, contact Sherri Baldwin in Payroll. Be sure to indicate the specific week needed and the assignment of the student (some students work multiple assignments and create multiple timecards).
- d) Users were informed of a new feature on the Student Employment website <http://www.uni.edu/finaid/studentemployment.shtml>. There is a job board where departments can advertise job openings plus they have the ability to attach their departmental job applications for potential student employees to complete.

2) Setting Preferences for Requisitions

- a) Pat Whitt demonstrated how to set preferences for distribution account numbers when doing requisitions. In the first release of Oracle, the distribution account number field automatically populated with the department’s default account number. However, this is quite a labor intensive process and is no longer being done for users either new to Oracle or who are changing their organization. Users who are currently not having an account number populate are able to contact Human Resource Service to have a default account number set.
- b) The procedure to set a preference can be printed at http://www.vpaf.uni.edu/memfis/db_documents/grg/requisition_shortcuts.pdf: Within this quick reference guide, Shortcuts Creating Requisitions, are directions for Setting a Preference. **Note:**
 - i) After entering the account number and clicking “apply” you will see “new Preference now in effect” in the left hand corner of the screen.
 - ii) This preference will stay in effect for only that login session (until the user logs out of Oracle) and also stays in effect if the session times out.

3) “Change/Reappointment” and “End Employment” PAFs

- a) Eunice Dell previewed two new versions of the PAF form which are scheduled to be in production by September 21. Improvements have been made to the existing New Appointment form. Users will continue to use the New Appointment version to prepare PAFs for special compensation. Eventually there will be a separate Special Compensation PAF.

- b) The Re-Appointment/Change Assignment PAF will be used to re-hire adjuncts, term, or temporary employees; to change labor distributions (account numbers); and to indicate changes in status, salary or title.
 - c) The End Employment PAF will feature a drop down list for users to select the reason for the termination. Dates will be entered indicating last day worked and affective date of termination. These dates will usually be the same, but there could be some situations in which these dates would be different. Users are encouraged to check with Human Resource Services if they are unsure about which dates need to be entered.
- 4) **Primary/Secondary Assignments**
- a) Jack Miller spoke about primary/secondary assignments. These had to do with leave balances and were intended to be seen only by back office personnel, but somehow made their way into some employees' drop down list. The problem is being fixed, and employees should only see active assignments. If changing assignments, there will be a time period when both assignments will show up. Users are reminded to terminate student employees who are no longer working in their departments by submitting the Student Assignment Approval Listing from MEMFIS Discoverer reports.
 - b) Users who supervise student employees can advise them when calling the Help Desk to press #2 for MEMFIS if they have forgotten their password.
- 5) **Announcements**
- a) Employees who have a financial responsibility are automatically members of the MEMFIS Users Group mailing list. Anyone may leave the MEMFIS Users Group mailing list by sending a message to: MAILSERV@uni.edu where the body of the message contains: UNSUB MEMFIS-Users. Staff not on the mailing list may be added by sending a message to: MAILSERV@uni.edu where the body of the message contains SUB MEMFIS-Users and the email address of the person to be subscribed. Staff may also contact [Eunice Dell](#).
 - b) Oracle will be upgraded this fall as UNI is required to keep up with current versions of the software. Users will be notified when this will occur and any implications that may affect them due to the upgrade.
 - c) Eunice Dell encouraged users to join AEOP (Association of Educational Office Professionals). Dues are \$15.00. The AEOP awards scholarships to students and staff and recognizes administrators and other office personnel. Contact AEOP President Doris Mitchell 3-2188 for more information.