

MUG Meeting Notes
Thursday, October 21, 2004
Schindler Education Center 252

Revised MEMFIS Channel

The revisions and additions to the MEMFIS channel on My Universe were explained. The MEMFIS channel has been added to all faculty, staff, and student employee portals in My UNiverse which will give them access to their timecards. Beginning December 1, 2004, employee's new MEMFIS username will display in their MEMFIS channel. If they are a new MEMFIS user, they will also see their initial password. New users will need to change their password the first time they login to MEMFIS. Once the initial password has been changed, the password will no longer display on the channel.

The link "Access MEMFIS Applications" in My UNiverse has been changed to "Access MEMFIS Applications/Timecard/PAF."

A sandbox will be available November 1 in the MEMFIS channel for UNI employees to experiment with the new electronic timecard.

All UNI employees (faculty, staff, and students) can register for timecard training. Staff can access training registration through the link in UNI-Online or through the MEMFIS channel on My Universe. Employees are advised to pay close attention to the training site as classes are being held in various locations on campus. The December training schedule will be available in mid-November.

Timecard Manager and Timecard Reviewer Responsibilities

Karen Paulsen presented information regarding timecard definitions and processes.

- **Timecard managers** have the ability to view, create, modify, delete, and submit timecards and will also be able to approve timed-out timecards. Timecard managers will not be able to delete timecard lines they did not create or approve a timecard they created.
- **Timecards reviewers** can only view timecards for their department. This designation may prove useful for departments who have their student employees track timesheets.
- A **supervisor** is able to approve, delegate, and view their employee's current and past timecards at anytime.
- Student employees may not be timecard managers or timecard approvers.

To request the responsibility timecard manager and /or a timecard reviewer, departments will complete an Authorization for Access form. This form must be signed by the department head. The form will be available in mid-November in the Forms Repository, through the MEMFIS channel on My Universe. It is suggested that each department have at least one timecard manager in the event a timecard "times out". The timecard manager will then be able to approve those timecards.

Students, merit, and hourly staff will complete weekly timecards. P&S, Faculty, Academic Administrators, and Institutional Officials will complete monthly timecards. Timecards may be completed from off-campus sites where internet access is available. J-initiator is not required to access or complete timecards.

Karen Paulsen explained how to set a proxy and stressed the importance of this if the supervisor or timecard approver will not be available to approve timecards. A quick reference guide is available on how to set a proxy. To access the guide go to the MEMFIS Website→Training and Support→Quick Reference Guides→Setting a Proxy

Announcements

- MEMFIS applications will be upgraded on October 30, 2004; this will require installation of a new j-initiator by users who perform Purchasing functions.
- Departments were reminded to submit their "Employee Listing by Organization Report" to Human Resources. This report is used by supervisors to request a Timecard Approver for a staff member if the supervisor will not be approving timecards. Send the report to HR even if there are no changes for supervisor or the addition of a timecard approver. HR will be contacting departments who have not submitted this information.
- Payroll is compiling a list of missing bubble sheets and missing monthly absence forms. They will be contacting departments to supply these documents.
- Year end adjustments to non general fund accounts have been reversed.
- Staff was reminded to reserve funds when submitting requisitions.
- The new electronic PAF form will be released in December. All Merit and P&S Personnel Action Forms will continue to be completed by Human Resources; all academic PAFs (faculty, adjunct faculty, etc) for January 1 (or later-including the spring semester) will need to be completed on the new form. More information will be available and presented at the November MUG meeting.

The next MUG meeting will be November 18, 2004.