

**MEMFIS Users Group Minutes**  
**Thursday, November 17, 2005, 1:30 p.m.**  
**244 Schindler Education Center**

**A. Changes to MEMFIS/Oracle Applications:**

The process of upgrading the MEMFIS/Oracle system is completed every year. Effective December 12<sup>th</sup>, we will see new screens and some minor changes in functionality. Some of the changes that you may see are listed below. A document that describes the changes and includes screen shots of what you currently view and will view after the upgrade can be viewed by [clicking here](#).

1. Setting a Proxy – The functions are the same but there will be a change in terminology: “Routing Rules” will be changed to “Vacation Rules.
2. Hours and minutes will be added to the calendar in Oracle applications. Generally leave it set at the default unless you are setting a proxy to receive notifications after a certain time on a specific day.
3. Terminology changes in the Information Notification screen – to close the screen click OK (button currently is Close).
4. Submit Requisition for Approval – Currently when you click “OK”, you get three messages. That will be changed so that now you will get only one message.
5. Notifications Requisition Approval – The only change is the “References” button will be renamed to “Open Document.” Functionality will remain the same.
6. Invoice Inquiry form – Navigation will be different.
7. Employee Self-Service – Significant changes.
8. Payslips will be changed so that they are easier to read. Old assignments will be eliminated on a timely basis.
9. New feature: View Benefits - Individuals will be able to view their own health benefits and retirement plan or click on a link to a Web page. In the future, but not with this upgrade, we will be able to make changes by clicking on a “Benefits and Enrollment” button.
10. Supervisor Self-Service, Time Card Manager, and Manager Self-Service – Significant changes. Currently, you are able to see limited information. This will be changed so that you will be able to see three levels down for everyone in your organization. There will be a “Details” button. You will be able to see everything on one screen for the assignments in your organization. You will be able to view current and historical information. You will be able to see absences and the types of leave taken.
11. Timecard update for Work Study Students – A new screen will be implemented so that you will be able to see when students have used up their work study.

**B. Announcements:**

The next MUG Meeting will be held December 15<sup>th</sup> in the Center for Multicultural Education. Because this is the 1<sup>st</sup> Anniversary of Payroll implementation and the 5<sup>th</sup> Anniversary of the startup of Oracle, we are going to celebrate by having a Social. You are invited to bring snacks or treats and join in the celebration.

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Employees who have a financial responsibility in the MEMFIS system are automatically members of the MEMFIS Users Group. They can unsubscribe/subscribe to the MEMFIS distribution list themselves or by calling Eunice Dell at 3-7432.

You may leave the MEMFIS Users Group list by sending a message to: [MAILSERV@uni.edu](mailto:MAILSERV@uni.edu) where the body of the message contains: UNSUB MEMFIS-Users. Staff may be added to the mailing list by sending a message to: [MAILSERV@uni.edu](mailto:MAILSERV@uni.edu) where the body of the message contains: SUB MEMFIS-Users [eunice.dell@uni.edu](mailto:eunice.dell@uni.edu).