

MEMFIS Users Group Minutes  
November 15, 2007

A. Student Assignment Approval Listing

Tim Bakula and Sherri Baldwin demonstrated the Student Assignment Approval Listing with the minimum wage increased to \$7.25, which will be effective January 1, 2008 for all student employees. Information about the wage increase can be found on the web: MEMFIS → Business Operations → Payroll. The Student Assignment Approval Listing is found by going to MEMFIS Reports → Discoverer HR Reports. You must use HR Manager Self-Service or Supervisor Self-Service to access this report. Departments do not need to return the Student Assignment Approval Listing to Student Employment to reflect the new minimum wage. The report only needs to be returned if there are other changes such as supervisor, timecard approver, charging account, or rate changes for other students that need to be increased higher than the \$7.25 minimum. The report cannot be submitted electronically and is due back to Student Employment, mail code 0024, by the end of December. Any changes that need to be made after the end of December will need to be submitted on the Addition-Correction-Deletion (ADC) form.

B. Web ADI

Pam Rousselow reported on procard processing. WebADI (Application Desktop Integrator) will be upgraded the middle of December and available to users in January. Employees will need to have internet access. The new form will be retrieved from UNI's Forms Repository. Watch for more information on the updated Web ADI.

Pam reminded users of these procard processing procedures:

- a. Employee travel expenses must include the employee number, not UID. Employee numbers can be found by accessing MEMFIS Reports → MEMFIS References (Look-ups) → Employee Listing by Organization or Employee Number Listing.
- b. Do not change the spreadsheet formatting. This causes major problems for Business Operations when they try to load data into Oracle.
- c. All expenses are listed in the debit column. The credit column automatically adjusts to equal what is in the debit column. Both totals automatically update
- d. Use the month of the ending date on your Elan statement when naming your file.
- e. Attach only one procard file per e-mail.
- f. When entering an employee travel expense being paid from a UNI Foundation account, the Foundation account number must be identified, instead of the employee number. The employee number can be listed in the description text field.

C. Special Compensation PAF

Eunice Dell announced the release of the Special Compensation Personnel Action Form (PAF). A training session will take place Monday, November 19 at 1:30 p.m. in the MEMFIS training room, East Bartlett 002 for anyone interested. This PAF is initiated by the department paying the compensation, but needs to be signed by the employee's supervisor. HR will continue to prepare Special Compensation PAFs for merit and P & S employees. Instructions for preparing the Special Compensation PAF are available at the MEMFIS website.

D. Announcements

1. Kelly Flege reminded users that vendors are paid based on the invoice due date – net-10, net-30, etc., and encouraged users to process invoices within 10 working days so Business Operations can meet the vendors' due dates. Checks for vendors are run on Tuesdays; students on Wednesday; employees on Thursday.

Kelly also reported a new MEMFIS Supplier Information form will be available in a few weeks. Users will need to delete their current template and use the new one. The change is due to more stringent guidelines that require Board of Regents approval before UNI employees or their spouses can be set up as vendors.

2. Eunice Dell announced that an Oracle upgrade will take place the weekend of December 8, 2007. MEMFIS systems will not be available during the weekend, but all systems should be available on Monday morning, December 10. Users should not see any major differences, but any issues or concerns should be reported to the MEMFIS help line @ 3-5555.

3. Users are encouraged to invite other staff to attend MUG meetings and anyone interested in joining the MUG-leadership group is welcomed. Contact Eunice Dell or a MUG leadership member.

4. Jack Miller announced ITS will host a Spotlight at 3:00 p.m., Wednesday, November 28, in CBB 109. The event will feature the UNI Alert Emergency Notification System, Accordent Systems, and the Voting and Surveys Web tool. Faculty, staff and students are welcome to attend.

No MUG meeting in December. Happy Holidays!