

MUG Meeting Notes
Thursday, November 18, 2004
Center for Multicultural Education

MEMFIS Access for Authorization Form

The MEMFIS User Access and Document Routing Authorization Form is being revised. The revisions will accommodate the setup of Timecard Managers and Timecard Reviewers which will be used in the MEMFIS Phase II implementation. Karen Paulsen previewed the revised form. The form will be available sometime the week of November 22 for departments to use. Departments will select the organization to which the timecard managers and reviewers need access, obtain the appropriate approval signature and forward the completed forms to ITS Information Systems mail code 0381.

Questions and Answers regarding MEMFIS

Can an employee only get a Payslip by logging into MEMFIS?

All employees of UNI will have to login to MEMFIS to view/print their Payslips. Paper Payslips will no longer be distributed after the December payroll. Employees will be able to access their information from Employee Self Service in MEMFIS beginning in January 2005. Directions on how to view a Payslip are located at http://www.vpaf.uni.edu/memfis/training_and_support/self_service.asp.

If a timecard is created by my timecard manager, will I be able to view it?

Yes, you will be able to view all your timecards, even if you did not create them. You will receive a notification when any of your timecards are submitted for approval.

Will student PAF be created electronically like other staff?

At this point, student employment will be completed on the paper forms that we currently use. In the future, the student PAF's will be completed electronically.

How will employees see their vacation and sick leave balances?

A report is being created for staff to view vacation and sick leave balances. Once it is completed, instructions will be given on where to access the report and how to run it. Sick leave and vacation reports will remain in the legacy system for December payroll.

Is there a way to identify who is listed as a person's timecard approver and supervisor?

The Employee Listing by Organization report currently displays a person's supervisor and will be modified to display the timecard approver, if one has been designated.

When will I get my new user name?

Your user name will display in the MEMFIS channel of My UNIVERSE around December 1, 2004.

When can I use my new MEMFIS user name?

Current MEMFIS users can use them on December 1, 2004. New MEMFIS users can login to the MEMFIS system with their given username and initial password. Once they enter both they will be prompted to change their password. New users are encouraged to do this before December 12th so if they encounter any problems help is readily accessible. It is anticipated with 4,000 new users signing on to the system the week of December 12th the Help Desk will be busy with calls.

Announcements

- A timecard status report will be available for viewing. This report will allow supervisors and timecard managers the ability to view the timecards of all employees in their hierarchy for any date range selected.
- Sick leave and vacation reports will continue to be in the legacy system for December payroll. Beginning January 1, 2005 employees will be able to view this report that will reflect timecards that have been processed by Payroll.
- 83 training classes have been presented with over 800 employees attending training. 88 additional classes will be added to the schedule and available for registration Monday, November 22.
- New MEMFIS users will have their MEMFIS username and password displayed in the MEMFIS channel of My UNiverse on December 1, 2004.
- A reminder was given to employees to obtain their new university ID card. The university is moving away from using Social security numbers as a means of identification. Some locations on campus, such as Wellness Recreation no longer accept ID cards with a SSN. Staff can pick up their new ID cards in Gilchrist or Redeker. New faculty for the spring semester can obtain their ID number for Human Resource Services.
- The new PAF form is progressing and will be available in December. The new PAF form must be used for any new hires for the spring semester. Eunice Dell is in the process of contacting departments to determine which individuals will need training on the new form.
- The last day to use the paper timesheets for student employees and Merit and P&S Hourly employees will be December 11, 2004. The last paper Monthly Absence Report will be for the month of November. After these dates, employees will use the electronic timecard to record time and absences.

Setting a Proxy

With the implementation of HR and Payroll the process of Setting a Proxy will change slightly. Users will have the option of setting one proxy for purchasing approvals and a different proxy for timecard approvals or the same proxy for both. A Quick Reference Guide is available for users to follow when Setting a Proxy. This guide is available at http://www.vpaf.uni.edu/memfis/training_and_support/unitime/Setting_a_Proxy_Phase_II.pdf. Users were reminded that a proxy for purchasing responsibilities must have access to the same departmental accounts and dollar limit as the person setting the proxy. This is not the case with timecard proxies.

The next MUG meeting will be December 16, 2004 at 1:30 p.m. in the Center for Multicultural Education.