

MUG Meeting Notes
Thursday, December 16, 2004

Personnel Action Form Update

Eunice Dell gave a progress report on the new Personnel Action Form (PAF). The form has been released for use, but remains a work in progress. Users can expect further enhancements. At this time, only the "New Hire" version is available. PAFs for special compensation, summer appointments, appointment changes, etc. will be forthcoming. The PAF committee will meet after all versions are available to discuss possible further enhancements. All PAFs to be effective January 1, 2005, need to be processed on the new form. The form will be routed on paper to the appropriate offices. In order to distinguish an original PAF from a copy, signers are asked to use a different colored pen other than black. The PAF form is found under "My Transactions," not under MEMFIS as currently displayed. If the link to the form is not listed under a user's "My Transactions," and you prepare PAF's for faculty or grad assistant's, contact Eunice Dell.

Journal entries for payroll changes will no longer occur. The Office of Business Operations will not accept payroll journal entries. The journal entry will be replaced by a "Labor Distribution Adjustment."

Mary Ann Hesse reminded users that the "Percent of Time Worked" field needs to be completed on the PAF. Graduate assistants working 15-20 hours per week are considered 100% time. Graduate assistants working 8-10 hours per week are considered 50% time.

Manager Self Service

Karen Paulsen displayed the form MEMFIS Authorization for Access to Advanced UNI Time and Self Service Functionality where staff can elect to be setup with Timecard Manager, Timecard Reviewer and/or Manager Self-Service responsibilities. The form is available in MEMFIS forms accessible through My UNIVERSE. All of the responsibilities are granted at the organization level.

Manager Self Service

- Can view reports such as sick leave and vacation balances for all staff in an entire organization.
- Access to Human Resources (HR) views. HR views include assignment information. Users can select from two tabs: employee information or assignment details.

Supervisor Self Service responsibility is automatically granted to supervisors. Supervisors can view three levels down in their hierarchy and they will also have access to sick leave and vacation balances for staff as well as HR views.

Phase II Reports

Pat Whitt presented information on Phase II reports. There will be two vacation sick leave reports. One is for individuals to view their vacation/sick leave balances. Staff will access this through UNI Employee Self-Service responsibility. That same report can be used by supervisors and manager to see an individual's vacation/sick leave accruals and balances. Departmental vacation/sick leave reports are scheduled to be available January 21, 2005. However, green bar "Department Absence Reports" will no longer be distributed. Departments will be able to print these reports themselves. Other reports

are being developed and more information will be shared as soon as the reports are available.

University Identification Number (UID)

Each employee now has a University Identification number (UID). Kelly Flege explained social security numbers will not be used on Travel Reimbursement or Request for Payment forms and will only be viewable to the employee. The social security number used on current forms should be replaced with either the employee number or their UID. Kelly requested at this time to include the employee number as this will facilitate in processing paperwork during the transition period to the UID. Users who create PAFs have the ability to access the list of employee UIDs in their department. Beginning the first part of January, users will have access to run the employee listing by HR organization report. Social security numbers still need to be listed on payroll forms such as I-9, W-2s, etc. for student employment.

Kelly Flege reminded users to check supplier addresses that are provided on Request for Payment forms. Some vendors have numerous sites with different supplier addresses and occasionally the incorrect address has been put in the form, causing payments to be sent to the wrong location. Additionally, there have been some problems with changes in addresses. In the case of students, the address in Oracle is only accurate if the student has reported a change of address. The Office of Business Operations requests users to check and make sure addresses are correct.

Budget Fund Transfers

Mary Prenosil spoke about how the change to Oracle for payroll has led to a change in the Budget Fund Transfer (BFT) process. The 3-digit line number will be replaced in January with a 6-digit string. Users will need to retrieve the new BFT form from the university Forms Repository beginning January 1, 2005. ITS will be able to use budget information to create a table showing the old 3 digit number and the 6 digit replacement. The 6-digit number will also be used on BFTs for supplies & services transfers. If using a BFT to create a new line, the Budget Office will create the new 6-digit number.

Announcements

Jack Miller gave the following announcements.

1. Employees can use their MEMFIS username and password to login to My Universe.
2. Jack, Karen Paulsen, Jack's assistant, Dana, and Pat Whitt are able to reset passwords.
3. Training will continue on timecards after the break.
4. Timecards during shutdown.
 - a. Students can complete timecards for only the current week and one week past.
 - b. Hourly employees can prepare timecards one week in the past, the current week and four week in advance.
 - c. Timecard managers can create timecards two weeks in the past for students and employees.
 - d. It is recommended that all staff complete their timecards before leaving for the holidays and submit them upon return.
 - e. Once a timecard is submitted it cannot be changed by the individual or a timecard manager. Approvers can reject timecards for corrections to be

made. Errors discovered after approval will need to be corrected by calling Payroll at 3-3438.

- f. A timecard more than 2 weeks in arrears will need to be created in Payroll by calling 3-3438.

The next MUG meeting will be January 20, 2005, 1:30 p.m. in the Center for Multicultural Education (CME), Maucker Union.