

**MEMFIS Users Group Minutes**  
**December 16, 2010**  
**Center for Multicultural Education, MAU 109**

Pat Whitt welcomed everyone to the meeting. Due to scheduling needs, order of the meeting was slightly different than the planned agenda. Attendance totaled 60.

A. New Workflow Email Notifications from Oracle (Melanie Abbas)

The MEMFIS notification e-mails will soon have a new look. These notifications, at 7:00 a.m. Monday-Friday and 12:30 p.m. on Tuesday and Wednesday. The e-mail will be in the form of a table listing notifications by your individual responsibility. Clicking on any one item takes you directly to the MEMFIS log in screen.

B. Cleaning Up Student Employment Rosters (Tim Bakula and Jennifer Bell)

To provide more current records of student employees, it is important for hiring departments to submit termination SEAFs. The ideal time to submit one is 30 days after a student is finished, so that outstanding timecards can still be processed. It is not necessary to prepare a SEAF for students who will be going abroad or be gone just one semester and plan to return. Note: if you terminate the only assignment a student has on campus, the record is purged from the system. The student will need the I-9, W-4, etc. again if hired later on.

A listing of all students in your department can be obtained by running the Employees by HR Organization report and selecting the students only option. Anyone with Supervisor Self Service or HR Manager Self Service responsibility can run this report. Directions on how to run the report are located at [http://www.vpaf.uni.edu/memfis/training\\_and\\_support/documents/emp\\_by\\_hrorg.pdf](http://www.vpaf.uni.edu/memfis/training_and_support/documents/emp_by_hrorg.pdf)

C. New Hire Paperwork, Remote I-9 Completion, Criminal Background Checks (Justin Ruegg)

Justin Ruegg is the Coordinator for Professional and Scientific employment on campus. He emphasized how important it is for UNI to have new employees complete the I-9 their first day on the job or even before to avoid the university being fined.

Justin demonstrated helpful links for supervisors on the Human Resources web site near the lower right of the home page. The link for this information is:  
<http://www.vpaf.uni.edu/hrs/supervisors/index.shtml>.

This page contains directions for hiring new temporary and non-temporary merit and P & S staff. A hiring notice form must be first completed and routed to either Justin (P & S) or Liz Cook (Merit).

The link to new hire requirements (temporary and non-temporary) applies to all employment groups at the University and can be found at [http://www.vpaf.uni.edu/hrs/supervisors/new\\_hire\\_req.shtml](http://www.vpaf.uni.edu/hrs/supervisors/new_hire_req.shtml). The Credential Verification form is new and is used to request credential verifications when official transcripts of degree(s) have not already been provided. The Disclosure and Authorization form has been revised and is used for the candidate to authorize both a credential verification and criminal background check. The latter form is completed and signed by the candidate when he or she interviews and is turned in to Justin Ruegg. Criminal background checks can only be initiated after a candidate has accepted an offer of employment and a copy of the signed acceptance has been sent to Justin. PAFs will not be approved until the criminal background check is complete.

All hiring departments should send new hires to HR the very first day to complete the I-9 and present their identification. All forms of ID must be originals. If the new hire is working remotely and it is not possible for them to report to HR, an alternative is for them to present their identification and original letter of offer to a notary at their location. The notary will complete the form, notarize signatures and the new hire will snail mail all items to UNI HR.

D. AP-Purchasing New E-mail Listserv (Tori Stafford)

Tori announced that the AP-Purchasing list-serv will include e-mailed announcements, tips and reminders aimed to make our work more efficient. Over 100 people have signed up so far. To sign up:

Send e-mail to:

[MAILSERV@uni.edu](mailto:MAILSERV@uni.edu)

No subject needed

SUB AP-PURCHASING

END

If you have difficulty signing up to the list serve, contact Tori.

She also announced that new hires are now provided information regarding moving costs, i.e. what is reimbursable, what is taxable. Revised UNI travel guidelines will be available soon.

E. Educational PAF and Educational Tab of PAF System (Beth Kuehl)

Beth reminded everyone that the January PAF deadline for receipt in HR is January 13 at 5:00 p.m. The Payroll Office will then need to run an audit report checking for errors.

PAF's are now to include Educational Information including what university/college granted the degree, year granted, and the completed major. This information should be updated by submitting an Education Update PAF for faculty, but is not required for Merit and P & S. It is possible to first view a UNI HR Employee Listing Report for your organization under either Supervisor or HR Manager responsibility in MEMFIS. The Education Update PAF does require entry of a month, date and year of the degree.

Remember the PAF help site ☺

<http://www.vpaf.uni.edu/hrs/hris/paf/help/index.shtml>

Respectfully,  
Katrinka Smith