

The Train to MEMFIS is roaring toward the Phase II depot and will be arriving in December/January bringing new Human Resources and Payroll systems to the University of Northern Iowa

In this issue...

New Human Resources and Payroll System coming	1
Timecard Process Overview	2
Payroll Frequently Asked Questions	2
Timecard Approver Option	3
What's Changing For Me?	4
What's in Your Future?	4
What If I Don't Have A Computer?	4
MEMFIS Training	4

WHAT is changing?

HR/Payroll systems that were written in-house decades ago are being replaced with software purchased from Oracle Corporation and adapted to meet UNI's business needs. HR/Payroll terminology will change. Electronic timecards will be used. A new Personnel Action Form will be used for hiring. Employees' Statement of Earnings, called "Payslip" will only be available for viewing electronically, but you can print a copy. Payroll reports will be accessed electronically.

WHO will be affected?

Everyone at the University receiving pay will be affected. Employee's time currently reported on paper timesheets for students, scanned bubble sheets for merit employees and paper absence reports for faculty, P&S staff and academic administrators will **all** be replaced with "Electronic Timecards", accessed through MyUNIverse. Timecard is Oracle's term for collecting time.

HOW will I be affected?

You will record your time electronically and approve electronic timecards for employees you supervise. Your direct deposit "payslip" will look different and will only be viewed electronically. If you receive a pay check, it will look differently as well.

WHY are we changing?

The MEMFIS (Modern Executive Management and Financial Information Systems) project is a campus-wide initiative designed to replace the University's core financial and HR/Payroll systems currently on a main-frame computer. The new integrated systems use state-of-the-art technology and a web-based approach to application development. The desire is to decrease the paper intensive nature of time reporting and improve access to information. Phase I implementation was effective July 2001 and included a new General Ledger with a new chart of accounts, Purchasing, Accounts Payable, and Cash Management.

WHEN will things change?

In November or December academic departments will begin using the new Personnel Action form to hire faculty for the Spring 2005 semester. Student employees, all Merit employees (hourly and salaried), and other hourly paid staff will begin using the electronic timecard Sunday, December 12, 2004. Faculty and staff completing a monthly timecard can also begin recording December absences on December 12th.

Questions?

Contact MEMFIS

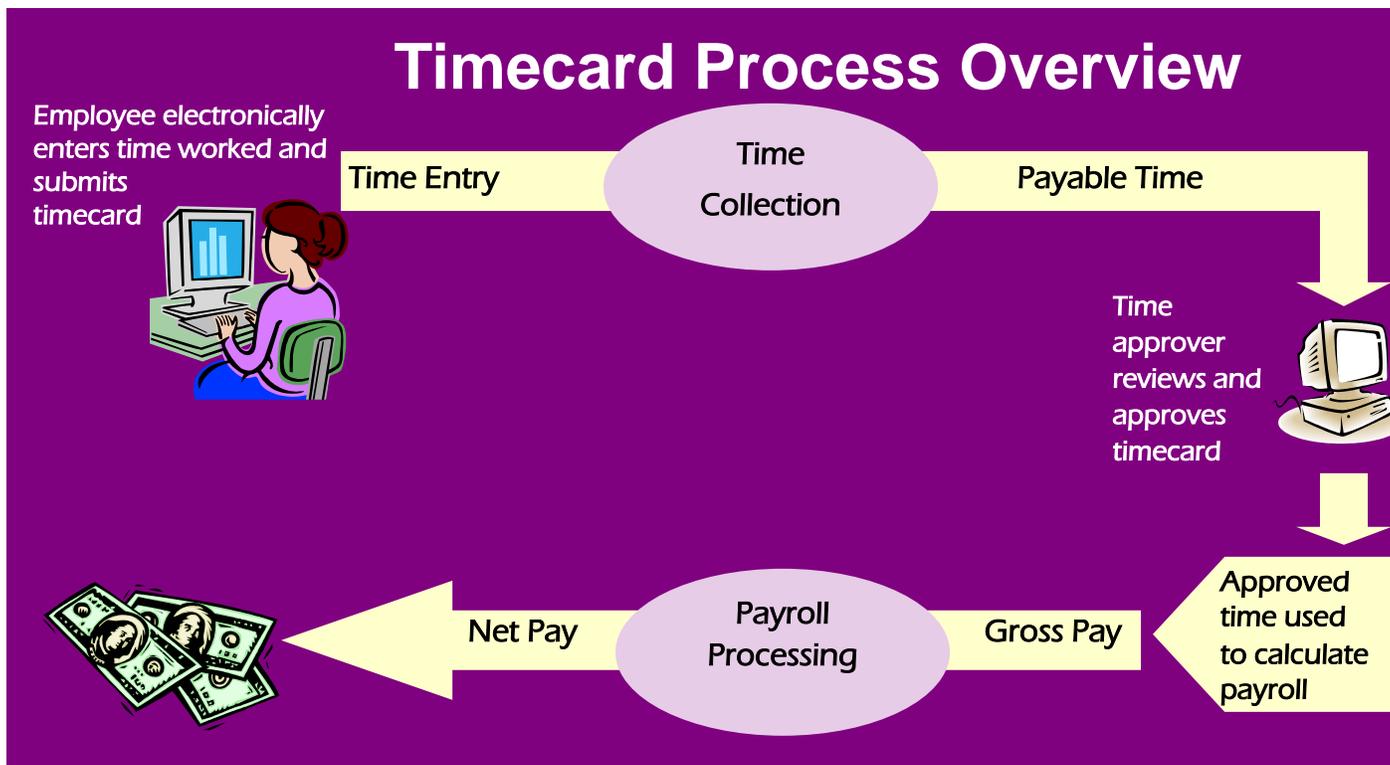
Training Team

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The flowchart above depicts the “timecard” workflow. Time reporting will include a “timecard” from all university employees. The electronic time entry form referred to as the “timecard” will replace the university’s merit system weekly “bubble time sheet,” the faculty and staff “monthly absence report” form and the student “paper timesheet”.

Payroll Frequently Asked Questions

When a new employee is hired what needs to happen before they can generate a timecard?

Employees must be fully set up in the University’s Human Resources system. This means for faculty and staff, HR must have an approved PAF and I-9 . For students, Payroll must have an approved Student Employment Approval form and I-9 .

I am a full-time faculty member, do I need to complete a monthly timecard?

Faculty members will complete a monthly timecard only if they have absences to report as required by the United Faculty collective bargaining agreement.

How will my timecard be approved?

The system has a component called workflow and this will electronically route the timecard to your approver.

How will my approver know that I have submitted my timecard for approval?

Your approver will receive a notification that states your timecard is ready for review.

Will there be cutoff dates for timecard submission?

Yes, the cutoff dates will be consistent with what is expected of employees currently. The dates will be published.

I am paid from more than one account in my department, will I

complete two timecards?

If you are a student, you may have to complete multiple timecards. For most faculty/staff the system will know how much to pay you from each account based on the information your department submitted on your Personnel Action Form (PAF).

What information will appear on my timecard?

The timecard will display your assignment, organization, position title and pay basis. No salary, hourly rates, scheduled hours, or funding source will display. No balances for sick leave, vacation, or comp time will be displayed on the timecard.

I work in two different departments, will I complete two timecards?

Yes, you will complete a timecard for each department in which you work so that each timecard routes to the appropriate approver.

Does the timecard system provide an audit trail?

Yes, timecard history will include when and by whom a timecard is approved.



Timecard Approver Option

In preparation for the January 2005 implementation of the Oracle Human Resource and Payroll systems, Human Resource Services is collecting information for a Timecard Approver option in the timecard approving process. A Timecard Approver may be requested if an employee's timecard should be approved by someone other than the supervisor. Timecard Approver may also be used to review the detail of the timecard before delegating it to the supervisor for approval.

For example, if department head Ron is listed as the supervisor of all five employees in his department, but his employee, Jane provides functional supervision to three of those employees, Ron may request that Jane be listed as the Timecard Approver for those three individuals. In this situation Jane would receive an action notification to approve, reject, or delegate the timecard for those three employees and Ron would receive the action notifications on the remaining two employees.

In a different department, Bill is listed as the supervisor of 20 employees, but his employee Linda reviews the detail of the timesheet entries before Bill approves. Bill may request that Linda be listed as the Timecard Approver for those 20 individuals. In this situation Linda would receive an action notification to approve, reject, or delegate the timecard for those employees. Linda would review the timecards and delegate to Bill for approval.

Human Resource Services would like you to review the Employee Listing by Organization for your organization and provide Timecard Approvers if desired for specific supervisors. The steps to access the report and respond are listed below:

1. The Employee Listing by Organization report can be accessed from MyUNiverse. Once you have logged in, scroll to the MEMFIS tab and click on the MEMFIS reports link. Scroll down to MEMFIS References (Look-Ups) section and click on Employee Listing by Organization. This may require you to log in once again with your MyUniverse login and password. In the drop down list next to Organization choose your organization. In the Sort By drop down list, select Supervisor name and choose PDF or Excel format as desired, then click the Run Report button.
2. Review the report and respond with the following information. a) Verify all employees* are listed, if not add them, b) Verify the Supervisor listed is correct ,c) if someone other than the supervisor will be approving employee timecards, add a Timecard Approver column to the right of the name, d) If the report does not require any changes or additions, please e-mail Michelle Byers "no changes" required.

A response is requested by Friday, October 8, 2004. Please forward your information to Michelle Byers at mail code 0034.

*This request does not apply to student employees, that information is gathered on the Student Employee Approval forms.

Timecard Approval Workflow

When a timecard is submitted Oracle workflow will electronically route timecards to the supervisor or timecard approver. If a timecard is not approved within a specified timeframe the timecard will "time out". If the timecard "times out" it will route to the next approver.

Supervisor—System Default

Employee submits timecard → Timecard routes to Supervisor → Supervisor approves

Timecard Approver – Employee's supervisor requests a Timecard Approver (via report listed above) to approve employee's timecard.

Employee submits timecard → Timecard routes to Timecard Approver → Timecard Approver approves

Timecard Approver – The supervisor would like to approve the timecard, but have someone review the detail of the timecard (hours recorded for regular time, sick leave, vacation, etc.) for accuracy before they approve. Supervisor request a Timecard Approver (via report listed above).

Employee submits timecard → Timecard routes to Timecard Approver → Timecard Approver delegates to Supervisor for approval

If you need assistance understanding a Timecard Approver's capabilities or Timecard Workflow, contact a member of the MEMFIS Training Team (Eunice Dell 3-7432, Jack Miller 3-5943, Karen Paulsen 3-6815 or Pat Whitt 3-6881).

What's Changing for Me?

Student Employees

Good news for student employees! Beginning January 19, 2005 they will receive their paycheck bi-weekly. To facilitate this change student employees who currently complete a timesheet will begin completing electronic timecards December 12, 2004. Students will login to the MEMFIS system for their timecard. They can gain access to their timecard from any computer with Internet access. As now, students will have cutoff dates for their timecard submission. These dates will be posted on the web.

Students who record their time worked using the Kronos system will continue to use this, but will also have the benefit of a bi-weekly paycheck.

Merit and Faculty/P&S Hourly

No more bubble sheets will be completed! Merit employees will complete a weekly electronic timecard to record all hours worked, including overtime, comp time, sick leave, vacation, holidays, etc. Faculty and P&S paid hourly will use this weekly timecard. The same rules that apply to the entry of time on the bubble sheets will apply to the new electronic timecard. Timecards will be electronically routed to their supervisor or timecard approver. Approvers will have the option of approving, rejecting or delegating timecards. If a timecard is approved, it will route to Payroll. If a timecard is rejected it will return to the employee for corrections.

P&S, Academic Administrators, Institutional Officials

Electronic timecards will replace the monthly absence report forms. Staff will continue to have exception reporting and will record sick leave, vacation, jury duty, holidays, etc. on the timecard. An electronic timecard must be submitted even if the employee worked all month and has no exceptions to report. Staff will continue to be paid monthly and will receive their pay the last working day of each month.

Faculty

United faculty members will submit an electronic timecard to report those absences required by the current collective bargaining agreement. If they have no absences to report, a timecard will not be submitted.

What If You Don't Have a Computer?

Computers will be available across campus for your timecard entry. Your supervisor will assist you in identifying a location for you to use.

We're on the Web!

www.uni.edu/vpaf/memfis

What's in your future?



Dates to Observe:

- | | |
|-------------------------|---|
| October 8, 2004 | Departments report Timecard Approvers to Human Resource Svcs |
| Oct/Nov 2004 | Employee training for Timecards and Self Service HR |
| Dec. 12, 2004 | All Merit & student employees begin using the new Timecard |
| December/January | Employees reporting monthly begin using new Timecard |
| January 19, 2005 | 1st bi-weekly payday for student employees |



MEMFIS Training

Timecard training will be available for employees.

The MEMFIS Training Team is in the process of developing curriculums for hands-on classes. Documentation for employees to use in and out of class is in development as well.

Keep up-to-date on when training is offered by reading UNIONline. Classes will begin in late October and run through January.

The MEMFIS Times is published by the MEMFIS Project Communication and Training Team.

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Your questions and comments are welcomed!