

## MEMFIS System/Oracle Upgrade 2006 Changes for MEMFIS Users

The MEMFIS system had an upgrade applied December 9-10, 2006. All department technical employees were notified to install the new J-initiator. Users with FIN (financial) and back office responsibilities must have J-initiator 1.3.1.26 installed. To review your version of J-initiator, look in My Computer > Control Panel. Some functionality has changed as a result of this upgrade. The chart below serves to reveal the changes.

| Responsibility  | Capability                            | Current Menu Item<br>Manager Actions | New Menu Item<br>UNI Manager Actions |
|---|---------------------------------------|--------------------------------------|--------------------------------------|
| HR Mgr Self Service<br>Supervisor Self Service<br>Timecard Manager<br>Timecard Reviewer | Search for Employees                  | Yes                                  | Yes                                  |
| HR Mgr Self Service<br>Supervisor Self Service<br>Timecard Manager<br>Timecard Reviewer | Create "My List"                      | Yes                                  | No                                   |
| HR Mgr Self Service<br>Supervisor Self Service<br>Timecard Manager<br>Timecard Reviewer | Use "My List"                         | Yes                                  | Yes                                  |
| HR Mgr Self Service<br>Supervisor Self Service<br>Timecard Manager<br>Timecard Reviewer | Show Employment Details               | Yes                                  | No                                   |
| HR Mgr Self Service<br>Supervisor Self Service<br>Timecard Manager<br>Timecard Reviewer | Show Terminated Employees for 90 days | No                                   | Yes                                  |
| Supervisor Self Service<br>Timecard Manager<br>Timecard Reviewer                        | Show Timecard Lists                   | No                                   | Yes                                  |
| HR Mgr Self Service<br>Supervisor Self Service  | Show Leave Balances                   | No                                   | Yes                                  |