

# Getting Access to UID, MyUNiverse, Email and MEMFIS

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## Scope

This procedure covers the process for getting a new employee access to the university systems of MyUNiverse, email and MEMFIS.

## Responsibility

The New Employee is responsible for

- Completing forms
- Providing HRS legal name, social security number and birth date verification
- Providing HRS with proper identification for the Employee Eligibility Verification form

The HRS department is responsible for

- Creating a University ID (UID) if necessary
- Providing the new employee with UID, email and MEMFIS usernames, MyUNiverse initial password.
- Creating Personnel Action Forms (PAF's) for non-faculty positions.
- Creating a record in Oracle for employees.

The ITS Network Services department is responsible for

- Creating employee email accounts

The Department of Residence is responsible for

- Issuing UID cards to new employees

The Employee's department is responsible for

- Providing HRS with PAF information for staff and completing PAF's for faculty
- Working with Budget office to ensure position funding
- Completing MEMFIS responsibility forms
- Contacting the department IT support for computer setup

## Activity Preface

This activity is performed when a new employee is hired.

### New Employee

1. Accept employment offer.
2. Provide HRS legal name, social security number and birth date verification.
  - This can be done via phone.
  - Needed by HRS to create UID.

### Human Resource Services

3. Search UID database.
  - If employee is a former student or former employee the past UID will be used.

**If UID is found, goto task #5. Otherwise, goto task #4.**

4. Create UID number for employee.
5. Provide the employee with UID, username (email & MEMFIS) and My UNiverse initial password.
  - Email initial password = UID
  - My UNiverse initial password = first 2 letters of last name, # sign, 2 digit month and day of birth (example SM#0806).

### Employee's Department

6. Receive UID from employee or find UID in the UNI Username/UID Search.

**If UID exists, goto task #8. Otherwise, goto task #7.**

7. Call HRS to create employee UID.
  - Provide legal name, social security number and birth date verification.
8. Determine if employee is faculty or staff.

**If employee is a faculty member, goto task#9. Otherwise, goto task #10.**

9. Complete PAF for faculty and work with Budget office to ensure position funding.

10. Provide HRS with information to create a PAF for staff and work with Budget office to ensure position funding.

**If employee will have Purchasing responsibilities, Timecard Manager, Timecard Reviewer or Manager Self Service responsibilities, goto task#11. Otherwise, goto task #12.**

11. Complete and submit MEMFIS Authorization Request for Access form or MEMFIS Authorization for Access to Advanced UNI Time and Self Service Functionality form.
12. Contact your department IT support for computer setup.
  - Setup such as desktop, printers, special software, server access, Calendar etc.

## New Employee

13. Complete Employment Eligibility Verification form (I-9).
  - Provide adequate [eligibility documentation](#)
14. Complete UNI Personnel Data Information
15. Complete Centralized Employee Registry Reporting Form
16. Complete W-4 form.
17. Complete Payroll Authorization for Direct Deposit form (optional).
18. Go to Gilchrist Hall or Redeker Center to obtain UID card.
  - UID card is also your library card.

## Human Resource Services

19. Enter employee records in Oracle based on PAF and HRS employment forms (steps 15-18).
  - PAF includes employee assignment information, rate of pay, supervisor, appointment status, labor distribution and other information related to the employee.
  - Employee record is necessary for timecard completion, view payslip, view leave balances and other self service options.

## Dept of Residence

20. Locate employee in database and issue UID card.
  - Future employees will display in database if UID has been created.

## ITS Network Services

21. Create employee email accounts daily or upon request.

- An interface from HRS provides usernames to ITS daily so that email accounts can be created.

## Automatic Process

22. Assign the new employee MEMFIS responsibilities Employee Self Service, Supervisor Self Service (if applicable) and UNI Workflow User.

**If employee needs other responsibilities, goto task #23. Otherwise, goto task #24**

## ITS Info Services

23. Assign employee applicable responsibilities.

- Responsibilities are requested on appropriate MEMFIS Access form.

## New Employee

24. Login to MyUNiverse to access MEMFIS applications.

25. Access MEMFIS applications to create timecard, view payslip and view leave balances.

- MEMFIS username and **initial** MEMFIS password will display in the MEMFIS channel in MyUNiverse.
- MEMFIS username and MEMFIS password may be used to access **both** MyUNiverse and MEMFIS.

**End of activity.**



