Susie Baker called the meeting to order at 10:35 a.m.

**Approval of April 12, 2005 minutes**

Shelly Hill made a motion to approve the minutes as amended (spelling change/Mercado), seconded by Rod Baker.

**Viewing and printing of pay stubs and leave balances by Merit staff - Pat Whitt**

Using Oracle, Pat Whitt demonstrated the viewing of pay slips and leave balances.

She explained that in the current system weekly timecards are processed every Thursday. After processing, the vacation and sick leave usage will appear immediately on leave balances, however accruals are not posted weekly. The due date for posting monthly timecards for P&S employees is the 5th of the month.

Susie Baker noted that many Merit employees are having problems computing actual balances because of the two week lag in posting accruals.

Pat demonstrated how to access the Quick Reference Guides from the Memfis website. The Quick Reference Guides give step by step explanations in Adobe PDF format of how to access and work with Memfis reports. She also demonstrated how to access a section titled “Understanding Your Payslip and Leave Balances” from the Office of Business Operations website.

It was suggested that a condensed section be compiled, specific to employees use only, containing helpful information regarding leave balances and pay slip information. It was suggested that this information could possibly be listed under the Employee Self Service application section.

**MUG (Memfis User Group) meetings are held monthly and open to all campus employees. Meeting minutes are posted on the web and announced through UNI On Line. These meetings are very helpful to those who work with Oracle applications and to inform users about new applications and reports available.**

Susie reported that there is a problem with many employees (particularly Custodians and Cooks) having access to printers to print copies of their monthly pay slips. Employees in the Department of Residence and Building Services report the most problems with printing access.
In some departments, Secretaries have been printing pay slips for employees. It was noted that in these cases, employees’ user names and passwords have to be given for access, and therefore do not remain confidential.

The Library has several locations where pay slips may be printed by employees; however this does not provide a convenient location for them as travel to and from this location is an issue.

Other suggestions to alleviate the printing problems were:

- to acquire printers destined for auctions and place them in locations on campus where employees currently have access to PC's for pay slip information. There was a question about who would be responsible for printer maintenance, toners and paper.

- Network printers be placed in one or two confidential campus offices. Employees would send a request for printing and the confidential office would print and send the pay slip information to the employee via campus mail. It was noted that if timeliness was an issue, this method would not be as convenient.

Nick will follow up with Kelly Flege about these printing issues and report findings at the next meeting.

Agenda Item #1 “TIAA CREF sessions during work hours – pay status issue” was tabled to the next meeting.

The meeting was adjourned at 11:33 a.m.

Respectfully Submitted,
Sandy Law
Human Resources

Meeting on Tuesday, October 11, 2005 – Gil 106 conference room
Facilitator: Jan Flick
10:00 – 10:30 – Labor Meeting
10:30 – 11:30 – Labor/Management meeting

Agenda items and minutes of the last meeting will be sent one week prior to the October 11th meeting.