

University of Northern Iowa Employees by HR Organization Report Instructions

This report may be utilized to view all of the students employed in the department who currently have active assignments. Please use this resource to terminate any student employees whom departments are positive will not be returning.

- 1.) Login to MyUNiverse
- 2.) Go to the "Reporting" tab
- 3.) Click on "MEMFIS Reports"
- 4.) Under MEMFIS Discoverer Reports, click on "Discoverer Human Resources Reports"
- 5.) If possible, click on "(Your Department) Manager", otherwise click "Supervisor Self-Service"
- 6.) Login using your MEMFIS UserID and Password
- 7.) Click the arrow pointing to "Employees by HR Organization"
- 8.) Choose "Students Only"
- 9.) On the next page, click the blue flashlight and choose your department from the listing and hit "Select"

You have the option of converting the document into alternative file formats if you would like (Excel, CSV, etc.)

The list may be converted by clicking "Export" located in the tan box, in the upper left corner under "Actions"

You will then be prompted to choose the desired file format, and then click "Export"

On the next page you will be notified that your export is ready. Click on "Click to View or Save" to view

*****Note*****

When using Supervisor Self-service, you will only be able to see students' whose SEAFs were created by you.

Utilizing the "Manager" function will allow you to see ALL active students in a department. Most department secretaries will have access to this function.