Welcome to HR Partners!
February 16, 2016
Agenda

• Introductions
• Deadlines & Reminders
• Online Tuition Discount Process
• Reporting On-the-Job Injuries
• Environmental Health & Safety
• WorkforUM Scenarios and Announcements
• Spin the Wheel!
Introduction

Jennifer Mullady
HR Assistant, HR Records Management
Michael Washington
Director, Office of Institutional Equity
Deadlines & Reminders

Basics of Estate Planning

Know what you have - know where it will go

Presented by Dan H. Murrell, CFRE
Director of Planned Giving
for the University of Memphis

Thursday, February 25, 2016
2:00 - 3:30
Administration Building Room 177B

Regardless of wealth or age, everyone has an estate. The Human Resources Department: Organization and Employee Development and Dan Murrell will present a training session that may answer the questions you have had about estate planning. This session will focus on basic estate planning information that every adult needs and will help you take control of the planning process for you and your family.

An estate planning workbook that will help you pull together critical planning information will be given to all in attendance.

Discussion and tips include and are not limited to:

- Developing a checklist of documents you need to have in place
- Know what you own - and where it is
- The importance of advance directives
- Digital assets
- Barriers to effective estate planning
- Your forgotten beneficiaries
- What happens when you reach your life expectancy?
- Wise charitable giving as part of your estate plan

For more information contact 678-4231 or register in Learning Curve at:
https://bf.memphis.edu/training/
Deadlines & Reminders

- **2016-17 Part-Time Faculty Posting Changes**
  Due Friday, Feb. 19th
  (send to danny@memphis.edu)

- **Non-Exempt Employee Performance Appraisals**
  Due Monday, Feb. 29th

- **Exempt Employee Performance Appraisals**
  Due Thursday, Mar. 31st
Deadlines & Reminders

• Biometric Screenings Mar. 29-Apr. 1\textsuperscript{st}: Register @ [my.onsitehd.com/restricted/signup/tn](my.onsitehd.com/restricted/signup/tn)
• TIAA-CREF reps on campus Feb. 17-19
• Pre-Retirement Seminars: Mar. 16\textsuperscript{th} – Register in Learning Curve
Online Tuition Discount Process

Margie Williamson
Senior Director, Human Resources
Reporting On-the-Job Injuries

Patricia Polania
Assistant Director, University Benefits Administration
What is Workers’ Compensation?

• Workers’ compensation is a system of state laws that originated in 1911.
• These laws provide medical care and compensation to injured workers on a no-fault basis.
• Workers’ compensation laws operate in all 50 states, in the District of Columbia, Puerto Rico and the Virgin Islands.
• University of Memphis Workers’ Compensation program is governed by the State of TN Division of Claims Administration (a division of the Department of Treasury)
• State contracts with third party administrator for processing of claims and managed care services, CorVel
What is the Purpose?

- The purpose of workers’ compensation laws is to provide:
  - Coverage of medical expenses for treatment of injuries or occupational illness
  - Income protection for those who must be absent from work because of occupational illness or injury; and
  - Limited compensation for serious permanent injury such as loss of limb or loss of life

- These laws also contain anti-retaliation provisions, which prohibit employers from retaliating against any employee because he/she has filed a claim or received benefits under the law.
What is an on the Job Injury?

• Workers’ compensation laws contain a coverage formula which states that in order to be compensable, an injury must “arise out of and in the course of employment”

• “Arising out of employment” refers to the cause and origin of the injury

• “In the course of employment” refers to the time, place, and circumstances of the injury.

Note: Going to and from work: The general rule is that an employee is not covered. However, an exception exists, when an employee is going to and from work and on the employer’s premises (such as in the employer’s parking lot).
Benefits to the Employee

• Coverage is provided without direct cost to the employee
• Prompt payment of claims following an injury
• Medical expenses are compensated
• If temporarily disabled, employee may receive temporary total disability (TTD) benefits equal to 66 2/3 of the average weekly wage.
  • Employee must be in leave without pay for 7 days; TTD begins on 8th day
  • If employee is in leave without pay for 14 or more days, TTD will go back and pay for the first 7 days
  • Employee must inform HR if prefer to use accumulated personal leave or leave without pay; this is the employee’s choice.
What Should an Employee and Supervisor do when an Injury Occurs?

• If it is an emergency, seek treatment at the nearest emergency room. Then contact his/her supervisor and the University Benefits Administration Office as soon as possible to start the claim process.
• In a non-emergency, notify his/her supervisor immediately and follow the steps below.
  • Tell supervisor what happened, how it happened, who saw what happened, and if you were injured as a result of the accident.
  • **Employee and the supervisor should then call the Workplace Injury and First Notice of Loss Call Center at 1-866-245-8588.**
  • Select option #1 to speak with a registered nurse who will evaluate the nature of the injury and determine the immediate care or treatment options. The supervisor will only verify that the employee is reporting a work related injury to the registered nurse.
  • If no medical treatment is recommended, the registered nurse will document the call and enter an incident report in the reporting system.
  • If medical treatment is recommended, the nurse will direct employee to the nearest State approved medical provider.
• Employee and supervisor will need to complete the First Report of Injury or Illness form found online at http://www.memphis.edu/ehs/pdfs/accident_report_form.pdf. This form should be returned to Environmental Health & Safety (216 Browning Hall).
What Should an Employee and Supervisor do When an Injury Occurs?

What to do when seeking medical treatment:
• Upon arrival, employee should notify the medical facility personnel that he/she was injured while on the job.
• Follow up doctors and/or specialists appointments must be arranged by CorVel and NOT by the injured employee or supervisor.
• Employee may contact CorVel to discuss existing claims at 1-888-226-7835.

What to do after seeking medical treatment:
• It is the employee’s responsibility to keep the University Benefits Administration Office notified regarding their work status.
• All medical documentation must be forwarded and provided to the University Benefits Administration Office only – not to the supervisor. Due to HIPAA privacy compliance, ONLY the University Benefits Administration Office will store medical records related to an employee’s on the job injury.

For Accidents Which Occur After Hours
The Workplace Injury and First Notice of Loss Call Center at 1-866-245-8588 operates 24/7. In non-emergency situations, the employee and supervisor should call the Call Center and follow the steps above.
Reference

– Workplace Injury & First Notice of Loss Call Center: 1-866-245-8588

– Benefits Administration:
  http://www.memphis.edu/benefits/info/workerscomp.php

– First Report of Injury
  • http://www.memphis.edu/ehs/pdfs/accident_report_form.pdf
  • Wallet Size Card:
Environmental Health & Safety

AI Simpson
Director, Environmental Health & Safety
Danny Linton
Assistant Director, Functional Online Solutions
WorkforUM Scenarios & Announcements

“Someone in my department needs access to WorkforUM! What do I do?”
WorkforUM Scenarios & Announcements

• Access to WorkforUM is derived from Banner Finance access
• Complete & submit the Banner Finance access form
• Financial managers & designees become Department Authorities
• Approvers & non-approvers become Assistants
• Requires an overnight update from the day security was entered in IT
“My list of faculty positions doesn’t match their current ranks. What do I do?”
WorkforUM Scenarios & Announcements

• The “Retitle Position” action on the faculty side should be used after a search is completed if the position changed ranks during the search process.
• Selecting the correct rank on a hiring proposal DOES NOT update the position itself.
• This action will be demonstrated at the Focus on Finance meeting this Thursday, Feb. 18th.
“I’m reclassifying a position and it’s asking me for posting dates…but we’re not posting this position! What do I do?”
Since posting dates are required fields on the Requisition tab, they must be completed even if you aren’t posting the position.

Since you’ll be forced to enter a value, go with an obviously fake date like 01/01/1900 just to bypass this tab. HR will know to ignore this field.
“I’m leaving the University and I need to get my own position posted so a replacement can be found. What do I do?”
WorkforUM Scenarios & Announcements

• WorkforUM will not allow you to process an orange-side action on your own position.
• If this scenario arises, you have two options:
  • Get another person in your department with the same access to process the action; OR
  • Call HR and have your name vacated from the position early.
“We’re ready to start the hiring process for one of our faculty applicants but the system won’t let me do it! What do I do?”
WorkforUM Scenarios & Announcements

• You can’t proceed with hiring a faculty applicant if your posting is still viewable to the public.
• Call Faculty Administrative Services and have your posting closed.
• Remember there is a 48-hour waiting period before a faculty posting can be considered 100% closed.
“I moved my candidate to “Hired” status, but now it won’t let me start a hiring proposal! What do I do?”
• No applicant should ever be manually moved to “Hired” status by a department.
• You should instead move selectees to “Recommend for Hire” status; it’s only at that status that you’ll get the option to begin a hiring proposal.
• If you accidentally move an applicant directly to Hired status, call Danny at x4970 for help.
“I moved my candidate to “Not Hired” status, but now I need them back! What do I do?”
WorkforUM Scenarios & Announcements

• Once you move a candidate to “Not Hired” status, they are considered inactive and departments can’t touch inactive applicants.
• Your only option is you need to rescue an applicant from “Not Hired” is to call Danny at x4970.
“WorkforUM looks lousy when my applicants try to apply on their smartphones or tablets. What do I do?”
WorkforUM Scenarios & Announcements

• Within the next few weeks, the Workforum applicant portal will be mobile-friendly!
• The entire job application process will be able to be completed from a mobile phone!
“I moved our selectees to ‘Recommend for Interview’ status, and now OIE needs to be notified. What do I do?”
NOTHING!
WorkforUM Scenarios & Announcements

• Effective immediately, you no longer need to e-mail OIE to let them know your pool is ready for approval.
• The system now automatically notifies OIE when you move a candidate to “Recommend for Interview” status.
• Try to move all of your selected candidates to this status at the same time.
“I don’t have a clue what you are talking about! What do I do?”
WorkforUM Scenarios & Announcements

- Our next session of WorkforUM training is March 10 in AD178 from 1:30-4:00 p.m.
- Sign up in Learning Curve!
Questions?
THANK YOU!

www.memphis.edu/hrpartners