Welcome to HR Partners!
March 15, 2016
Agenda

• New HR Employee
• Faculty Administrative Services
• Employee Tuition Discount Demo
• Performance Appraisals
• 2016 Take Our Daughters & Sons To Work Day
• Employee Recognition/Awards Update
• Workforum Changes
• Update on Temporary Employee Status
• Spin the Wheel!
New HR Employee

Brandi Martin
HR Associate, University Benefits Administration
Faculty Administrative Services

• Support faculty for Main Campus, Lambuth and other off-site campuses
• Process hiring paperwork for Full Time, Part Time, Post-Doctoral Fellows, Clinical and Research Faculty
• Interact with all schools/colleges on campus
• Work with HR, Shared Services, Financial Planning, Accounting, IT, international programs, etc.
Faculty Administrative Services

• Process new hire/reappointment paperwork for Full Time & Part Time Faculty
• Questions regarding faculty postings/applications in WorkforUM
• Receive and record in Banner all official transcripts for faculty
• Waivers of search for faculty
Faculty Administrative Services

• Faculty personnel changes (i.e. TBR approval memos, stop the clocks, tenure reductions requests, job transfers, title changes, salary increases, etc.)
• Provost website updates
• Updates to Faculty Handbook
• Banner Updates to new faculty
• Annual Tenure & Promotion process for faculty
Faculty Administrative Services

• Mid-tenure reviews, faculty evaluations, & SETE’s for faculty
• Sponsored account set-ups for faculty
• Faculty Audits for SACS (accreditation for Southern Association of Colleges & Schools)
• New Faculty Orientation August each year for all new faculty – otherwise attend the weekly HR new hire orientation
• Project teams as it relates to faculty processes
Employee Tuition Discounts

Danny Linton
Assistant Director, Human Resources
Employee Tuition Discounts

• New online process launches April 1, 2016
• Affects the following:
  • Staff Scholarship
  • Fee Waiver (Formerly known as PC-191)
  • Spouse/Dependent Tuition Discount
• MyMemphis portal
  • Employee page
  • Educational Benefits Program portlet
Employee Tuition Discounts

DEMO
Employee Tuition Discounts

• Questions?
  • pip_empedubenefits@memphis.edu
Tracy Horton
Assistant Director,
Employee Relations & Engagement
Performance Appraisal Training

• Exempt appraisals are due March 31
• Non-exempt appraisals are now PAST DUE but still being accepted
• Final training session for this cycle is scheduled for March 16th at 3pm in AD177B
• Register in Learning Curve
AHA! MOMENT
noun
a moment of sudden insight or discovery

Give our daughters and sons an AHA! Moment by providing a way for youth to participate in Take Our Daughters And Sons To Work® Day. It’s more than a day, it creates power and possibility for the next generation.

JOIN US ON THURSDAY, APRIL 28!
PLEASE REGISTER YOUR CHILD BY FRIDAY, APRIL 1, 2016 AT 4:30 P.M.
Employee Recognition/Awards Update

• Employee Recognition Program is being revamped
• Four awards available:
  • Harriet Montgomery Customer Service Excellence
  • Presidential Award
  • UofM Excellence Award
  • Community Service Outreach Award
Employee Recognition/Awards Update

• Program: May 9, 2016
• Watch for more information as this date approaches
WorkforUM Changes

Danny Linton
Assistant Director, Human Resources
WorkforUM Changes

• New mobile-friendly **employee portal** is now in production
WorkforUM Changes

• When changes roles in the system (Assistant, Department Authority, etc.), the system automatically refreshes and switches you to the chosen role upon selection;
• There is no longer a circular arrow to click
WorkforUM Changes

• The System Administrator now has the ability to remove uploaded document attachments (Excel files, PDFs, etc.) from WorkforUM actions
• Previously, this could only be done by the user who actually uploaded the file.
• If you need assistance with “un-attaching” a document from an action, please contact Danny Linton at x4970.
WorkforUM Changes

• Remember: departments no longer need to send an external e-mail to Institutional Equity when applicants are moved to “Recommend for Interview” status. WorkforUM now alerts OIE of this step automatically.
Update on Temporary Employee Status

Iliana Ricelli
Senior Director, Human Resources
Update on Temporary Employee Status

- HR updated its temporary practices to be in compliance with TBR policies
- The one year cap had been extended to June 30, 2016 in anticipation of the Department of Labor Changes
- With the proposed changes in governance, it is expected that university policies will be reviewed and possibly changed
Update on Temporary Employee Status

• Until further notice, the UofM will adhere to its previous practice of continuation of employment by temporary employees, provided they have a two-week break in service (which usually occurs during the Christmas break at the end of December)
• Departments DO NOT need to send their employees to Kelly Services anymore
Update on Temporary Employee Status

• Once more information is received from both the Department of Labor and TBR, we will determine if and/or when the temporary policies will be changed
Update on Temporary Employee Status

Questions?
THANK YOU!

www.memphis.edu/hrpartners