Welcome to HR Partners!
May 16, 2017
Agenda

• This is Jeo-Parody!
• Announcements & Deadlines
• Spin the Wheel!
This is Jeo-Parody!

Danny Linton
Assistant Director, Human Resources
This is Jeo-Parody!

- Ten players each will comprise the red, yellow, and blue teams.
- Each team must choose a team captain who will be responsible for ringing the bell for that team.
- The judge is the sole determinant for which team buzzed in first.
- Responses must be phrased in the form of a question.
- The prize wheel spun at the end of the meeting will correspond to the winning team’s color...so hang on to your ticket even if you’re not playing!
HERE ARE TODAY’S CATEGORIES
UNIVERSITY SYSTEMS
HIRING AN EMPLOYEE
GRADUATE ASSISTANTS
UofM POLICIES
THE TWO “SIDES” OF WORKFORUM ARE OFTEN REFERRED TO BY THESE TWO COLORS
WHAT ARE BLUE & ORANGE?
THE MOST COMMON ACTION TAKEN IN WORKFORUM
WHAT IS A REQUEST TO FILL?
NEW POSITION REQUESTS MUST HAVE ONE OF THESE ATTACHED
WHAT IS A BUDGET REVISION?
ACCESS TO WORKFORUM IS PARALLEL TO ACCESS IN THIS MODULE OF BANNER
WHAT IS BANNER FINANCE?
WHEN LOOKING FOR THE APPLICATION OF A NEW TEMPORARY EMPLOYEE, USERS SHOULD LOOK UNDER THIS WORKFORUM TAB
WHAT IS THE POOLS TAB?
THE UNIVERSITY’S LARGEST ENTERPRISE SYSTEM
WHAT IS BANNER?
THE UNIVERSITY'S MAIN PROCUREMENT SYSTEM
WHAT IS TIGERBUY?
THE SYSTEM FROM WHICH USERS CAN DOWNLOAD PDF COPIES OF REPORTS FROM BANNER
WHAT IS E-PRINT?
THE UNIVERSITY'S CASH RECEIPTING SYSTEM
WHAT IS TOUCHNET?
THE SYSTEM THROUGH WHICH ALL RESEARCH PROPOSALS SHOULD BE SUBMITTED
WHAT IS CAYUSE?
AFTER INTERVIEWS ARE COMPLETED & A CANDIDATE IS READY TO BE RECOMMENDED, THIS WORKFORUM ACTION MUST BEGIN
WHAT IS A HIRING PROPOSAL?
NEVER SCHEDULE INTERVIEWS WITH FACULTY/STAFF CANDIDATES WITHOUT THIS OFFICE’S BLESSING
WHAT IS THE OFFICE FOR INSTITUTIONAL EQUITY (OIE)?
MOST UNIVERSITY EMPLOYEES REQUIRE A BACKGROUND CHECK BEFORE BEGINNING WORK, AND ALL REQUIRE ONE OF THESE WITHIN THEIR FIRST 3 DAYS OF WORKING.
WHAT IS AN I-9?
A full-time staff member who teaches a credit class would be paid via this form.
WHAT IS EXTRA COMPENSATION?
THE TERM DESCRIBING AN EMPLOYEE WHOSE DUTIES QUALIFY AS PROFESSIONAL AND WHO IS NOT ELIGIBLE FOR OVERTIME
WHAT IS EXEMPT?
THE SALARY DOLLAR AMOUNT THAT A GA IS TO BE PAID IS REFERRED TO BY THIS TERM
WHAT IS A STIPEND?
TO FIND A DEPARTMENT’S GA POSITION NUMBERS, THIS HELPFUL WEBSITE CAN BE CHECKED.
WHAT IS THE HR PROGRAM GUIDE?
A TYPICAL GA ACADEMIC YEAR APPOINTMENT WOULD END ON THIS PAYROLL DATE
WHAT IS APRIL 30?
DEPARTMENTS CAN TRACK THEIR GA E-CONTRACTS & EPAFps USING A REPORTING TOOL FROM THIS VENDOR
WHAT IS ARGOS?
A UofM GA working at St. Jude would be working under this type of agreement.
WHAT IS A MEMORANDUM OF UNDERSTANDING (MOU)?
THE MINIMUM AMOUNT OF BUSINESS DAYS A NON-EXEMPT POSITION CAN BE POSTED
WHAT IS 5?
THE UNIVERSITY’S LONGEVITY POLICY AWARDS EMPLOYEES THIS AMOUNT OF MONEY PER YEAR OF SERVICE (MAX 30 YEARS)
WHAT IS $100 PER YEAR?
THE MAXIMUM NUMBER OF DAYS AN EMPLOYEE MAY TAKE FOR JURY DUTY
WHAT IS UNLIMITED?
THE MAXIMUM AMOUNT OF ANNUAL LEAVE AN EXEMPT UNIVERSITY EMPLOYEE CAN ROLL BETWEEN FISCAL YEARS
WHAT IS 315 HOURS?
A FACULTY MEMBER’S TOTAL SUMMER COMPENSATION MUST NOT EXCEED THIS PERCENTAGE OF THEIR PREVIOUS YEAR’S SALARY
WHAT IS 33 1/3%?
THIS DORMITORY WAS DEMOLISHED RECENTLY TO MAKE ROOM FOR CENTENNIAL PLACE.
WHAT IS RICHARDSON TOWERS?
THE OLDEST BUILDING ON THE UofM CAMPUS
WHAT IS THE ADMINISTRATION BUILDING?
COMMONLY REFERRED TO AS SOUTH CAMPUS, THE UofM’s SOUTHERN LOCATION IS OFFICIALLY CALLED THIS
WHAT IS THE PARK AVENUE CAMPUS?
IN 2011, THE UofM TOOK OVER OPERATIONS AT THIS JACKSON, TENNESSEE CAMPUS
WHAT IS LAMBUTH?
FAMOUS FOR A STREET NAMED AFTER HIM, THIS WAS THE OCCUPATION ON CAMPUS OF ZACH CURLIN
WHAT IS A COACH?
MEMPHIS STATE UNIVERSITY OFFICIALLY BECAME KNOWN AS THE UNIVERSITY OF MEMPHIS IN THIS YEAR
WHAT IS 1994?
Announcements & Deadlines
Announcements & Deadlines

- The PIP team for Extra Compensation is nearing the finish line!
- All requests for **ANY** Extra Comp after June 1 must be submitted via e-contract; no paper forms will be accepted.
Announcements & Deadlines

• Extra Compensation E-Contract Training Sessions:
  • Tuesday, May 23  10-11:30am
    2:30-4pm
  • Wednesday, May 24  10-11:30am
    2:30-4pm
  • Thursday, May 25   2:30-4pm

• Sessions will be held in 178 Administration Building.
• Sign up in Learning Curve today!
Announcements & Deadlines

• Greeting New Employees
Announcements & Deadlines

• Job Postings
Announcements & Deadlines

• The internal side of WorkforUM is going mobile-friendly!
• Within the next 10 days, internal WorkforUM will look like this...
Announcements & Deadlines

• Sick leave roll date is June 30, 2017!
• Employees should review their annual leave balances now to determine how much leave would need to be used prior to the June 30th roll date.
• Exempt staff (i.e. executive, administrative, professional, and 12-month academic employees) may carry forward 315 hours (42 days) to the next fiscal year. Any hours above this amount will be rolled over to sick leave.
Announcements & Deadlines

• Non-exempt staff roll according to the following:

<table>
<thead>
<tr>
<th>Clerical &amp; Support Employees Years of Service</th>
<th>Maximum Accumulation Carried Forward to Next Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5</td>
<td>225.0 hours</td>
</tr>
<tr>
<td>5 - 10</td>
<td>270.0 hours</td>
</tr>
<tr>
<td>10 - 20</td>
<td>292.5 hours</td>
</tr>
<tr>
<td>20 or more</td>
<td>315.0 hours</td>
</tr>
</tbody>
</table>
Announcements & Deadlines

- Employees are reminded to use the Tiger Spotlight Award!
- Employees may be "spotted" when any of the following characteristics are observed or demonstrated:
  - Consistently making a significant and positive impact within their department, fostering the mission and goals of the University
  - Excellence in overall work performance
  - Making a personal effort to "go the extra step"
  - Consistent commitment in providing expert service to internal and external customers
  - Serving as a role model through positive interactions with customers
- Visit [this link](#) to give a Tiger Spotlight Award today!
Announcements & Deadlines

• Recognition Awards
  • Excellence Awards
    - November 2, 2017
    Presidential & TIAA Excellence Awards
    Community Service Outreach Award
  • Harriet R. Montgomery Customer Service Excellence Awards
    - BY INVITATION ONLY in August 2017
• Career Milestone Awards
  - Celebrating Years of Service
    - January 2018: Date to be determined
Announcements & Deadlines

• Take Our Daughters and Sons to Work Day

• Friday, June 2, 2017

• Registration now closed

• Registrants will be contacted with next steps soon
Announcements & Deadlines

• MPLOY is back!

• MPLOY supervisor orientation is Wednesday, May 24 at 10:30 in 177B Admin

• MPLOY students will be on campus from June 1 thru July 14 (Monday-Thursday)

• More information? workforce@memphis.edu
Announcements & Deadlines

• My Brother’s Keeper Alliance (MBK Alliance)

• Pathways to Success: Boys & Young Men of Color Opportunity Summit

• Thursday, June 22, 2017 at Cook Convention Center

• Announcement coming soon via e-mail
Announcements & Deadlines

• Continuing to complete paper timesheets & leave reports

• [http://www.memphis.edu/bf/forms/finance.php](http://www.memphis.edu/bf/forms/finance.php) (Payroll section)

• Injunction extended thru June 30, 2017

• Paper timesheets now online through fiscal year-end
Announcements & Deadlines

• Summer casual attire
  • May 22 – August 25, 2017

• Independence Day Observance
  • Please note the UofM will be closed July 3 & 4!

• Summer-Only Flex Schedules
  • Approved at the department level based on business needs...no forms required!
Announcements & Deadlines

- Summer 2017 HR Brown Bag Sessions:
  - May 11: Healthy Lifestyles & Cooking Demos
  - May 25: Healthy Life/Work Balance
  - June 8: Incorporating Beginning Fitness into Your Lifestyle
  - June 22: Effective Communication: Write Right
  - July 13: Book Club -- *Get Unstuck, Be Unstoppable* by Valorie Burton (Part 1)*
  - July 27: Book Club -- (Part 2)*

*Note: This title is available in the University Bookstore. Faculty & staff will receive a 10% discount by showing Campus Card. Transfer Voucher payments will receive a 20% discount. In stock June 2017.
Announcements & Deadlines

• Summer 2017 HR Brown Bag Sessions:
  • Please register in Learning Curve!
  • Limited seating available.
  • Brown bags are held in 177B Administration Bldg.
  • 12 to 1 p.m.
  • Bring your lunch!
Announcements & Deadlines

• Board of Trustees Meeting: June 6, 2017

• Open to the Public

• Held in University Center

• memphis.edu/bot
Announcements & Deadlines

• GA E-Contract Training
  Tuesday, June 20, 2017
  2:30-4pm

• Part-Time Faculty E-Contract Training
  Wednesday, June 28, 2017
  2:30-3:30pm

• 178 Administration Building
• Please register in Learning Curve!
Announcements & Deadlines

• Workforum Training
  Wednesday, July 26, 2017
  1:30-4pm
  178 Administration Building

• Please register in Learning Curve!
LET’S SPIN THE WHEEL!
THANK YOU!

www.memphis.edu/hrpartners