Welcome to HR Partners!
November 17, 2015
AGENDA

1. Demo – My Memphis Portal Upgrade
2. Resume and Cover Letter Writing Workshop
3. Q & A Temporary Employees
4. Campus Consent Announcement
5. HR Open House Announcement
6. Enterprise Business Rental Presentation

Spin the Wheel!
New MyMemphis Portal Information & Demo
New MyMemphis Portal

- Your MyMemphis portal will have a new look starting January 6, 2016
- Same Web address: my.memphis.edu
- Tabs are now “pages”
- Channels are now “portlets”
- You may use the new portal now! Until 1/6, it can be accessed at myuofm.memphis.edu
- Feedback about the new portal can be submitted via the new portal’s front page
New MyMemphis Portal

DEMO
Workforce Management
Human Resources Associate, Armie Williams

Workshops
Workforce Management Presents:
Resume and Cover Letter Writing Workshops

Don’t miss the next session!
Tuesday, December 8
11:30 a.m.-1:00 p.m.

Register in Learning Curve (learningcurve.memphis.edu)
Q and A on Temporary Staff Employment
Temporary Employees are defined by TBR as...

All personnel whose initial period of appointment or expected service is less than one year. If temporary assignments are recurring, then the campus must make a decision to create and fund a regular position.
Date Extension

We are postponing the implementation of the policy affecting temporary staff until June 30, 2016.

For example, if temporary appointment began January 2015, extension is through June 30, 2016, instead of originally ending January 2016.
What if the temporary is on a grant that goes beyond June 30th?

The appointment should end June 30, 2016. After that Kelly Services must be utilized, or a base budget position can be funded through the grant.
How much is the markup with Kelly Services?

35% of salary

For example: Temporary being paid $9 per hour, will be actually be charged $12.15 per hour by Kelly Services.
What if the department wants to hire their own employee and not Kelly?

You can instruct Kelly to hire the employee through a direct hire/payroll process.
Does the 12 month apply to retirees?

No, retirees hired under the TR e-class are exempt.
How do I know if I have a TS, TE, or TH position available?

The [HR Program Guide](#) has position lookup options for you to utilize.
Does the Temporary still need to take a break?

The December dates the UofM is officially closed will serve as the employee’s break.
Any additional questions?
Campus Consent Announcement

Senior Director, Margie Williamson
THURSDAY, NOVEMBER 19, 2015
COMMUNITY CONVERSATION ON CONSENT.

A SPECIAL FREE MULTI-CAMPUS TRAINING EVENT FOR MEMPHIS-AREA STUDENTS AND YOUTH TO ADDRESS AND UNDERSTAND CONSENT.

Hosted by the University of Memphis, Memphis Sexual Assault Kit Task Force, Memphis Says No More, Memphis Area Women’s Council.

THE UNIVERSITY CENTER, RIVER ROOM
499 University
Memphis, TN 38152

For further information or to reserve space-email dclubb@memphiswomen.org
Human Resources

What: Open House Announcement
When: Wednesday, December 16th
Time: 9am – 11 am
Place: Administration Bldg Main Hall
Business Rental Presentation

University of Memphis
Agenda

- State Contract Renewal
- National Car Rental and Enterprise Rent-A-Car
- Emerald Club Program
- Emerald Aisle Benefits
- Reserving a Vehicle
State Contract Renewal

- LOWER RATES!
- 5 year agreement

<table>
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<tr>
<th>Class</th>
<th>Daily Rate</th>
<th>Weekly Rate</th>
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<tbody>
<tr>
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<td>Intermediate</td>
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<td>Minivan</td>
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<tr>
<td>Midsize SUV</td>
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<tr>
<td>Large SUV</td>
<td>$68.77</td>
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What if this happens?

INSURANCE IS NOW INCLUDED!
YOU ARE COVERED!
National vs. Enterprise

Which brand would I use?

– Airport rentals
  • Emerald Club
  • Counter By-Pass
  • Choose your own car

– Local/Home City rentals
  • Over 9,000 locations throughout North America
  • Pick-up from home or office
Emerald Club Program

- Membership is complimentary and available to every traveler
- Free rental credits earned from every rental
- Allows travelers to bypass the counter & choose vehicle and upgrade options from Emerald Aisle
- Honored at Enterprise Rent-A-Car
- STATUS MATCH
Renting with National: Emerald Aisle: 3 Easy Steps

1. Reserve and Pay for a Midsize Car

2. Bypass the Counter

3. Choose any Car
Where do I reserve for U of M travel?

Procurement and Contract Services

Car Rentals

Car Rentals for Business Purposes (requires login with University credentials)

Car Rentals for Personal/Non-Business Purposes
Where do I reserve for U of M travel?
How to Reserve-cont’d

**Main Information**

* Indicates Required Field

- **Renter’s Name:**
  - First: [ ]
  - Last: [ ]

- **Home Phone Number:**
  - (Including Area Code): [ ]

- **Credit Card Type:**
  - Visa: [ ]
  - [ ] What about debit cards and other forms of payment?

- **Renter’s Email:**
  - (to send you a confirmation): [ ]

**Corporate Account Details**

Your account is associated with UNIVERSITY OF MEMPHIS

**Are you travelling on behalf of UNIVERSITY OF MEMPHIS for this rental?**

- [ ] Yes
- [ ] No

**Get Your Rental Started:**
What is needed to complete reservation?

- Billing#: 16771269
- Department
- Index Code
- Travel PO
Questions?

Thank you!
THANK YOU!

www.memphis.edu/hrpartners