The University of Memphis

College of Arts and Sciences

Administrative Associate Handbook

2023

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About the College of Arts & Sciences

The College of Arts & Sciences is comprised of 24 academic units, the ROTC, and multiple research centers, including two Centers of Excellence.

Providing over a quarter-million credit hours of instruction annually, the College is responsible for the lion's share of the University of Memphis' undergraduate curriculum, and awards nearly 1100 students BAs and BSs every year.

While one of its primary missions is to provide a strong general education in the humanities, the social sciences, mathematics and the natural sciences, the College of Arts & Sciences also focuses on strengthening the breadth and depth of its departmental major programs.

Mission Statement

The College of Arts & Sciences is the heart of the University of Memphis, an urban research university. The College provides quality undergraduate and graduate education by training students to think critically about their course of study, themselves, and the world around them. Through programs of basic and applied research, the College's faculty and students increase knowledge and address the complex issues, local and global, facing all citizens.

The College of Arts & Sciences offers broad liberal arts experiences to the candidates for its own Undergraduate and Graduate degrees, as well as to the students of other colleges of the University. The college is divided into three grand divisions that include the Humanities, Natural Sciences, and Social Sciences.

CAS Dean's Office

https://www.memphis.edu/cas/

107 Scates Hall

Memphis, TN 38152

901.678.5454

CAS Divisions:

Humanities

- English
- History
- Philosophy
- World Languages and Literatures

Natural Sciences

- Biological Sciences
- Chemistry
- Computer Science
- Data Science
- Earth Sciences
- Mathematical Sciences
- Physics and Materials Science

Social Sciences

- Anthropology
- Criminology and Criminal Justice
- Political Science
- Psychology
- School of Urban Affairs and Public Policy
- Sociology
- Social Work
- City and Regional Planning
- Public and Nonprofit Administration

Interdisciplinary Program:

- African and African American Studies
- Environmental Studies
- Interdisciplinary Programs
- International and Global Studies
- Legal Thought and Liberal Arts
- ROTC: Aerospace Studies , Military Studies , Naval Science
- Women's and Gender Studies

Facilities, Institutes, and Centers

There are several research facilities, institutes and centers within the college offering undergraduate and graduate research opportunities. Please contact individual centers for additional information on its research.

- Benjamin Hooks Institute for Social Change
- Center of Applied for Psychological Research
- Center for Community Criminology & Research
- Center for Earthquake Research and Information (CERI)
- Chucalissa Indian Village and Museum
- Design Collaborative (University of Memphis)
- East Asian Studies Institute (EASI)
- Ecological Research Center
- Edward J. Meeman Biological Station
- Institute for Intelligent Systems
- Interdisciplinary Studies Center
- The Marcus W. Orr Center for the Humanities (MOCH)
- Public Safety Institute (PSI)

Other Research Units

- Institute for Gambling Education and Research
- Integrated Microscopy Center

Administrative Associate Office Role

The Administrative Associate role varies based on departmental needs. The overall objective of this position is to support the daily operations of your office performing tasks including, but not limited to:

- serving as the first point of contact,
- scheduling meetings and travel arrangements for faculty and staff,
- managing and reconciling budgets,
- facilitating the hiring process,
- submitting Human Resources documents,
- processing reimbursements,
- maintaining confidential documents,
- supervising student workers,
- inventorying office equipment,
- coordinating departmental events,
- ordering supplies and office equipment,
- facilitating repairs, as well as,
- other duties as assigned.

This handbook serves as a guide of the Administrative Associates responsibilities. Hopefully, it will help you acclimate to your role within the College of Arts & Sciences.

Monthly Meetings

CAS Communications Meetings

Each month there is a CAS Communications meeting for all CAS business and administrative staff, which offers information on various campus updates, CAS updates, new trainings, deadlines, and events. These meetings are usually held on the 1st Wednesday of each month. You will receive a notification regarding the meeting's location. There is a shared folder with resources distributed during these meeting. For more information and the link to the shared folder, contact the Director of Administration, Jessica Abernathy (jmabrnth@memphis.edu)

CAS Communication OneDrive Folder: OneDrive Folder. For easy access, add the OneDrive folder to your browser's favorites folder or bookmark it.

Focus on Finance

It is strongly recommended that you attend the monthly Focus on Finance meetings hosted by Human Resources. These meetings give updates and trainings pertaining to all things Human Resources including Accounts Payable, IT, and Payroll. These meetings are typically held on the 3rd Tuesday of each month. To be added to the Focus on Finance list serv, email Danny Linton (dmlinton@memphis.edu). The following link holds past meetings: https://www.memphis.edu/focus/minutes.php.

Training Recommendations

New Employee Post Orientation Tasks

There is a list of required tasks that new employees need to complete, which include FERPA, Title VI, Online Confidentiality, and Customer Service trainings. You may find these training under the *Employee Tab* of MyMemphis in the upper right side of the page, beneath the WorkforUM section. Please make sure new employees complete these tasks.

Learning Curve

There are numerous training opportunities for faculty/staff offered by HR. You can access these trainings via myMemphis or at Learning Curve. Listed below are some trainings specific to the administrative role.

- **Banner/Financial**
    - B & F Systems Overview Training
    - Banner Navigation: Admin Pages (Beginner)
    - Budget Basics (When Available)

- **TigerBuy/Purchasing**
    - TigerBuy Training: Requestors (Purchaser)
    - P Card Program Basics (Purchasing Card Training)

- **eContract Trainings**
    - Extra Compensation eContract
    - Graduate Assistant Appointment eContracts
    - Part-Time Faculty eContract
    - Student Employment eContract
    - Temporary Employee eContract

- **WorkforUM**
    - WorkforUM – General Training (Beginner)

- **Customer Service Training**
    - Professionalism

Important Links

Human Resources:
CAS Representative – Ryan Hall (rlhall3@memphis.edu) / x.3573

Website: https://www.memphis.edu/hr/
HR Services: https://www.memphis.edu/hr/services.php#dm
HR Calendars: https://www.memphis.edu/hr/calendars.php
Focus on Finance & HR: https://www.memphis.edu/focus/index.php
UofM Policies: https://www.memphis.edu/policies/index.php
Learning Curve Trainings: https://bf.memphis.edu/training/login.php

Business & Finance
Office of Financial Planning and Analysis: https://www.memphis.edu/budget/index.php
Business and Finance Forms: https://www.memphis.edu/bf/forms/index.php
Foundation Access Authorization Form: https://www.uofmfoundation.org/forms

Registrar:
Dates & Deadlines: https://www.memphis.edu/registrar/calendars/index.php
FERPA Compliance: https://www.memphis.edu/registrar/faculty/ferpa.php
Forms: https://www.memphis.edu/registrar/forms/faculty.php

Tiger Copy & Graphics
Website: https://www.memphis.edu/tigercopy/
Order Form: https://www.memphis.edu/tigercopy/pdf/order.pdf

UMTech
Portal: TigerHelp Self-Service Portal

Physical Plant WORQ Orders
Physical Plant: https://www.memphis.edu/pp/worq.php
WORQ Request Form: WORQ Request form

Accounts Payable
Accounts Payable: Accounts Payable - Accounting - The University of Memphis
Accounts Payable Resources & Presentation: Resources & Presentations - Accounting - The University of Memphis

Shared Services
Shared Services – University Travel: University Travel - University Travel - The University of Memphis

PolicyTech
PolicyTech –User Guide | PolicyTech site: https://memphis.policytech.com/?public=true&siteid=1

Campus Resources

Safety Resources

- In an emergency, University Police Services **901. 678.HELP (4357)** or local law enforcement (9-1-1) should be contacted prior to submitting a concern or complaint.

- Call **901. 678.HOME** (4663) if you would like a Tiger Escort. This service is available from dusk until dawn, seven days a week.

- At UofM Lambuth call 731.412.9413 for security, police, or an escort.

- **Everbridge Mobile App**: As of June 15, 2023the University moved from LiveSafe to the Emergency and Mass Notification System known as Everbridge.

Mental Health Resources

If a student is experiencing a crisis emergency during business hours (Monday to Friday 8:00-4:30) please call **901.678.2068**, visit 214 Wilder Tower, or enter our virtual waiting room between 10:00-3:00. If this is after business hours, please call **901.678.4357 (HELP).**

- **Counseling Center:** 214 Wilder Tower, M-F 8:00am-4:30pm, 901.678.2068

  - *__This is open to all students taking at least 6 credits. No counseling fees.____
  - Walk in Hours: Monday to Friday 10:00 am - 3:00 pm. For telehealth, click here> to visit our virtual waiting room and for in person appointment visit Wilder 214.

- **Psychology Service Center**: Psychology Bldg. Rm 126, 901-678-2147
  - Serves undergraduates, graduates, faculty, staff, and the community.
  - Does not accept insurance, only self-pay at the rates below:
    - For students: $12 fee/per hour
    - Faculty & Staff: $14/per hour
    - Community: sliding scale based on income.

Submit a Report/Concern on Campus

The University of Memphis is committed to responding appropriately to concerns and complaints. Please use this site to inform the appropriate department of the issue, find University resources, and connect local crisis resources.

- Concerns regarding unusual behavior or distressed Students of Concern will be forwarded to the Dean of Students.
- General non-academic Student Misconduct will be forwarded to the Office of Student Accountability.
- Reports of Hazing will be forwarded to the Office of Student Leadership and Involvement and the Office of Student Accountability.
- Reports of Academic Student Misconduct will be forwarded to the Office of Student Accountability.
- Complaints about Sexual Misconduct, including Sexual Assault, Sexual Harassment, Stalking, and Domestic/Dating Violence are investigated by the Office for Institutional Equity.
- Complaints of Discrimination, Harassment, and Retaliation are investigated by the Office for Institutional Equity.

Please note that confidential resources are available on campus and in our local community for students wishing to remain confidential while also seeking assistance:

Memphis Campus

- University Counseling Center (counseling@memphis.edu): www.memphis.edu/counseling/
  - 214 Wilder Tower, 901.678-2068
- University Student Health Center, www.memphis.edu/health/
  - 901.678.2287
- Shelby County Rape Crisis Center, www.shelbycountytn.gov/index.aspx?NID=737
  - 901.222.4350
- Family Safety Center, www.familysafetycenter.org
  - 901.222.4400
- Memphis Crisis Center, www.memphiscrisiscenter.org/?page_id=602
  - 901.274.7477
- Here4TN.com, www.here4tn.com
  - 1.855.437.3486

Lambuth Campus

- Wo/Men's Resource and Rape Assistance Program, www.wraptn.org, 1.800.273.8712

Employee Wellness Resources

Employee Assistance Program

The Employee Assistance Program (EAP) is available to all full-time employees and their eligible dependents. You do not have to be enrolled in a health insurance plan to take advantage of this program. It is provided through the State Tennessee Employee Assistance Program which is administered by Optum.

The EAP can assist with many work-related and personal issues including:

- advice about financial questions to dealing with a stressful work situation
- to how to overcome a serious emotional problem

All services are kept confidential in strict accordance with federal and state laws. For mental health/substance abuse situations, you will receive up to five free visits with an Optum-approved counselor.

Any time you plan to use a provider for mental health and/or substance abuse, you should first contact Optum at 1. 855.HERE4TN (1.855.437.3486) to obtain the benefit paid at the highest level. The Optum specialist will help you in identifying the best resource to assist with your personal situations.

In addition to EAP services, Optum provides mental health/substance abuse services to BlueCross BlueShield and CIGNA participants. Contact Optum for a referral to an approved service provider.

Campus Recreation

The University of Memphis' R. Brad Martin Student Wellness Center offers individual and household membership to current UofM faculty and staff. Full-time staff who are benefit-eligible qualify for payroll deduction of membership fees.

Membership fees (minimum 3 months):

- Individual: $18 per month
- Household: $36 per month

Employees and adult household members 26 years or older must provide two current forms of identification to the membership office to verify that you have the same address.

Acceptable forms of identification include:

- Driver's license
- Utility bill
- Lease/mortgage agreement
- Bank statement
- Credit card statement
- Phone bill
- Or other official documented dated with two months (no personal mail accepted)

To enroll, visit: https://www.memphis.edu/campusrec/membership/faculty-staff.php

Work-Life Balance Resources

The University of Memphis supports the wellness of all faculty/staff and students. To learn more about different programs to ensure a positive work-life balance, please visit Work-Life Balance Resources .

Here you can find information related to:

- Employee Perks such as discount programs and tuition assistance
- Campus Life and Resources
- Health and Wellness such as campus dining and medical insurance information
- Family and Childcare such as FMLA and University Housings/Rentals

Student Health Center

Medical Services are available to all students, faculty and staff. A current University ID must be presented for admission. Students may be seen between the Fall and Spring or Spring and Fall semesters for an access fee. Additional service fees may apply. Faculty and Staff must present a current University ID and will be seen until 3:30 p.m. Monday-Friday. Faculty and Staff are charged an access fee.

Go to **Student Health Services** to log in to MyPatientPortal allows patients the ability to complete the paperwork required to be treated by our medical staff. If you need assistance signing into the MyPatient portal to select an appointment time, please call the Student Health Center at 901.678.2287.

Located at 200 Hudson Health Center, Memphis TN 38152.

University, Employee & Professional Resources

For information regarding University resources, employee resources and professional development, visit https://www.memphis.edu/aa/resources/university_resources.php .

Budgeting Basics

This section will introduce you to the budgeting process at the University of Memphis. There are many resources and trainings to assist with departmental budgeting offered via Learning Curve. Please refer to the Office of Financial Planning and Analysis for budgeting updates.

What is the purpose of a budget?

The University's budget is a plan used as a control mechanism to match anticipated and actual revenues and expenditures. It is also necessary to control actual costs.

Who is responsible for monitoring the budget?

The Office of Financial Planning and Analysis is responsible for the development and implementation of the University's budget throughout the academic and administrative areas. However, each department's Financial Manager, Business Officer or Administrative Associate is responsible for accurately reporting financial transactions as well as budget adjustments.

When is the budget reviewed?

- Spring Budget Cycle:
  - Reviewing and adjusting the budget **before the final University budget is approved by the Board of Trustees and put into effect for July 1st.**
- Fall Budget Cycle:
  - Reviewing and adjusting the budget **based on Fall enrollment and any other changes that may have occurred since the Spring review.**
- Year-Round Review:
  - Financial Managers and Designees should frequently monitor their department budget outside of the Spring and Fall budget cycles.

Why is it important to understand the budget?

- To monitor actual revenues and expenses compared to the expected amounts (budget)
- Maintaining an understanding of a department's accounts will help limit overexpenditures and keep revenue aligned with actual trends
- To better assist with the Fall & Spring budget review cycles where budget is aligned with actual revenues and expenses

The University provides the Board of Trustees and Tennessee Higher Education Committee (THEC) complete updates of the budget annually via the Spring and Fall Budget Cycles.

The University tracks two types of budgets in Banner (**Base/Future & Adjusted/One-Time**), and captures two types of budget adjustments, (**Permanent & Temporary**):

Two Types of Budgets:

1. **Base/Future**
   a. Base budget is made up of funding that is recurring and is expected to continue year after year.
      i. Examples: recurring tuition and fees; sales and services

2. **Adjusted/Current Year**
   a. Adjusted budget is made up of recurring funded as well as any one-time funding
      i. Examples: non-recurring income/revenue; conferences and workshops

Two Types of Budget Adjustments:

1. **Permanent**
   a. These budget adjustments are made to the Base/Future Budget for any permanent changes that will be recurring yearly or monthly.
      i. Examples: Tuition rate changes, course fee changes, and change in salary

2. **Temporary**
   a. These budget adjustments are made to the Adjusted/Current Year Budget for any temporary changes or one-time charges
      i. Examples: Funding a one-time event and increase to travel due to attendance of a non-recurring conference

Budget Cycles, Updates, and Adjustments

The University of Memphis' fiscal year (FY) **begins** on **July 1st** and **ends** **June 30th**

Cycle	TBR Budget	Banner Term	Adjustment Types	Effective
Spring	Original Base (Future)	Adopted Budget	Permanent	July 1st
Fall	October Revised	Adjusted Budget	Permanent & Temporary	Oct
Spring	Final Estimate	Adjusted Budget	Permanent & Temporary	May

FOAPAL

At the University of Memphis, each department maintains and manages its budget through the use of FOAPAL codes.

What is a FOAPAL?

- FOAPAL is the acronym that represents each element in the University's Chart of Accounts.
- FOAPAL information is needed on all financial transactions as this data is used by Banner to record and retrieve information for financial reporting purposes.
- **To complete financial transitions, you must have the "FOAP" (fund, organization, account, and program).**
    - **Example:** 110001(fund) – 205000 (organization code) – 74500 (account) – 2620 (program) – 129 (activity)

- The **FOAPAL string** is made up of the following:
    - **F** = **Fund Code**: a six digit code "110001' that identifies the source of the money; (e.g., E&G funds, designated, restricted or auxiliary)
    - **O** = **Organization Code** (**Org Code**): a six digit code that identifies the department spending the money; (e.g., English, Admissions, Payroll)
    - **A** = **Account Code**: a five digit code that identifies the type of expenditure; (e.g., salaries, travel, office supplies)
    - **P** = **Program Code**: a four digit code that identifies the general purposes of expenditures (e.g., instruction, research, and student services)
    - **A** = **Activity Code**: a X digit code that can be used to track a project or event within your budget (e.g., Grant Cost Shares, Physical Plant projects)
    - **L** = **Location Code**: currently not used at this time.

Another component to budgeting is an **Index** which is a six-digit University code that maps to the **FOAPAL**. The following section will go into further details regarding each element of the FOAPAL string.

Fund Codes

Fund codes are ***six-digit codes*** that identify the source of the money. Funds are classified into three main categories: Unrestricted - Education and General (E&G funds), restricted funds, and auxiliary funds. Each category can be identified by the beginning number of the fund code as explained below.

Fund Type	Description
Unrestricted Funds / Education and General (E&G) Funds	The University retains full control over these funds in achieving any of its authorized institutional purposes
Restricted Funds	Externally restricted funds that may be used only for the purposes established by the provider (e.g. grants, contracts, centers of excellence)
Auxiliary Funds	Self-supporting (break-even) enterprises that provide services to students, faculty, and staff

1. **Educational & General (E & G)**
    a. Unrestricted fund accounts begin with a **1**XXXXX. E&G is funded with unrestricted revenue such as tuition and fees, state appropriation, unrestricted sales and services, indirect cost recovery (IDCR), and all other unrestricted funds.

2. **Auxiliary Enterprises**
    a. Auxiliary enterprise fund accounts begin with a **3**XXXXX. These are business-like operations that generate revenue from sales and services such as student housing, food services, bookstore, and parking.

3. **Restricted**
    a. Restricted fund accounts begin with a **2**XXXXX. Funded with restricted revenue such as sponsored research, federal financial aid, and private gifts with donor stipulations.

Components	Funding Source(s)	Banner Fund Code
Educational & General (E&G)	State appropriation, tuition & fees, sales & services of E&G activities, IDCR, Cost Share and other unrestricted.	110001 - 12XXXX
Auxiliary Enterprises	Business-like operations that generate revenue for their operations from sales & services; includes student housing, food services, bookstore, and parking.	3XXXXX
Restricted	Gifts, Grants, Contracts with external restrictions as to how the funds may be used; includes sponsored research, Federal financial aid & private gifts with donor stipulations.	2XXXXX

Organization Code or Org Code

Organization codes or org codes are ***six-digit codes*** that identify a unit of budgetary responsibility and/or departments within an institution, which are defined by the area of department responsible for spending the funds. Organization codes distinguish schools, colleges, divisions, and departments.

Example: 205000 is the six-digit organization code mapped to the English department.

Requesting Organization Codes

Organization Codes, or org codes, serve as identification in the Finance Program Guide. Each department, and in many cases some faculty members, have individual org codes. Most faculty are assigned org codes to manage grant funds. To request a new org code, fill out this form: https://bf.memphis.edu/forms/tech/tech09.htm.

To get to the full Org Code Request form, choose *Section I* in the pulldown window:

THE UNIVERSITY OF MEMPHIS.

Organization Code Request

Request Help

Please allow a two-week minimum turnaround time after submitting form.
Submitting department: Route to office indicated in "Purpose of Request" section below.

This form should be used for requesting: a new organization code (**COMPLETE SECTION I**), an organization code name change (**COMPLETE SECTION II**), an organization code rollup change (**COMPLETE SECTION III**) or reactivating an organization code (**COMPLETE SECTION IV**). The University of Memphis Operating Procedure No. UM1303 provides additional information for completing this form.

-- SELECT --
-- SELECT --
SECTION I - REQUEST FOR NEW ORGANIZATION CODE
SECTION II - ORGANIZATION CODE NAME CHANGE
SECTION III - ORGANIZATION CODE ROLLUP CHANGE
SECTION IV - REACTIVATE ORGANIZATION

You should now see the following form:

THE UNIVERSITY OF MEMPHIS.

Organization Code Request

Request Help

Please allow a two-week minimum turnaround time after submitting form.
Submitting department: Route to office indicated in "Purpose of Request" section below.

This form should be used for requesting: a new organization code (**COMPLETE SECTION I**), an organization code name change (**COMPLETE SECTION II**), an organization code rollup change (**COMPLETE SECTION III**) or reactivating an organization code (**COMPLETE SECTION IV**). The University of Memphis Operating Procedure No. UM1303 provides additional information for completing this form.

SECTION I - REQUEST FOR NEW ORGANIZATION CODE

SECTION I - REQUEST FOR NEW ORGANIZATION CODE

Proposed Organization Title:
Principal Investigator/Financial Manager:
Username, Banner U#, & Position Number:
Reports To (Rollup Structure)
Chair/Department Org Code and Org Title:
VP/Dean/Director Org Code and Org Title:
Provost/VP Org Code and Org Title:

REQUESTOR INFORMATION

Name of Requestor:
Title of Requestor:
Signature of Submitter ______________________________ Date__________

FINANCIAL MANAGER

As an employee of The University of Memphis, I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any such confidential information gained in the course of my employment at any time. I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action or constitute a basis for termination of employment. I understand that it is my responsibility to attend instructor-led and/or online training.

Financial Manager's Signature ______________________________ Date__________

PURPOSE OF REQUEST / REQUIRED APPROVAL

☐ If **Research Grant**, route to Research Support (315 Admin Bldg). ______________________________ Research Support Approval & Date

☐ OR If **Professorship**, route to Provost's Office (360 Admin Bldg). ______________________________ Provost Approval & Date

☐ OR If **Startup Funds**, route to Dean of College. ______________________________ Dean of College Approval & Date

☐ OR If **New Department**, route to Financial Planning (151 Admin Bldg). ______________________________ Financial Planning Approval & Date

ATTENTION APPROVING OFFICE

If this change relates to a new institute, center, or bureau, has the Provost Office been notified? **Yes** ☐ **No** ☐ If "Yes," then attach approval/notification to this request. If "No," then obtain Provost Office approval before submitting this form. Upon approval, please email scanned form to bfsas@memphis.edu for processing

SECTION I – REQUEST FOR NEW ORGANIZATION CODE

- The *Proposed Organization Title* should be the department and the name of the individual for whom the org code is being requested.
- The *Principal Investigator/Financial Manager* is the individual for whom the org code is being requested.
- The *Username, Banner U#, & Position Number* is the individual for whom the org code is being requested.
- The *Chair/Department Org Code and Org Title* is the department's org code and the department's Chair or the department's name. *See image below for CAS information.*

THE UNIVERSITY OF MEMPHIS

Organization Code Request

Request Help

Please allow a two-week minimum turnaround time after submitting form.
Submitting department: Route to office indicated in "Purpose of Request" section below.

This form should be used for requesting: a new organization code (**COMPLETE SECTION I**), an organization code name change (**COMPLETE SECTION II**), an organization code rollup change (**COMPLETE SECTION III**) or reactivating an organization code (**COMPLETE SECTION IV**). The University of Memphis Operating Procedure No. UM1303 provides additional information for completing this form.

SECTION I - REQUEST FOR NEW ORGANIZATION CODE

SECTION I - REQUEST FOR NEW ORGANIZATION CODE

Proposed Organization Title:	CAS Iesha Williams	
Principal Investigator/Financial Manager:	Iesha Williams	
Username, Banner U#, & Position Number:	nwllams4	U00012345	001234
Reports To (Rollup Structure)		
Chair/Department Org Code and Org Title:	201000	Gary Emmert
VP/Dean/Director Org Code and Org Title:	201000	College of Arts and Science
Provost/VP Org Code and Org Title:	200000	Office of the Provost

REQUESTOR INFORMATION

This is the information of the person filling out the request form.

FINANCIAL MANAGER

Financial Manger's Signature is the individual for whom the org code is being requested.

PURPOSE OF REQUEST / REQUIRED APPROVAL

Choose the purpose of the org code. This is important because you are required to get approval from that department. Follow the routing steps based on the corresponding instructions.

PURPOSE OF REQUEST / REQUIRED APPROVAL

If **Research Grant**, route to Research Support (315 Admin Bldg).	Research Support Approval & Date
OR If **Professorship**, route to Provost's Office (360 Admin Bldg).	Provost Approval & Date
OR If **Startup Funds**, route to Dean of College.	Dean of College Approval & Date
OR If **New Department**, route to Financial Planning (151 Admin Bldg).	Financial Planning Approval & Date

For questions regarding this form, contact bfsas@memphis.edu.

Account Codes

Account codes are ***five-digit codes*** that identify the type of transaction. The account code indicates the type of **revenue**, **expense**, or **transfer** that is being recorded.

Revenue is any income received through the sale of a good or service. The most common forms of revenue are tuition and fees, state appropriations, grants and contracts, and auxiliary operations.

Expense is a cost that is incurred when offering a good or service. The most common forms of expenses are salary, benefits, travel, and operating expenses such as supplies, printing and phone charges.

Transfer allows the university to move money between two or more funds. Transfers can be viewed as having the same effect as revenue and expense where money is transferred in and/or transferred out of an account. Futhermore, they are net to zero.

The full list of account codes can be found in the Finance Program Guide, which will be discussed later in this handbook. The image below shows the different account codes and their classifications.

See the chart below for account codes and their classifications

Account Code	Account Classification
1XXXX	Assets
2XXXX	Liabilities
3XXXX	Control Accounts
4XXXX	Fund Balances / Net Assets
5XXXX	**Revenues**
6XXXX	**Salaries / Benefits**
7XXXX	**Expenditures / Departmental Revenues**
8XXXX	**Transfers**
9XXXX	Fund Additions / Deductions

Budget Pool Accounts

Accounts are either budgeted for in **individual account code** or **budget pool account** codes.

Account types **WITHOUT** budget pool accounts are allocated budget directly to the individual account codes (ex: Salary accounts).

There must be enough budget in the individual account to cover the expenses for that account.

Account types **WITH** budget pool accounts are allocated budget to these distinct budget pool accounts rather than the individual account codes (ex: Operating expense accounts).

There must be enough budget in the budget pool account to cover the expenses for all accounts within that account type (*Office of Financial Planning and Analysis, 2023*).

The image below shows account code, the associated account type, and whether it is a part of a budget pool account.

Account Code	Account Type	Budget Pool Account
61XXX	Salaries	N/A
62XXX	Employee Benefits	62000
71XXX	Travel	73000
74XXX	Operating Expenses	74000
751XX	Utilities and Fuel	75100
753XX	Allocated Charges	75300
754XX	Departmental Revenues	75400
78XXX	Capital Expenditures	78000
79XXX	Scholarships and Fellowships	79000
7AXXX	Depreciation Expense	N/A
7BXXX	Grant Related Expense Items	N/A
7CXXX	Other Non Operating Expense Items	N/A
7DXXX	Loan Fund Deductions	N/A

Program Codes

Program codes are ***four-digit codes*** that identify the general purpose of expenditures. These codes clarify how the money is being used or what function the expense supports. Program codes are grouped based on the Program Types as seen in the chart.

Program Type Code	Program Code	Program Type
10	1000-1999	Revenue
20	2000-2499	Instruction
25	2500-2999	Research
30	3000-3499	Public Service
35	3500-3999	Academic Support
40	4000-4499	Student Services
45	4500-4999	Institutional Support
50	5000-5499	Physical Plant
55	5500-5999	Scholarships and Fellowships
60	6000-6999	Transfers
70	7000-7999	Auxiliary Enterprises
80	8000	Depreciation Expense
99	9990	Nonprogram Transactions

Activity

Activity codes are codes that ***can be up to six-digits*** and are used to track a project or event within a department's operating budget. Their main purpose is to subdivide activities for tracking multiple projects (Ex: Grant Cost Shares & Physical Plant projects). ***The use of an activity code is optional for financial transactions.***

Location

Not currently used at this time.

Indexes

Indexes are ***six-digit*** University code that maps to the FOAPAL sting. They are shortcuts used to speed up data entry and improve accuracy during budgeting. They are mapped to a unique combination of chart elements to automatically pull in the fund, organization, program, and activity (if used).

Requesting Banner Indexes

If you need to request a new banner index code, please fill out the *Request for Banner Index* document on the [Business and Finance Forms](#) page, under the *Financial Reporting* section. Please refer to the instruction on page on filling out this form.

Note: You will need an org code for this request.

The University of Memphis
Business and Finance
Accounting Office

Request for Banner Index

Rev 7.1.21

Instructions:

Complete Sections A through E and submit this form to Financial Reporting in AD 275 or via email to bffin@memphis.edu.
The Accounting Office will assign and create the index number, complete Section F, and return this form to the requester.
Upon receipt of the index number, the requester should submit a budget revision form to Financial Planning (AD 151 or budget@memphis.edu)

A. General

Request Date:					
Index Title:				0	*←Max is 35, incl spaces*
Activity Dates:	*From:*		*To:*		
Sponsoring Department/Activity:					
Requested by:					
Title:		*Phone:*			
Index Type/Purpose:					
Cost Share →→→→	*Index:*	*Fund:*		*Prog:*	
IDCR	[redacted]	*Fund:*	110001	*Prog:*	2610
Faculty Start-Up Funds		*Fund:*	110001	*Prog:*	2630
Faculty Research Grant		*Fund:*	110001	*Prog:*	2620
Other		*Fund:*		*Prog:*	

If "Other", provide a description of the activity/program or attached supporting documentation:

B. Authorizations

Financial Manager:

Organization Code:

C. Source of Funds (select one)

	Est. Funding Amount
Registration Fees	
Sales and Services of Educational Activities	
Sales and Services of Other (non-Educational) Activities	
General University Educational and General Funds	
Other (Describe)	

D. Expense Purpose (select one)

Instruction	*Institutional Support*
Research	*Operation and Maintenance of Plant*
Public Service	*Scholarships/Fellowships*
Academic Support	*Auxiliary Enterprises*
Student Services	*Other (Describe)*

E: Miscellaneous

Please provide the University index and account code from which funds will be provided for any deficit as a result of revenue or expenditure variances. *Index:* *Acct code:*

F: ACCOUNTING OFFICE USE ONLY

Index:		*Activity:*	
Fund:	110001	*Location:*	
Organization:	0	*Created by:*	
Program:		*Date created:*	

Form Instructions

A. General

a. The *Index Title* will be the name that shows up in the Finance Program Guide. For example, if you look up Faculty Research Grant indexes, they will be labeled FRG – recipient's name.

b. *Activity Dates* is optional.

c. *Sponsoring Department/Activity* is the recipient's department or the department.

d. *Index Type/Purpose* put an "X" to identify the purpose. You do not need to change the fund or program codes.

B. Authorizations

a. *Financial Manager* is the person for whom the index is being requested.

b. *Organization Code* is their specific org code.

C. Source of Fund

a. You will put an "X" to identify the source of fund. For research grants, select *General University Educational and General Funds*.

b. If you have a fund amount that will be transferred to the fund, put in in the *Estimated Funding Amount* section.

D. Expense Purpose

a. Choose the option that best identifies the purpose of the expense. For Faculty Research Grants, put an "X" in the *Other (Describe)* field and provide the program code and name of the grant.

E. Miscellaneous

a. Provide the expense Index of the individual's the Department.

Once the form is completed, convert to a PDF, and email it to bffin@memphis.edu.

See example of a completed form on page 25

The University of Memphis
Business and Finance
Accounting Office

Request for Banner Index

Rev 7.1.21

Instructions:

Complete Sections A through E and submit this form to Financial Reporting in AD 275 or via email to bffin@memphis.edu.
The Accounting Office will assign and create the index number, complete Section F, and return this form to the requester.
Upon receipt of the index number, the requester should submit a budget revision form to Financial Planning (AD 151 or budget@memphis.edu)

A. General

Request Date: 3/20/2023

Index Title: FRG - Mindy Taylor 18 *←Max is 35, incl spaces*

Activity Dates: *From:* ______ *To:* ______

Sponsoring Department/Activity: English

Requested by: Iesha Williams

Title: Administrative Associate I *Phone:* x;5449

Index Type/Purpose:

	Type	Index	Fund	Prog
	Cost Share →→→→	[redacted]		
	IDCR		110001	2610
	Faculty Start-Up Funds		110001	2630
X	Faculty Research Grant		110001	2620
	Other			

If "Other", provide a description of the activity/program or attached supporting documentation:

B. Authorizations

Financial Manager: Mindy Taylor

Organization Code: 210456

C. Source of Funds (select one)

		Est. Funding Amount
	Registration Fees	
	Sales and Services of Educational Activities	
	Sales and Services of Other (non-Educational) Activities	
x	*General University Educational and General Funds*	$ 5,000.00
	Other (Describe)	

D. Expense Purpose (select one)

	Instruction		*Institutional Support*
	Research		*Operation and Maintenance of Plant*
	Public Service		*Scholarships/Fellowships*
	Academic Support		*Auxiliary Enterprises*
	Student Services	X	*Other (Describe)* 2620 - Faculty Research Grant

E: Miscellaneous

Please provide the University index and account code from which funds will be provided for any deficit as a result of revenue or expenditure variances. *Index:* 210500 *Acct code:* ______

F: ACCOUNTING OFFICE USE ONLY

Index:		*Activity:*	
Fund:	110001	*Location:*	
Organization:	210456	*Created by:*	
Program:		*Date created:*	

Finance Program Guide

The Finance Program Guide is the online resource for all things finance at the University of Memphis. You can find index numbers, FOAPAL information, organization approval information, reports for monthly/semi-annual review, listing of all accounts, rules classes, programs, and accounting and budget forms.

This guide can be found in myMemphis.

- Log into myMemphis
- Select the *Finance* tab
- In the *Banner Reference Information* section, select **Finance Program Guide**
- Here is a direct link: [Finance Program Guide]()

Finding Departmental FOAPAL Codes

Departmental FOAPAL codes are stored in the **Finance Program Guide.** If you have an index, fund, organization code, you can look up the information directly. However, if not there are many ways to find FOAPAL information. Below is the easiest technique in navigating the Finance Program Guide to find FOAPAL information.

Once in the Finance Program Guide, look you the organization code by searching signatures.

Under the *SIGNATURES* sections:

- Select *signatures by name.*
- The *Authorized Signatures Search by Name* window will open with a name search bar, search your Chair's name.
- Select their name in the "Name Matches for _______" list.
- On the *Authorized Signatures Results* page, find your department in the *Title* column.
- The first column should be *Organization*, copy this code.
- You can now search for your department's FOAPAL using the **organization code**.

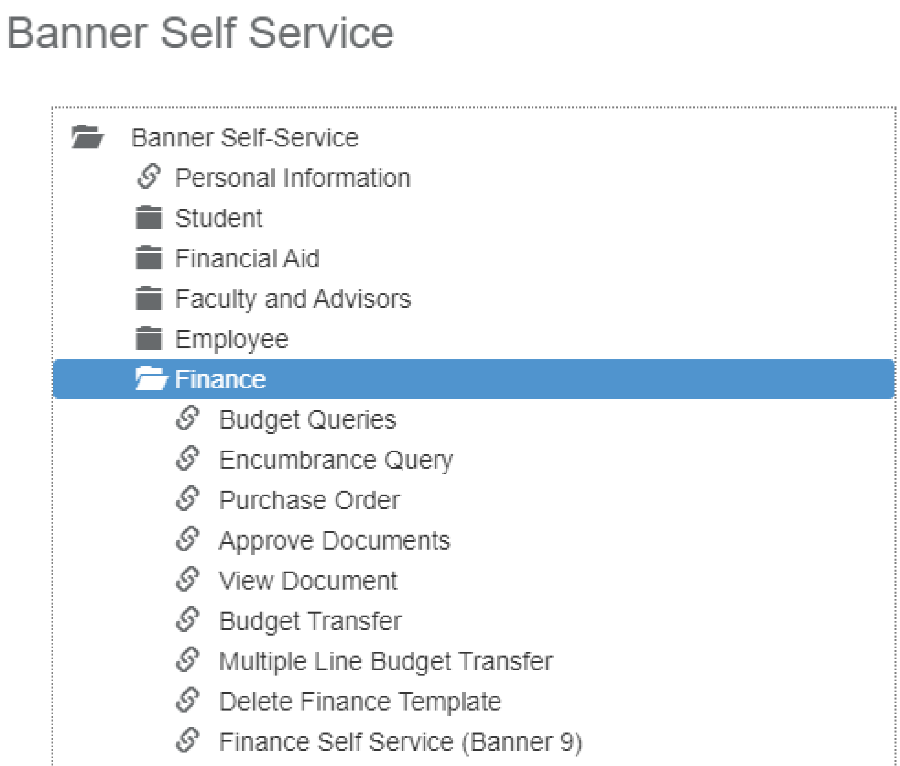
Banner

Banner is the University of Memphis' primary record system. When budgeting, there are two Banner functions you should familiarize yourself with, Banner Self-Service and Banner Admin Pages. Found under the *Finance* tab in myMemphis, it is essential to know which Banner function is used to complete the various budgeting and administrative tasks. This section will highlight some of these functions.

To request access to Banner, use the following form: Request for B&F System Access

Banner Self-Service (SSB)

Banner Self-Service is used to access all financial transactions some of which includes, running budget queries to pull actuals and budget data, approving and viewing documents, and making budget transfers. The image below shows the many functions.



Budget Queries

To run a budget query, complete the following steps provided by the Office of Financial Planning and Analysis:

How to Run a Budget Query

- Access Banner Self Service (SSB)
  - Navigate to the Finance tab
  - Click Budget Queries
  - Select Budget Status by Account and click Create Query
  - Select the columns to display (see right)
  - Enter Index/FOAP information and click Submit Query
- Adjusted Budget (Current Year) is a provided field in Banner
- Base Budget (Future) is not provided and must be added using the *Compute Additional Columns* option
  - Under the *Compute Additional Columns for the query* section, input the following calculation then click Perform Computation

Budget Query Column Display Options

Select the Operating Ledger Data columns to display on the report.

☑ Adopted Budget	☑ Year to Date
☑ Budget Adjustment	☑ Encumbrances
☑ Adjusted Budget	☐ Reservations
☑ Temporary Budget	☐ Commitments
☐ Accounted Budget	☑ Available Balance

Save Query as:

Formula to Compute Base Budget Column

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY21/PD14 Adjusted Budget	minus	FY21/PD14 Temporary Budget	FY21/PD14 Temporary Budget	Base Budget

Perform Computation

Note: Any calculated fields cannot be downloaded into Excel

THE UNIVERSITY OF MEMPHIS
Financial Planning and Analysis

<u>Understanding the terminology:</u>

Adopted Budget: The original adopted budget for that fiscal year. It does not include any budget revisions.

Budget Adjustment: Budget adjustments are made to adjust the Adjusted/Current Year or Base/Future Budget based on updated information/estimates.

Adjusted Budget: Adopted Budget plus all Budget Adjustments. Adjusted Budget is another term for Current Year Budget (they are used interchangeably between different reports).

Temporary Budget: Temporary Budget includes the temporary budget adjustments that were made to the Adjusted/Current Year Budget.

Year to Date: Actuals recorded as of the report date. These are actual financial transactions that have been recorded.

Encumbrances: Expenses that are expected to be paid during the fiscal year (ex: Salaries, Purchase Orders).

Available Balance: Available balance is calculated by subtracting the Year to Date (YTD) and Encumbrance amounts from the Adjusted Budget.

Commitments: Commitments are budgets that are for future obligations.

Transferring Departmental Fund in Banner Self-Service

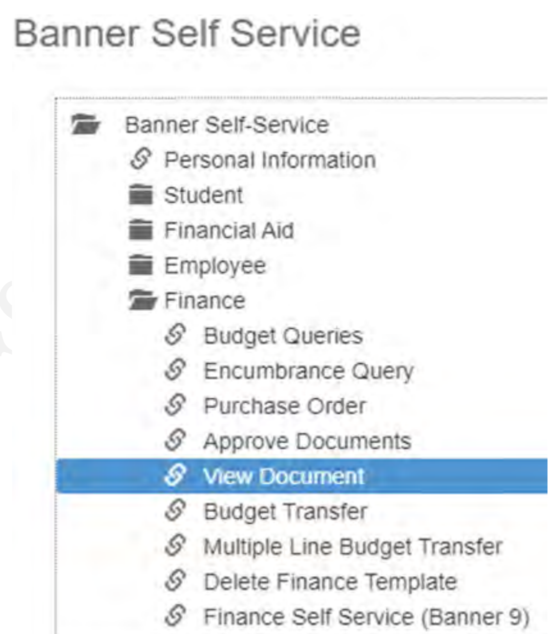
To transfer funds between two accounts, complete the following:

- Log into myMemphis, go to the *Finance* tab.
- Under the Banner Self Service section, select *Finance*.
- Select, *Budget Transfer*.
- Complete the steps on pages 30 - 31
- *****Be sure to document the J# once the transfer is complete. This is how you can check the transfer in the future.**

Checking Budget Transfers in Banner Self-Service

To check the status of budget transfers, complete the following:

- Log into myMemphis, go to the *Finance* tab.
- Under the Banner Self Service section, select *Finance*.
- Select, *View Document*.
- Change the *Choose type* field to *Journal Voucher*.
- Enter the J# in the *Document Number* field.
- Select *View Document*

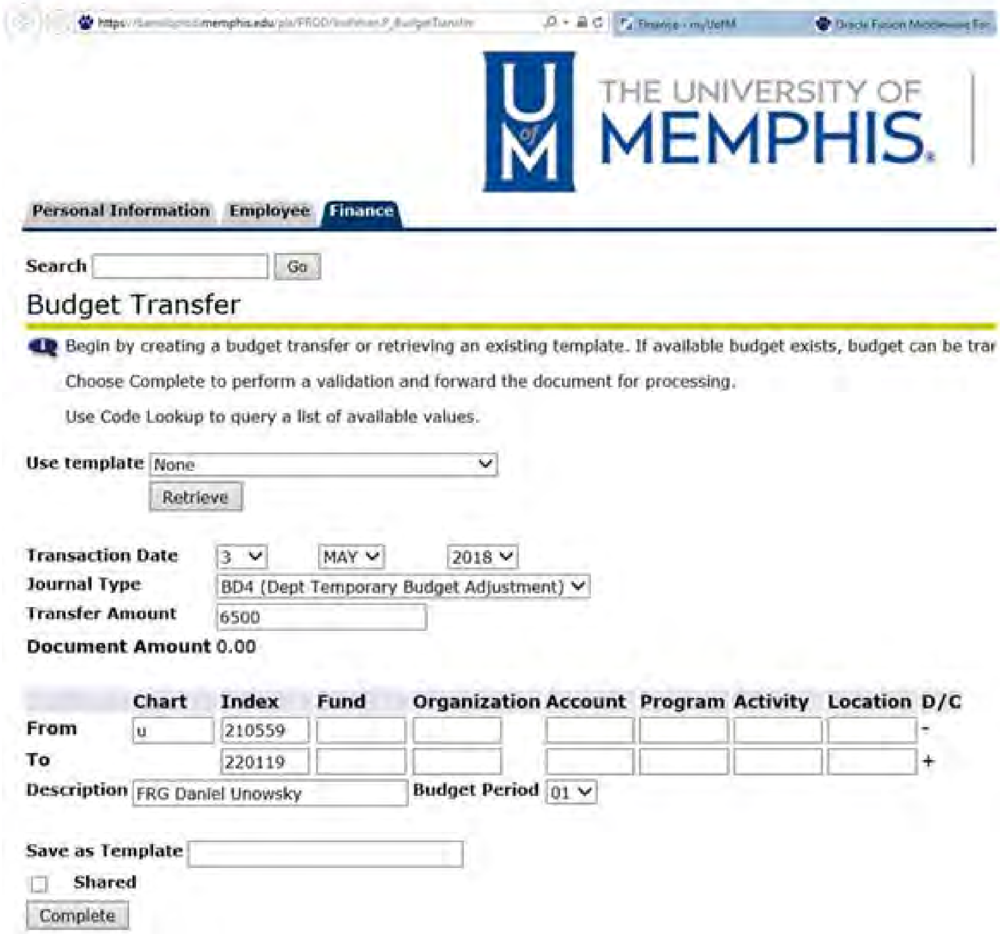


Checking Invoice Balances in Banner Self-Service

To check invoice balances, complete the following:

- Log into myMemphis, go to the *Finance* tab.
- Under the Banner Self Service section, select *Finance*.
- Select, *View Document*.
- Change the *Choose type* field to *Invoice*.
- Enter the invoice # in the *Document Number* field.
- Select *View Document*

Step 1: Enter the dollar amount, "U" in Chart, the two indexes and the description. Then click "Complete".



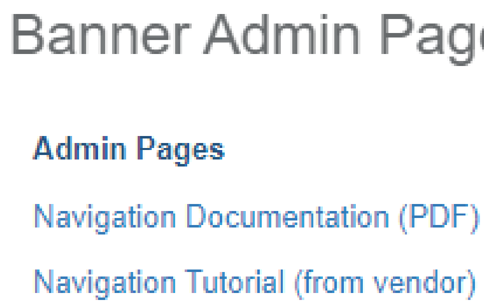
Step 2: After you click "Complete", the index will disappear. This is okay. Enter the Account code in both boxes (74000).

Step 3: After you enter the Account codes, then click "Complete" one last time. You should receive a "J" number at the top. You are done!

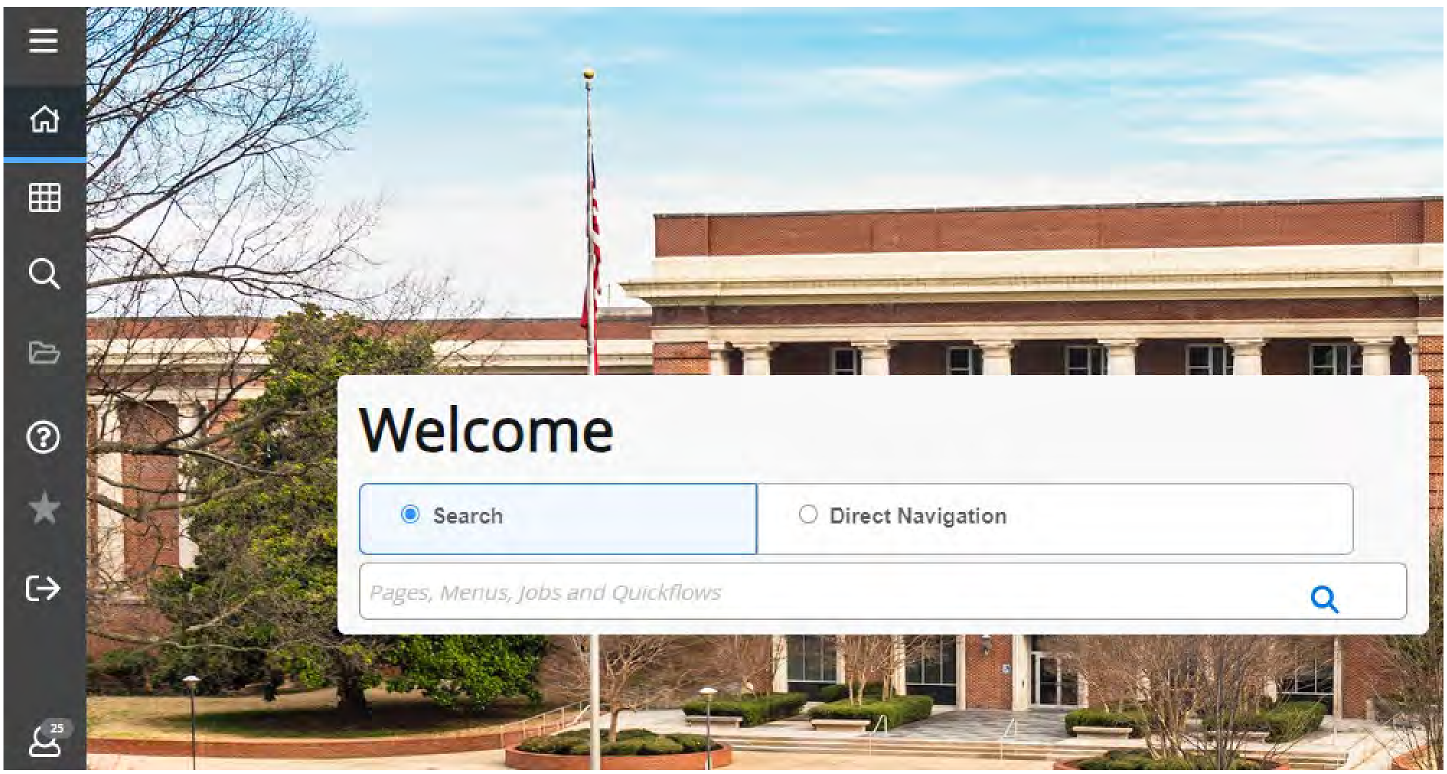
	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	U		110001	201000	74000	2620			-
To			110001	208000	74000	2620	119		+

Banner Admin Pages

Banner Admin Pages is where you can access budget and position information such as position budget and job reports, budget availability reports, and vendor detail reports. To access Banner Admin Pages, under the Finance tab in myMemphis, look for Banner Admin Pages in the left column.



Select *Admin Pages*, this should take you the Ellucian Application Navigator page.



Once you are on Ellucian Application Navigator page, you will need to navigate the Banner pages or screens, using specific report names.

Searching Banner Pages/Screens

Banner Admin Pages has many functions and uses specific strings of letter known as report names, to navigate screens. Some useful report names are as follows:

Budget

FGIBDSR – Budget Summary
FGIBAVL – Budget Availability Status
FGITBSR – Trial Balance Summary (Foundation)

Salary

NBAJOBS – Employee Jobs
NHIDIST – Labor Distribution Data Inquiry
NHIEDST – Employee Distribution Inquiry
PHICHEK – Check Detail Inquiry

Positions

NBAPOSN – Position Definition
NBAPBUD – Position Budget
NBIPINC – Position Incumbent List
NBIPORG – Position List by Organization

Grants

FRIGITD – Grant Inception to Date
FRAGRNT – Grant Maintenance

Misc.

PPAIDEN – Identification
PEAEMPL – Employee
FTMACCI – Account Index Code Maintenance
FGIENCD – Detail Encumbrance Activity (PO's)
FPIOPOV – Purchase Orders by Vendor

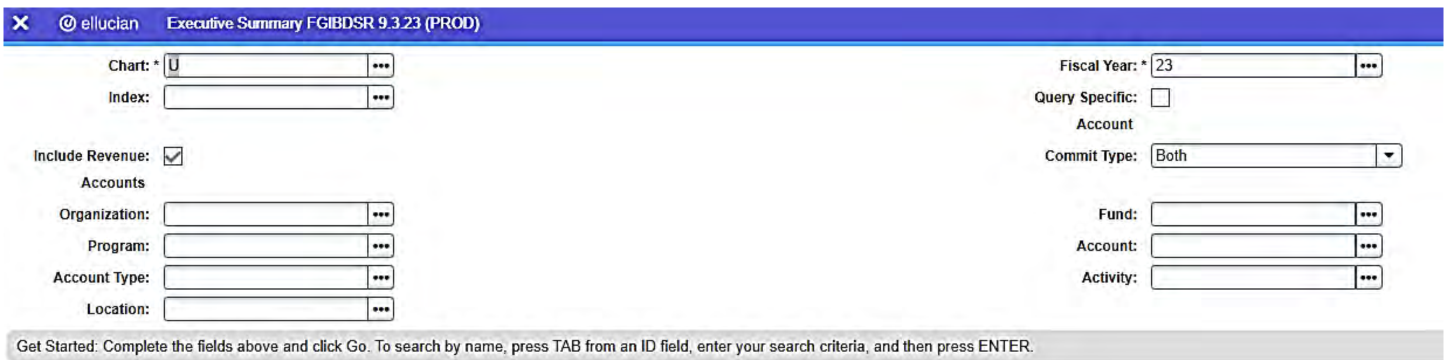
Report Name	When to Use
NBAPBUD – Position Budget	To look up base budget salaries
NBAJOBS – Employee Jobs	To look up individual base job/salary information including Job Labor Distribution
NBIPORG – Position List by Organization	To view all positions located under a specific OGR
NHIDIST – Labor Distribution Data Inquiry	To see all employees paid from a particular index by account code and to see all sources of pay for an individual (ex: GA's account code 61257 paid from department index)
FGIBAVL – Budget Availability Status	To view the REAL balance for your department Index (pending documents are included in the balance calculation)
FAIVNDH – Vendor Detail History	To see if a person/vendor has been paid (non salary payments)

Checking Departmental Budgets in Banner Admin Pages

Departmental budgets will need to be checked regularly. Here are some tips on how to complete this task.

Executive Budget Summary (FGIBDSR): a detailed view of your department's budget with a breakdown of transactions.

- Search using Banner screen keyword **FGIBDSR.**
  - o The Chart field, Fiscal Year, and Commit Type should populate. The "Include Revenue" field should also be checked.
- Follow the instructions in the gray bar on the screen.
  - o *Tip: Enter the Index, then hit enter. The Organization, Program, and Fund will populate.*
- Select *Go* in the top-right corner and proceed to the budget page.

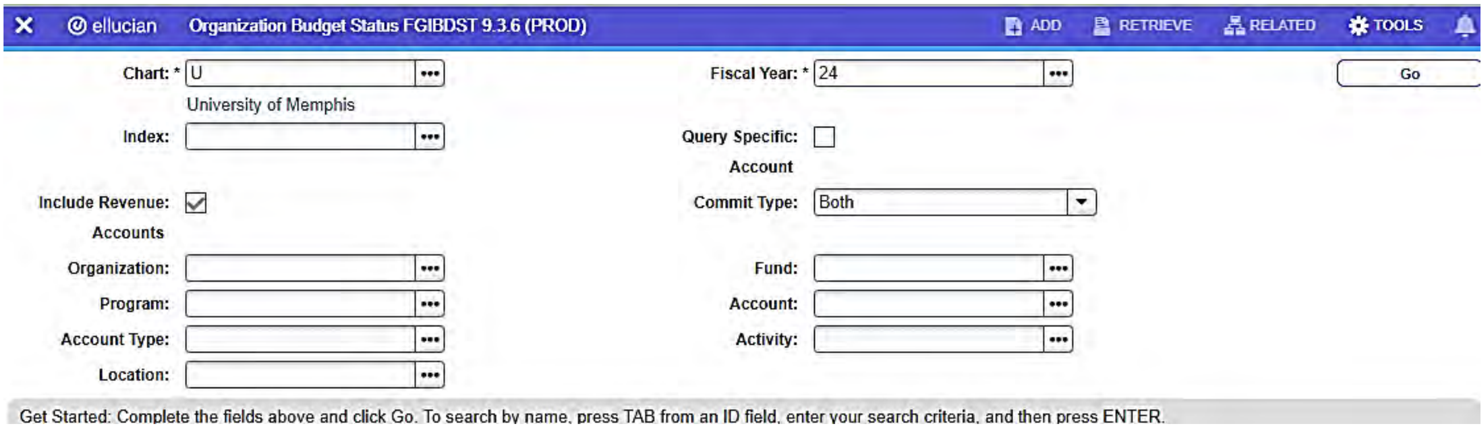


- Find the index you are looking for and double-click it to select the field.
- In the top-right corner select *Related* (located on the blue ribbon) and then **Go**.

This should give you an overview of all the expenses applied to that index.

Organization Budget Status (FGIBDST): provides budget summary, organization encumbrances and transaction detail information.

- Search using Banner screen keyword **FGIBDST.**
  - The Chart field, Fiscal Year, and Commit Type should populate. The "Include Revenue" field should also be checked.
- Follow the instructions in the gray bar on the screen.
  - *Tip: Enter the Index, then hit enter. The Organization, Program, and Fund will populate.*
- Select *Go* in the top-right corner and proceed to the budget page.



See pages 36 - 37 for more detailed instructions

FGIBDST – Organizational Budget Status (Admin Pages)

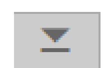
<table>
<tr><td colspan="2">General Information
In order to manage budgets, departments must review budget balances on a regular basis.

Budgets are loaded at the line item level (Salaries) and in the pool accounts (Benefits, Travel & Operating). Budget adjustments are made at the pool account level for Travel and Operating expenditures. What this means is that there will not be any YTD Activity in the pool accounts (62000, 73000, 74000, 78000)
Commitments: Purchase Orders in the 7XXXX accounts.
Resource: Finance Program Guide https://bf.memphis.edu/spectrum/</td></tr>
<tr><td colspan="2">How to Check Budget:</td></tr>
<tr><td>Actions and Steps</td><td>Helpful Tips & Tricks</td></tr>
<tr><td>1. Access the Organization Budget Status Form. This form will show budget, actual activity, encumbrances, and available balances. It can also display detailed information on a specific transaction.</td><td>Type FGIBDST at the Search Block field on the Home Screen and press Enter.</td></tr>
<tr><td>2. In the key information area, the following information displays - enter the Chart, FY and Index Number you wish to review:
• Chart: U
• Fiscal Year: defaults to current fiscal year [may be edited]
• Index: enter Index
• Query Specific Accounts, Include Revenue Accounts: leave blank or as defaults
• Organization: enter the Org Code
• Fund: enter Fund
• Program: enter Prog
• Account: leave blank unless you want info on specific account
• Account Type: leave blank unless you want info on specific account type
• Activity: leave blank
• Location: leave blank

Use the Go Button or Alt + PgDn or Down Arrow to load the budget information for the specific budget in the information area displayed at the bottom of the form. The information related to the Index/Org code selected is shown.</td><td>If you wish to see all accounts related to the budget, including revenue, leave the Account field blank.

Filling in the Account field displays budget information from that account, forward.

In the Auto Hint/Status Line at the bottom of the page, the number of line items in the budget is displayed (i.e., 1/1)

Go Button or Alt + PgDn or Down Arrow
 </td></tr>
<tr><td>3. Once the budget information loads, scroll through the information and see totals by line item. Choose to look at the following information:
• Budget Summary Information (links you to FGIBSUM)
• Organization Encumbrances (links you to FGIOENC)
• Transaction Detail Information (links you to FGITRND)</td><td>Related Menu Button: 

These selections will be in the Related pull-down menu.</td></tr>
</table>

<table>
<tr><th>Actions and Steps</th><th>Helpful Tips & Tricks</th></tr>
<tr><td colspan="2">4. Selecting Budget Summary Information in the Related pull-down menu, will link to the Organization Budget Summary Form [FGIBSUM]. This form displays totals for the following:

• Revenue Accounts: if applicable
• Labor Accounts: salary line items rolled into one total
• Direct Expenditures: travel, operating and equipment combined
• Transfers Account: if applicable</td></tr>
<tr><td>5. Selecting Organization Encumbrances [FGIOENC] from the Related pull-down menu, the Organizational Encumbrance List Form [FGIOENC] is displayed. This list contains all open departmental encumbrances and displays Encumbrance Number, Vendor/Description, Account, and Amount.

To view details of a specific encumbrance, highlight the line item then click Query Detail Encumbrance Info [FGIENCD] in the Related pull-down menu. This will take you to the Detail Encumbrance Activity Form [FGIENCD], which displays all activity for a specific encumbrance. Information displays with the oldest activity at the top. After you have reviewed the encumbrance information, return to the Organizational Budget Status Form [FGIBDST] by clicking the X Button on the toolbar twice.</td><td>When you link from one form to another (i.e., from FGIOENC to FGIENCD), click on the X Button to return to the previous form.

Once an encumbrance is paid, the encumbrance is removed from FGIOENC. This information remains part of your budget detail (see Transaction Detail information in the next bullet point).</td></tr>
<tr><td>6. Selecting Transaction Detail Info from the Related pull-down menu in FGIDBST, the Detail Transaction Activity Form [FGITRND] is displayed. The following information will display:

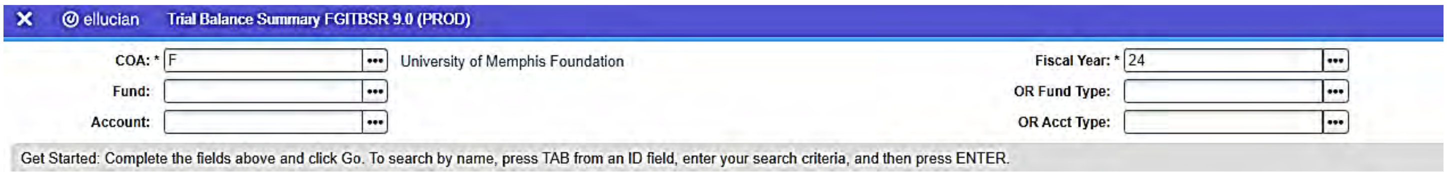
• Account: Account
• Organization: Org code
• Program: fills in based on Index/Org code
• Amount: transaction amount
• Increase(+) or Decrease(-): indicates if transaction is a debit or a credit
• Type: transaction type (i.e., PORD is Purchase Order Encumbrance)
• Document: computer-generated reference number
• Transaction Date: transaction date
• Activity Date: date of transaction activity
• Description: contains the vendor name or other pertinent information
• Commit Type: defaults to U
• Fund: fills in based on Index/Org code
• Activity: generally blank
• Location: generally blank</td><td>This lists a breakdown of all transactions in that account. Information displays with the newest activity at the top.

Be sure to highlight the line item you wish to view. Just put your cursor in the left-most field. Where the cursor lies is the field in which you will dig further.</td></tr>
</table>

Trial Balance Summary (FGITBSR): an overview of your department's **foundation** funds.

- Search using Banner screen keyword **FGITBSR.**
- Change the COA field from U to F- foundation, enter FY and foundation fund then click "GO".
- Select *Go* in the top-right corner and proceed to the budget page.

Note: Fund balance should always be "credit". If you have "debit", fund balance it in deficit.



Budget Availability Status (FGIBAVL): a summary of approved and unapproved budget transactions and pending documents included in the balance calculation.

- Search using Banner screen keyword **FGIBAVL.** The Chart field, Fiscal Year, and Commit Type should populate.
- Follow the instructions in the gray bar on the screen.
- Select *Go* in the top-right corner and proceed to the budget page.

See pages 39 - 40 for more detailed instructions

FGIBAVL – Checking Available Balance by Account/Pool Account (Admin Pages)

General Information
In order to manage budgets, departments must review budget balances on a regular basis. As a supplement to the **FGIBDST: Organizational Budget Status Handout**, this information is provided so that you can check available budget balances for pool accounts more easily. The information contained in this document will help you determine what you have available to spend. **Resource:** Finance Program Guide https://bf.memphis.edu/spectrum/

How to Check Your Available Balance:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Budget Availability Status Form**. This form will show you available budget balances by organizational budget.	Type **FGIBAVL** in the **Search Block** field on the **Home Screen** and press **Enter**.
2. In the key information area, the following information displays - enter the **Chart**, **FY** and **Index Number** you wish to review: • **Chart**: U • **Fiscal Year**: defaults to current fiscal year *[may be edited]* • **Index**: enter Index • **Organization**: enter the Org Code • **Fund**: enter Fund • **Program:** enter Prog • **Account:** enter a valid ***expenditure*** object code ***(REQUIRED!)*** Use the **Go Button** or **Alt + PgDn or Down Arrow** to load the budget information for the specific budget in the information area displayed at the bottom of the form. The information related to the Org code selected is shown. **Control Keys**: will fill in after information is loaded.	If you wish to look at your budget balances from the first expenditure code, enter **61103** in the **Account** field. Remember that salaries will display by line item, but travel, operating and capital expenses will show pool balances. You cannot view details from this form. In the *Auto Hint/Status Line* at the bottom of the page, the number of line items in the budget is displayed (i.e., 1) **Go Button** or **Alt + PgDn** or **Down Arrow**.  
3. The following information is displayed for each account: **Account**: code for account or pool account • **Title:** of account or pool account • **Adjusted Budget**: Current operating expense budget for the specific *labor* categories (administrative, support clerical, support administrative, etc.) and pool accounts for *travel*, *operating* and *capital* expenditures.	Please keep in mind that this form is updated *as data is entered* and will display both *approved* and *unapproved* transactions. Detailed expenditure data can be obtained through the **Organization Budget Status Form [FGIBDST]** which is updated ***after*** posting and approval processes are completed.

This is a **total** of the original budget load and all budget adjustments. • **YTD Activity**: Expenditures posted against the specific account or pool account for the current year-to-date. • **Commitments**: total of your encumbrances. • **Available Balance**: Net balance (adjusted budget minus YTD activity and commitments). • **Total**: provides your net totals. • **Pending Documents**: If checkbox checked, a budget adjustment, purchase order or transfer voucher may exist.	If the Pending Documents checkbox is checked for that line item, **highlight** that line item and go to **Related Menu Button** > **Pending Documents [FGITINP**]. This will show current information about these pending documents.

Banner ePrint

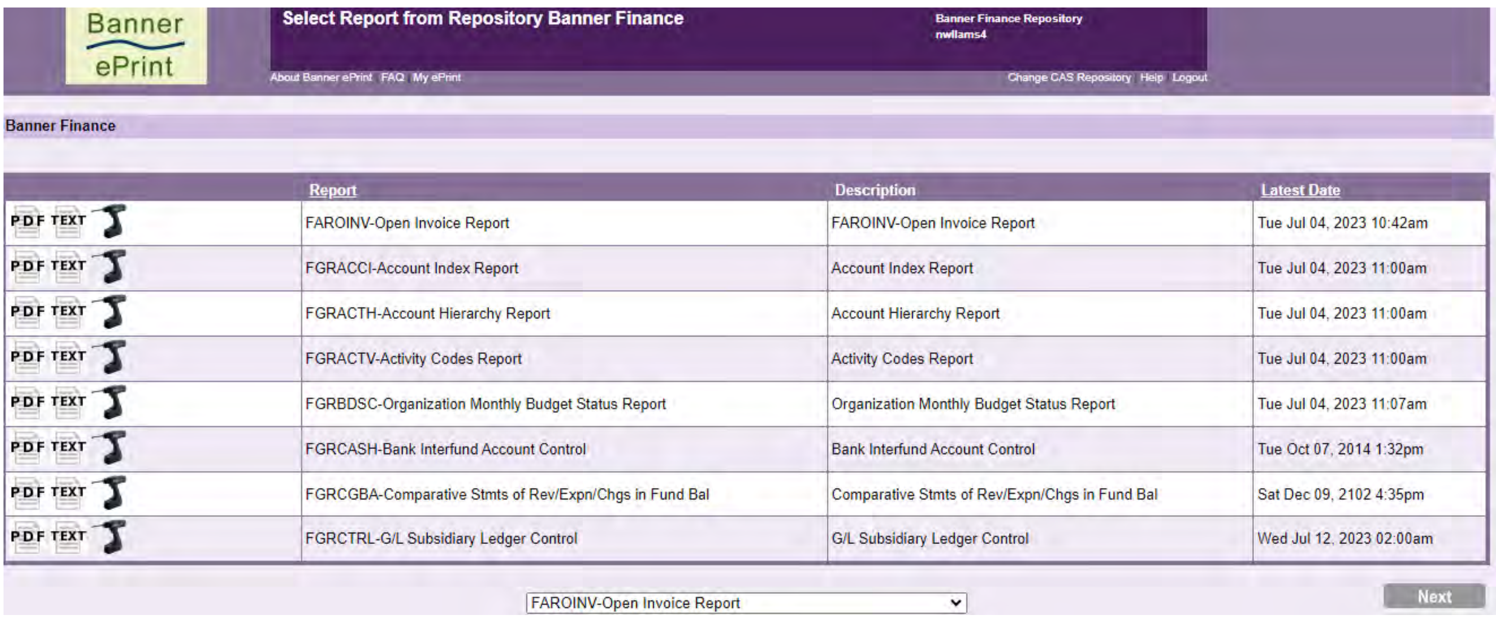
Banner ePrint is the system used to access PDF reports by date. Reports on financial data can be found under the **Banner Finance Repository**, while reports on positions are found under the **Banner HR Repository**. You can access Banner ePrint under the *Finance* tab in myMemphis.

Banner ePrint

- Banner Foundation Repository
- Banner Finance Repository
- Banner Student Repository
- Banner Financial Aid Repository
- Banner HR Repository

To Navigate Banner ePrint

- A list of all reports (which are run monthly) can be found in the drop-down menu
- Click the PDF icon to see the most recent version of a report
- Click the Drill icon to see a list of all versions of a report
- Click the TEXT icon to download for an excel spreadsheet of the report



Banner ePrint

Select Report from Repository Banner Finance

Banner Finance Repository
nwilams4

About Banner ePrint FAQ My ePrint

Change CAS Repository Help Logout

Banner Finance

	Report	Description	Latest Date
PDF TEXT	FAROINV-Open Invoice Report	FAROINV-Open Invoice Report	Tue Jul 04, 2023 10:42am
PDF TEXT	FGRACCI-Account Index Report	Account Index Report	Tue Jul 04, 2023 11:00am
PDF TEXT	FGRACTH-Account Hierarchy Report	Account Hierarchy Report	Tue Jul 04, 2023 11:00am
PDF TEXT	FGRACTV-Activity Codes Report	Activity Codes Report	Tue Jul 04, 2023 11:00am
PDF TEXT	FGRBDSC-Organization Monthly Budget Status Report	Organization Monthly Budget Status Report	Tue Jul 04, 2023 11:07am
PDF TEXT	FGRCASH-Bank Interfund Account Control	Bank Interfund Account Control	Tue Oct 07, 2014 1:32pm
PDF TEXT	FGRCGBA-Comparative Stmts of Rev/Expn/Chgs in Fund Bal	Comparative Stmts of Rev/Expn/Chgs in Fund Bal	Sat Dec 09, 2102 4:35pm
PDF TEXT	FGRCTRL-G/L Subsidiary Ledger Control	G/L Subsidiary Ledger Control	Wed Jul 12, 2023 02:00am

FAROINV-Open Invoice Report

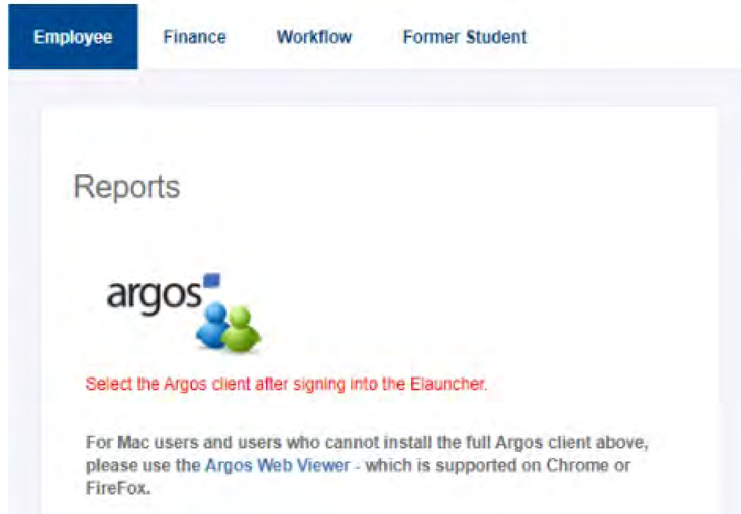
Next

Some useful reports include:

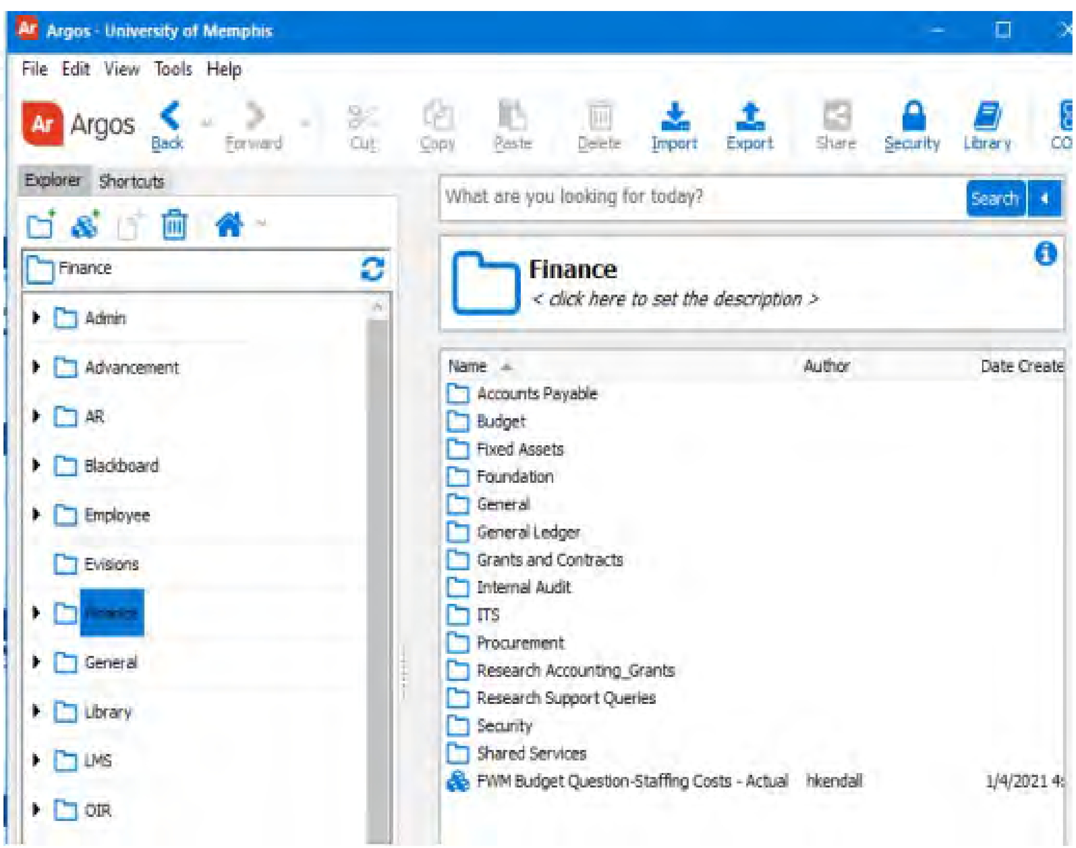
Repository	Report Name	When to Use
Banner Finance Repository	FYBR001 – Revenue Budget Estimate/Worksheet by Organization FYBR005 – Budget by Organization Current Year and Base FYBR006 – Budget Status by Organization FYBR018 – Base Budget Transfer Listing FGRODTA – Transaction Detail Report FGROPNE – Open Encumbrance Report	When reviewing revenues When reviewing expenses When reviewing revenues, expenses, and transfers To see changes made to the Base Budget To see a detailed list of all transaction types To see a list of open encumbrances
Banner HR Repository	NYBR002 – List of Positions by Org with FOAPAL NYBR005 – Comparison Annual Salary to Base Budget NYPR001 – Labor Distribution by FOAPAL by Payroll	To view all positions and their base budget (filled and unfilled) To identify variances between annual salaries and base budget To review details of a payroll distribution

Argos

Argos is a user-friendly tool that works by filling reporting requests through simple ad hoc queries and advanced dashboards. Access is limited so you will need to determine what access you need with your supervisor. Argos can be accessed by going on the *Employee* tab in myMemphis.



For your role, you will likely access the Budget Status by Organization which is a report that gives a breakdown of Budget, Actuals, and Available Balance by Fund/Org/Program/Account and can be found under *Finance* and then *General Ledger*.



See page 43 for instructions on completing Argos Report on Overexpended Budgets

Argos Report on Overexpended Budgets

1. Log onto myMemphis
2. Go to the Employee tab
3. Click on argos

   argos

4. Sign in with your University username and password
5. Depending on your browser, there may be additional screens to Allow or OK
6. Click on Finance folder

   Finance

7. Click on General Ledger folder

   General Ledger

8. Click on Overexpended Budgets by Organization

   Overexpended Budgets by Organization

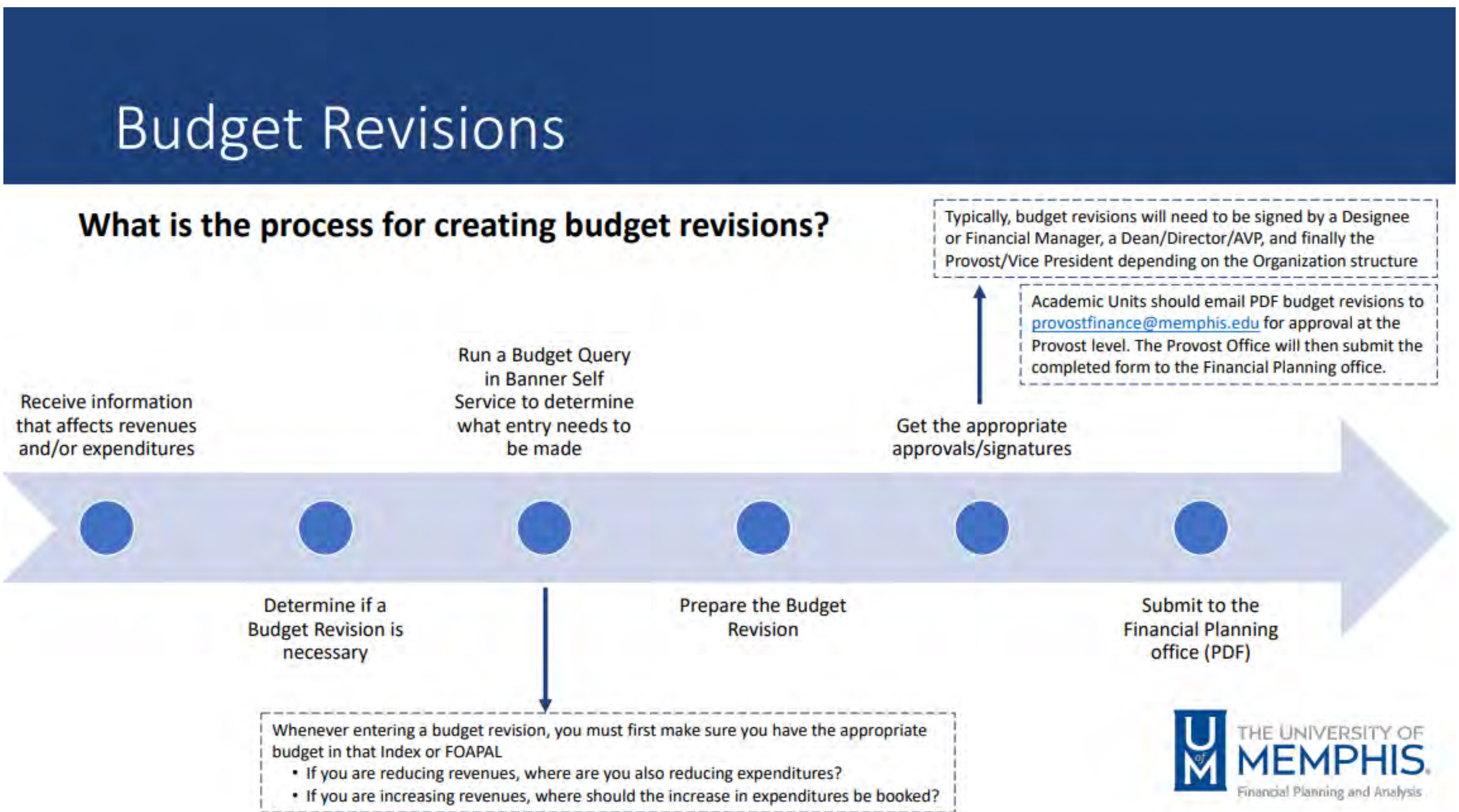
9. Click on Run Dashboard
10. Select the Fiscal Year
11. Then select the Org (click ctrl to select multiple orgs)
12. At the top of the page, click the drop-down box next to “Report Options”
13. Select Overexpended Budgets
14. Click the to save
15. Select the location to save, i.e.. Desktop
16. Then click Save
17. Click OK
18. An excel file will save to your desktop

Budget Revisions

Budget revisions helps maintain an accurate budget based on up-to-date information. You may need to do a budget revision to move funds to cover unexpected expenses or to align budgeting revenue with actual revenue collected.

There are two types of budget revision:

1. A temporary or one-time charge should be reflected in the Adjusted/Current Year Budget through a Temporary budget revision (BD04 Form or BD4 online)
2. A permanent change that will be recurring yearly or monthly should be reflected in the Base/Future Budget through a Permanent budget revision (BD02 Form)



Per the Office of Financial Planning and Analysis - The preferred method for preparing and submitting a budget revision is with SSB online – BD04. Most budget revisions are completed online. However, there are instances where an online budget revision cannot be used. Under these special circumstances, a paper budget revision will need to be prepared. **Please verify that an online BD4 cannot be initiated before submitting a paper budget revision.**

Do I need to submit an online form or PDF form?

Budget Revision Forms

	Forms	When to Use?	Submitted via Paper (PDF) or Online
Finance	**Permanent Budget Adjustment BD02 (Base)**	Permanent changes or charges that will be recurring yearly or monthly	Paper (PDF)
	Temporary Budget Adjustment BD04 (Current Year)	Temporary changes or charges that are a one-time charge	Banner SSB (Online) UNLESS revenue, carryforward, or transfers between funds
Positions	**NBAPBUD Permanent Position Budget Adjustment BD02 (Base)**	Base position changes	Paper (PDF)
	Temporary Position Budget Adjustment BD04 (Current Year)	Current year position changes	Banner SSB (Online) UNLESS regular positions (account codes: 61110, 61210, 61310, 61312, 61610, 61630, 61635)

- Forms BD02 and BD04 will need to be submitted in PDF format after all departmental signatures, to FPRevisions@memphis.edu
- Form BD4 is submitted via Banner Self Service (SSB) and follows the approval que in Banner

THE UNIVERSITY OF MEMPHIS
Financial Planning and Analysis

The Budget Revision forms can be found two ways:

1. The BD04 and BD02 forms which can be accessed through the following link:
   https://www.memphis.edu/bf/forms/index.php#budget
2. Through Banner Self-Service Budget Transfer or Multiple Line Budget Transfer

Banner Self Service

- Banner Self-Service
  - Personal Information
  - Student
  - Financial Aid
  - Faculty and Advisors
  - Employee
  - Finance
    - Budget Queries
    - Encumbrance Query
    - Purchase Order
    - Approve Documents
    - View Document
    - Budget Transfer
    - Multiple Line Budget Transfer
    - Delete Finance Template
    - Finance Self Service (Banner 9)

Budget Revision Guidelines

The following guidelines apply to all budget revisions:

- BF4024 - Budget Policy and Procedures
- Budget Principles
- BF4000 – Authorized Signatures

Signature Approval Chart

Budget Action Requested	Approval Requirements			
	Department Head	Dean or Director	V. President or Provost	President
All Paper Budget Revisions	X			
Shifting budgets among or between departments	X	X		
Current year revisions which include travel, equipment, revenue accounts and transfers to the fund groups	X	X		
Shifts involving fee remissions, part-time instructors, summer instructors, supplemental pay (overload and extra compensation) and graduate assistants.	X	X		
Providing increased revenues and expenditures when revenues are at least equal to expenditures and there is a normal direct relationship between revenues and expenditures.	X	X		
Permanent shift of base budget	X	X	X	
Current shifts among or between accounts under different Deans	X	X	X	
Shifts in the salary level of professional/administrative positions	X	X	X	
Re-budgeting of lapsed salaries	X	X	X	
Creation of new, regular positions on one-year appointments that will increase the total position count.	X	X	X	X
Establishment of a new activity or a major change in the scope of an existing activity.	X	X	X	X
Commitment of additional funding in future years.	X	X	X	X
Shifts of funds among or between Provosts or Vice Presidential areas of responsibility	X	X	X	X
All revisions affecting individual salaries or personnel positions not specifically delegated to other levels.	X	X	X	X

Finance Form Charts - (visit Budget Revision Webpage to download form)

Form	Finance Forms/Resources
SSB Online - BD4 **MyMemphis**	SSB Online Budget revisions are used to revise budget amounts between the following pooled accounts: • Pooled positions (for example: Graduate Assistants, Student Assistants, Temporary Employees….) • Travel (pool acct code 73000) • Operating (pool acct code 74000) • Other (78000, 79000….) **Exceptions** - Following is a list of budget revisions that are required to be on paper. See below for information on paper budget revision Form BD02 and BD04 : • Base Budget • Revenue • Carry Forwards • Single Position (acct codes 61110, 61210, 61310, 61312, 61610, 61630 and 61635) • Transfer between different Funds • Transfer between different Orgs (if security not granted) • Plant Funds/Projects/R&R (Renewal & Replacements)
Paper BD04 **Web Version** **Excel Version** **BD04 Instructions Web Form** **BD04 Instructions Excel Form**	Form BD04 is used to request a Temporary Current Year Budget Revision • Funds moved between Index/FOAPALS using a BD04 will be a temporary move for the current fiscal year only • The FOAPAL contains the Fund, Org, Account Code, Program and Activity numbers • Before starting the BD04, the requestor will need to know the FOAPAL where funds need to be moved to, removed from and the dollar amount • The form should be submitted on one page in a portrait orientation **A paper BD04 is required for these Temporary types of transactions:** • Revenue • Carry Forwards • Transfer between different Funds (If you are unfamiliar with this process, please contact Financial Planning at ext. 2117 for assistance) • Transfer between different Orgs • Plant Funds/Projects/R&R (Renewal & Replacements)
Paper BD02 **Web Version** **Excel Version** **BD02 Instructions Web Form** **BD02 Instructions Excel Form**	Form BD02 is used to request a Permanent Base/Future Year Budget Revision • Funds moved between Index/FOAPALS using a BD02 will be a permanent budget change • The FOAPAL contains the Fund, Org, Account Code, Program and Activity numbers • Before starting the BD02, the requestor will need to know the FOAPAL where funds need to be moved to, removed from and the dollar amount • The form should be submitted on one page in a portrait orientation **For these Permanent types of transactions:** • Base Budget • Pooled Positions Permanent Budget Change • Revenue • Transfer between different Funds (If you are unfamiliar with this process, please contact Financial Planning at ext. 2117 for assistance) • Transfer between different Orgs (if security not granted)

Position Form Charts – (visit Budget Revision Webpage to download form)

Form	Position Forms/Resources
Paper NBAPBUD **Web Version** **Excel Version** **NBAPBUD Instructions Web Form** **NBAPBUD Instructions Excel Form**	Form NBAPBUD is used to request or adjust base funding for : • New Permanent Base Position • Re-classifications/Equity Increases/New Hires • Promotions • Base Salary Differentials • Transfer Position To New Fund and/or Org
Paper BD04 **Web Version** **Excel Version** **BD04 Instructions Web Form** **BD04 Instructions Excel Form**	Form BD04 is used to request a Temporary Current Year Position Budget Adjustment • Fund Limited Positions (not base funded) • Current Year Reversals • Request New Limited Positions
Reversal Calendars **FY23 Reversal Calendars**	Reversal Calendar is used in conjunction with NBAPBUD form • All Base Positions are funded at 100% • Reversal Calendar is used to determine the Returned Salary amount for current year that will not be expended
Paper FP-02 **Word Version**	Form FP-02 New Position Details is used to request a new pooled position (except part- time instruction)

Examples of Budget Revision BD04 Web Form

THE UNIVERSITY OF MEMPHIS

Temporary Current Year Budget Revision (BD04)

Request Help

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

User ID: afair (e.g., jsmith) Fiscal Year: 2020 Date: 08/27/2019

Name: Angela Fair

Department: College of Education

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
01	231505	College Of Education	110001	230000	57013	3000		0	0	0	5,000
02	231505	College Of Education	110001	230000	74000	3000		5,000	0	0	0
03								0	0	0	0
04								0	0	0	0
05								0	0	0	0
06								0	0	0	0
07								0	0	0	0
08								0	0	0	0
							Total	5,000	0	0	5,000

Net Change: 0

Document Total: 10,000

The reason for requesting this revision is as follows:

Space is limited--your response will be limited to 225 characters, and pressing the Enter or Return key to create a new line has been disabled.

AccessLex Institute to UoM Education for LSSSE study participate

Questions:

Who AccessLex Institute

Why Participate in UoM Education LSSSE study

Banner Description:

AccessLex Institute UoM Edu LSSSE

Example of Budget Revision BD04 Current Year Position Budget

The University of Memphis

Temporary Current Year Position Budget Revision (BD04)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name: **Sally Street** Fiscal Year: **2020** Date: **September 20, 2019**

Department: **Red Bird**

Temporary Current Year/This Fiscal Year Request for BD04 Budget Revision

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)	Position Number Employee Name
01	213456	Red Bird Instruction	110001	230456	61210	2000		40,000				PosL54321 R. Rabbit
02	213456	Red Bird Instruction	110001	230456	74000	2000			40,000			PosL54321 R. Rabbit
							TOTAL	40,000	40,000	-	-	
								Expense		Revenue		

Net Change: **0** (J-K)-(N-M)

Document Total: **80,000** (J+K) + (M+N)

The Reason for requesting this revision is as follows:

To fund Limited Position L54321, Instructor - Roger Rabbit

Budget Revision Scenario #1

The College of Arts and Sciences has agreed to support the College of Engineering in the amount of $5,000 with its production of "The History of Engineers". This is a series that will include world renowned lectures and presentations. How do I transfer the funds to Engineering?

The University of Memphis
Temporary Current Year Budget Revision (BD04)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name: Cassandra Dinwiddie
Fiscal Year: 2017
Date: May 26, 2017
Department: College of Arts and Sciences

Temporary Current Year/This Fiscal Year Request for BD04 Budget Revision

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
01	219914	College of Arts and Sciences	110001	201000	74000	2025			5,000		
02	219917	College of Engineering	110001	240000	74000	2025		5,000			
03											
04											
05											
06											
		Net Change: 0	(J-K)-(N-M)			TOTAL		5,000	5,000	-	-
		Document Total: 10,000	(J-K) + (M-N)					Expense		Revenue	

The Reason for requesting this revision is as follows:

To transfer operating budget to the College of Engineering to support joint production

Budget Revision Scenario #2

Last fiscal year, Dr. Brown had a conference entitled “The Great Society”. There were many attendees and speakers. A revenue account was created and $7,000 in registration fees was collected. After we paid vendors and catering, there was still $2,452 remaining. However, I don’t see those funds when I pull up the budget this fiscal year. What happened to the funds? What should I do?

The University of Memphis
Temporary Current Year Budget Revision (BD04)

Name: Cassandra Dinwiddie
Fiscal Year: 2018
Date: September 6, 2017

Department: College of Arts and Sciences

Temporary Current Year/This Fiscal Year
Request for BD04 Budget Revision

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
01	430110	The Great Society	127110	201000	74000	3100		2,452			
02											
03											
04											
05											
06											
07											
08											
09											
10											

Net Change: 2,452
Document Total: 2,452

	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
TOTAL	2,452	-	-	-
	Expense		Revenue	

The Reason for requesting this revision is as follows:

CarryForward budget FY17 to FY18

Budget Revision Scenario #3

We have hired a new faculty member this semester. The faculty member negotiated a startup package of $10,000. The Chair would like the funds to come from the department IDCR account. What should I do to transfer the funds to the startup account?

InterFund Transfer (BD04): InterFund Transfer (BD04) are current year transfer between two different Fund codes (unrestricted) that includes two additional lines with account code 82610 should be included on the form. Prior to Interfund Transfer, determine if a Transfer Voucher or Salary Redistribution is needed instead. Fund code 114000 (IDCR) can transfer funds out to non-114000 accounts; but not reverse**

Finance Permanent Budget Adjustment (BD02): This is used with account codes that are not single positions (example: 74000, 73000, 78000, 61257, 61410, etc.). It is also used to increase and decrease base budget and make permanent adjustments.

The University of Memphis

Temporary Current Year Budget Revision (BD04)

Name: Cassandra Dinwiddie

Fiscal Year: 2018

Date: September 5, 2017

Department: College of Arts and Sciences

Temporary Current Year/This Fiscal Year Request for BD04 Budget Revision

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
01	224305	English IDCR	114000	205000	74000	2610			10,000		
02	222111	H. Morgan Startup	110001	205196	74000	2630		10,000			
03	224305	English IDCR	114000	205000	82610	2610		10,000			
04	222111	H. Morgan Startup	110001	205196	82610	2630			10,000		
05											
06											
07											
08											
09											
10											

Net Change	0	TOTAL	20,000	20,000	-	-
Document Total	40,000		Expense		Revenue	

The Reason for requesting this revision is as follows:

To fund Startup account H. Morgan

Budget Revision Scenario #4

Our revenue account has a base budget of $20,000. Over the past three years we have earned about $30,000 per fiscal year in revenue. This is due to an increase in registration for our annual international conference. How can I increase the base budget in this account?

The University of Memphis
Permanent Base/Future Year Budget Revision (BD02)

Name: Cassandra Dinwiddie

Fiscal Year: 2018

Date: September 5, 2017

Department: College of Arts and Sciences

Permanent Base Budget/ Future Year
Request for BD02 Base Budget Revision

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
01	410106	MCCC Conference	127120	209000	58360	3200					10,000
02	410106	MCCC Conference	127120	209000	74000	3200		10,000			
03											
04											
05											
06											
07											
08											
09											
10											
		Net Change: 0					Total	10,000	-	-	10,000
		Document Total: 20,000						Expense		Revenue	

The Reason for requesting this revision is as follows:

To increase base budget due to an increase in registration fees collected.

Budget Revision Scenario #5

Our department account has a base budget of $120,000 in the master's GA budget (61257). However, we use about $80,000 for Doctoral GA's (61258). How can I adjust the base budget to reflect this in my account permanently?

The University of Memphis
Permanent Base/Future Year Budget Revision (BD02)

Name: Cassandra Dinwiddie | Fiscal Year: 2018 | Date: September 5, 2017

Department: College of Arts and Sciences

Permanent Base Budget/ Future Year Request for BD02 Base Budget Revision

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
01	210200	World Languages	110001	206000	61257	2000			80,000		
02	210200	World Languages	110001	206000	61258	2000		80,000			
03											
04											
05											
06											
07											
08											
09											
10											
		Net Change: 0					Total	30,000	30,000	-	-
		Document Total: 60,000						Expense		Revenue	

The Reason for requesting this revision is as follows:

To adjust base budget to reflect expenses

Additional Budgeting Resources

Tennessee Higher Education Committee (THEC): Website

Financial Planning & Analysis 901.678.2117 budget@memphis.edu

Grants and Contracts 901.678.3825 grants@memphis.edu

Accounting Office 901.678.2271 accounting@memphis.edu

Office of Financial Planning and Analysis PowerPoint: Budget Basics: A Beginner's Guide to Budgeting

Chrome River Travel & Expense

The University of Memphis no longer supports direct billing. A faculty/staff travel card, or a personal credit card will be needed in order to pay for airfare, lodging, car rentals etc.

Chrome River is the new online expense management system for all faculty and staff, designed to streamline and automate the travel and non-travel reimbursement process.

To access Chrome River:

- Login to myMemphis
- Go to the *Employee* homepage
- Go down to *Chrome River Travel and Expense* (located on the right side, under the TigerPark section)

All travel must be approved by the appropriate authority of the department paying for the travel. Travel expenses incurred that are not properly authorized are the personal responsibility of the traveler.

Direct Deposit is mandatory to receive travel reimbursements. If you have not previously signed up for direct deposit for travel reimbursements, please complete the Direct Deposit Payroll & Employee Reimbursement Authorization form **prior** to travel.

Pre-approvals and expense reports will be submitted via Chrome River Travel & Expense application.

- Your pre-approval will serve as your request and authorization to travel.
- Travel card transactions must be expensed within 30 days of transaction date.
- Upon your return, the travel expense report should be submitted within 30 days to settle your claim.
- Review new travel policy for most recent travel changes.

For training watch the online training video:
https://youtube.com/watch?v=JXxleYUkHGM&si=EnSIkaIECMiOmarE

For more information, please visit Chrome River Travel & Expense - University Travel - The University of Memphis .

Procurement Card (P-Card)

For help with P-Cards, contact Procurement Specialist - **Grace Ballard** gobllard@memphis.edu | 901.678. 3853

What are Procurement Cards (P-Cards)?

P-Cards are physical MasterCard cards issued by US Bank for the purpose of establishing an efficient, cost-effective method for purchasing and paying small dollar-value (under $5,000) transactions, at the University of Memphis. The P-Card program was initiated by the Office of Procurement and Contract Services in hopes of facilitating timely acquisition of materials and supplies, flexible control ensuring proper usage, and streamlining data flow for accounting purposes.

Important Facts about P-Cards:

- Procurement and Contract Services is the university office responsible for managing the purchasing card program and the online system.
- P-Cards are not intended to avoid or bypass appropriate approval requirements and/or payment procedures.
- The University of Memphis values diversity and encourages departments to do business with Minority and Women-owned Business Enterprises (MWBE's), Disabled and Veteran owned businesses.
- Intentional misuse or fraudulent abuse must be reported to the Procurement and Contract Services department and/or Internal Audit.
- A Cardholder who makes an unauthorized purchase with the P-Card or uses the card in an inappropriate manner will be subject to disciplinary action including possible termination of employment at the University and criminal prosecution.
- Procurement cards are approved and available for use for all commodity purchases that are $4999.00 or less unless it is noted in Card Restrictions.
- Each department is encouraged to have at least one person in their office with a p-card.
- If you have a P-card, we strongly encourage you to use it instead of the PO process where allowable.
- The cardholder is personally liable for ANY purchases made that are not in compliance with TN purchasing laws.
- Timeliness is very important! Be sure to check/work on your transaction list weekly/monthly to help with reconciling by the 30th of each month.
- The University business purpose of each purchase must be documented in the comments section.

Acquiring a P-Card

You must apply for a P-Card via the Procurement Card Application Form**.** When completing the application, be sure you do not list yourself as the cardholder and approver. You must have a financial manager and approver above you to complete the final review of transactions.

Helpful tips to complete P-Card Application:

- **Name to go on card**: Cardholder = you
- **Financial Manager**: the financial manager for your ORG
- **Reconciler**: person who adds receipts and account codes (might be you/cardholder)
- **Approver**: someone above you that approves your expenses (can't be you)

Standard Usage and Limits

- Standard Cardholder Spend Limits
  - Single Transaction Limit: $4,999
  - Monthly Limit: $15,000
- When to use P-Card for purchases:

Single transaction amount	Use of P-Card
Less than $500	Expected
More than $500 and less than $5,000 (including tax and delivery)	Strongly recommended
$5,000 or more	Must be approved by Director of Procurement and Contract Services or designee, do not complete a split purchase if your total transaction is over $4999.00- **request approval**

Roles and Responsibilities

Financial Manager

- A University official who must approve employee's request for a P-Card and delegates transaction authority to the cardholder
- Responsibilities for form approval:
  - Ensure appropriate employees are selected as card reconciler and card approver
  - Provide accurate FOAP / Account number to cardholder for P-Card purchases
  - Notify Procurement and Contract Services upon termination or transfer of anyone with a P-Card role
  - Verify there is sufficient funds in budget

Cardholder

- Any authorized employee who uses the P-Card to execute purchase transactions for university business
- Responsibilities:
  - Ensure purchases are made in accordance with all university policies
  - Secure P-Card and account number
  - Obtain itemized receipts and attach in system
  - Attach any necessary additional documentation in system
  - Include Business Purpose in Comments section of system
  - Ensure sales tax is not charged when possible
  - Approve transactions with all required documentation monthly by the 30th
- Transaction Disputes (legitimate purchase)
  - Try to resolve first with merchant
  - Use dispute button in US Bank system
  - All documentation for final resolution must be uploaded to US Bank Access Online System
- Lost/Stolen Cards or Fraudulent activity
  - Notify US Bank Immediately (available 24 hours) at 1-800-344-5696
  - Notify Procurement Card Administrator within 24 hours after reporting to bank- you have to report to US Bank first so they can send a new card
  - Complete any necessary paperwork within timeframe specified

Card Reconciler (first approver)

- Verifies cardholder/trustee's charges and validate correct FOAP/account codes are used and present in system.
- Makes sure there is a business purpose- add a comment or use P Card meal form if meals are involved under each transaction.
- Reconciler can be the cardholder or final approver but cannot hold all three (3) roles
- Responsibilities:
  - Verify each transaction in US Bank's Access Online system includes itemized receipts/documentation
  - Reallocate charges to departmental FOAP/account codes as needed
  - Report questionable purchases or fraud to Procurement and Contract Services department

Card Approver (final approver)

- Can objectively question all P-Card purchases made by cardholder/trustee.
- The approver MUST NOT be a subordinate in the direct reporting line for the cardholder. Also, the cardholder cannot be the final approver on his/her own card.
- Responsibilities
    - Conduct final independent review of transactions and receipts
    - Monitor P-Card transactions monthly to ensure compliance to policies and guidelines
    - Review and approve each transaction in US Bank's Access Online system monthly
    - Report questionable purchases or fraud to Procurement and Contract Services department

Activation, Renewal, Suspension & Cancellations

Card Activation/Renewal

- Cardholder calls P-Card activation number or goes online to activate card

- Automated system will prompt cardholder for necessary information
    - When asked for 4-digit code, use the last 4 digits of your University Banner ID number (ex. U00001234)
    - Billing address is listed on the sheet with the card – zip code is 38111

- P-Card will automatically renew before expiration date
    - Procurement will notify cardholder by email upon arrival of new card
    - Cardholder will sign updated Cardholder Agreement
    - Additional training may be required if deemed necessary by Procurement and Contract Services

- To suspend or cancel your card:
    - Complete the Purchasing Cardholder Change form: https://memphiscentral.etrieve.cloud/#/form/62/?focus=true
    - Submit the form through the E-Trieve system. Once approved within your dept, it will then send the form to the Procurement and Contract Services Department, who will complete the request in the bank's online system for suspension or cancellation.
    - Reasons for suspension/cancellation include a leave of absence, change in employment or misuse as determined by the Office of Procurement and Contract Services for non-compliance with policies.

Proper Use & Policy Compliance

Suggested/Allowable Card Usage

- Advertising Fees
- Business meals (if approved)
- Books
- Computer peripherals (mice, keyboards, speakers, etc.)
- Conference registration fees
- Equipment less than $5,000
- Lab supplies
- Online purchases of books or classroom materials
- Postage/shipping/courier services
- Surveys for research
- Training classes
- Web services for research

All purchases must be shipped and delivered to a university address

Business Meals Policy

- Business meal purchases require written approval from Department Head or higher. This can be a simple email request from you with your Dept Head or higher included.

- Cardholder must adhere to Purchase of Meals Policy (BF4002) and attach any required Purchasing Card Meal form with itemized receipts in the system.

- Food purchases of $200 or more (faculty/staff groups) or $500 or more (student groups) for on-campus events must be purchased through the University's food service vendor.

Business Meals-If approved

If you have been approved to use your P-Card for business meal purposes, please note the following:

- No alcohol may be purchased
- Itemized, detailed receipt must be provided along with the P-Card meal form
- Gratuity cannot exceed 20% of the subtotal (before taxes)
- More than one person must be present for business meal and list of attendees is needed

Card Restrictions

Items for non-university purposes	Breakroom supplies-coffee, creamer, plastic ware, napkins Consumables for employee use Employee parties/gifts/flowers Individual dues / memberships
Items on university contracts	Computer products Copy machines Moving services
Items requiring specific documentation	Meals Services that require contracts Hazardous materials Gift Cards

Restricted purchases

Alcoholic beverages – foundation funds only, **limited permission**

Animals - Tigerbuy

Cell phones, data plans, etc. for employees

Charitable Contributions- don't allow donations be to be added to your purchase

Purchases from out-of-country vendors

Travel-related expenses (food, lodging, and transportation)

Split Purchases- nothing over $4999.00 without Procurement Card Admin Approval

Flower arrangements/gifts for past or departing employees

Additional Industry Restrictions

- Merchant Category Code (MCC) is an industry-provided code that categorizes all suppliers based on the goods and services sold.

- In addition to card limits, the P-Card is subject to certain MCC restrictions and will not be authorized at point of sale.

- Examples: gambling establishments, jewelry stores, and other types of merchants unlikely to provide goods or services with a legitimate business purpose.

Document Retention

- Electronic Retention
    - US Bank's Access Online system will maintain transactions and documentation for seven (7) years

- University-Funded Purchases
    - Retain records for three (3) years after fiscal year-end

- Sponsored Program
    - Supporting documents must be retained for three (3) years after date of grant/contract final expenditure report submission. (Check with Grants Accounting for your specific grant information)

Sale Tax

Sales Tax Exemption

- Always ask the vendor if they honor TN sales tax exemption when making P-Card purchases (Some states will not accept a TN sales tax exemption)- TN Tax exemption letter - taxaccounting@memphis.edu.

- University tax-exempt number is embossed on the face of the card, but most vendors need a Tax Exemption form.

- Amazon Purchases - Amazon has a place to submit our certificate to allow exempt status or use our university business account.

Liability, Misuse & Monitoring

Liability

The P-Card is an institutional liability card. This means the university pays the monthly central P-Card statement in full directly to the Issuing Bank.

P-Card Misuse

- Common Violations
  - Receipts / documentation missing
  - Failure to reconcile/approve monthly charges by the 30th
  - Use of P-Card for non-University or personal purchases
  - Travel Violations
  - Failure to secure the P-Card from unauthorized use
  - Split purchases
  - Failure to include the business purpose/comment

- Consequences of P-Card Misuse
  - Improper or fraudulent use will result in disciplinary action, up to and including prosecution and termination of employment.

  - In all cases of fraudulent use, Internal Audit, Human Resources, Police Services, and respective Dean/Chief/Vice President/Vice Provost will be notified

"No Review" on Cardholder's Monthly Purchases

First Offense:

- Cardholder receives email warning from Procurement and Contract Services and copied to card administrator and card reviewer as part of month end reconciliation to include the following:
  - Provide proof of review
  - Complete all required approvals and documentation before the next month's cycle close date or card will be suspended until complete

Second Offense:

- Cardholder receives email warning from Procurement and Contract Services and copied to card administrator and card reviewer that card will be suspended if all required approvals & documentation are not completed within 15 days of warning
- Department head (e.g., Dean, Director, Vice-President) is notified
- Card Reviewer and Cardholder must attend mandatory P-Card training together if not completed after 15 days
- Card will be suspended until training is completed

Third Offense:

- The card use is terminated

Misuse of Purchasing Card

First Offense:

- Cardholder receives email warning from Procurement and Contract Services and copied to card administrator and card reviewer
- Provide proof that funds were reimbursed to the University

Second Offense:

- Cardholder receives email warning from Procurement and Contract Services and copied to card administrator and card reviewer
- Department Head (e.g., Dean, Director, Vice-President) is notified
- Cardholder must attend mandatory P-Card training
- Provide proof that funds were reimbursed to the University. If training is not attended or proper documentation is not provided, the P-Card will be immediately terminated

Third Offense:

- The card use is terminated. In the event that the cardholder used the P-Card to make a personal purchase, a determination as to whether taxable income should be assessed will be made by the Accounting Office. In addition, the incident will be reported to Human Resources and the cardholder's department head for the pursuit of potential disciplinary action in accordance with applicable University and TBR policies and State statutes.

Fraud

If any cardholder uses the P-Card to make a fraudulent purchase, card privileges will immediately be terminated and a determination as to whether taxable income should be assessed will be made.

The incident will be reported to Human Resources, Police Services, Internal Audit and Legal Counsel, along with the cardholder's department head. In addition, termination of employment will be pursued and the filing of criminal charges in accordance with applicable University and TBR policies and State statutes.

Disputed Transactions

- If you determine there is fraudulent or erroneous activity on your P-Card, reach out to US Bank first at 1-800-344-5696 so they can turn the card off and reissue new card.

- Go into banking system and dispute the transaction. Bank should be sending you paperwork to complete if it was fraudulent. Complete forms and return to US Bank.

- If a credit is returned from the bank's investigation, you must approve the credit transaction, so it moves to the "final approved" status.

- If is fraudulent, you will not have a receipt to upload. Please add a comment to the transaction for auditing purposes.

- Do not dispute personal charges. Report the error to Procurement Card Admin and reimburse the University by completing the deposit authorization form and taking it to Bursar to pay. Upload the deposit authorization form and receipt from Bursar to the transaction in the bank system.

Audit

- The procurement card program does get audited internally and externally by the State of TN.
- Things they are looking for:
    - Itemized receipts and supporting documentation (food form, agenda, etc.)
        - Date of Purchase
        - Subtotal of transaction
        - Total of transaction
        - Sales tax
        - Each individual item purchased
- Date on the receipt vs. date of transaction- sometimes a simple explanation can work this out if the dates are different.
- Business purpose
- Sales Tax
- Travel Related Expenses
- Split Purchases

Monitoring

Office of Procurement and Contract Services will continually monitor transactions and supporting documents to ensure compliance with university polices and P-Card Guidelines.

- **Transaction Summary (Daily)** - This is to watch for fraud, compliance, and split transactions.
- **Declined Transactions (Daily)** – This is to watch for non-compliant attempted purchases and possibly compromised cards.
- **Fraud / Sales Tax Audit (Weekly)** - Spending by person by category and Sales Tax paid by cardholders. Persons paying Sales Tax are encouraged to seek refunds and/or to provide Tax Certificates to vendors.
- **Approvals Audit (Monthly)** - Cardholders with missing Approvals are contacted to make corrections. Cards with repeated Approval non-compliance will be suspended.
- **Approval Audit** report is also used to check for Asset purchases between $1,500 and $4,999.

Faculty Hiring WorkforUM

All faculty/staff positions are created, posted, and managed through the WorkforUM website. Learning Curve offers in-depth training on the WorkforUM site. This section will provide tips to use during the hiring process, how to compose offer letters, and Faculty summer compensation.

The internal WorkforUM site is found in myMemphis on the *Employee* homepage. For hiring, you will select *Internal Site*. Here you will be able to search/view existing postings and create new postings. You will also find detailed instructions on WorkforUM trainings under *My Links*. The following documentation is available:

Part 1: Introduction to the System
Part 2: Request to Fill Existing Positions
Part 3: Request to Create a New Position
Part 4: Requests to Reclassify/ Retitle an Existing Position
Part 5: Tracking, Reviewing, & Processing Applicant Pools
Part 6: Hiring an Applicant and Completing a Hiring Proposal
Part 7: Changing a Position's Supervisor
Part 8: Part-Time Faculty

Common WorkforUM/Hiring Errors

- Review Postings Before Public View, Not After
- Incorrect Rank on Faculty Positions (Use Faculty Retitle action)
- Check Online Org Chart for Accuracy
- Interviewing Prior to Pool Approval
- Attempting a Hire While Posting is Still Live
- Most staff jobs have defined posting close dates, meaning the system automatically shuts down the posting to new applicants at midnight on the final day
- Most faculty jobs are left open-ended for closing dates, meaning departments must remember to alert FAS when the posting needs to be closed
- 48 hours must lapse between the notice to close and the actual closing, to allow applicants with draft applications to finish applying
- All candidates who applied MUST be evaluated

Review the Posting Language…Before It Posts!

- When an orange side action is routing around for departmental and college level approvals, that is the time to review the wording and duties of a position description
- An alarming number of postings have had to be pulled in recent months because the hiring officials waited until the job posted to read what it said
- This is particularly troublesome if people have already begun applying to the posting

Interviewing No-Nos

- Prepare committees/rooms/schedules before marking applicants as Recommend for Interview
- IMPORTANT: Make sure you have clearance from OIE before beginning interviews (look for the "Approved for Interview" status)
- Each interview round must be conducted in a parallel format (All on Zoom, all in person, etc.)
- Avoid vague/personal/leading questions
- All interview notes/materials must be kept on file for FIVE YEARS

Part-Time Faculty

- Recruited in annual WorkforUM postings (postings on demand)
- Part--timers who have taught for your department within the last two (2) calendar years need not apply two (2) calendar years need not apply
- Appointment via eContract
- All candidates who have applied by the date you are reviewing the pool should be coded

Coding as “Hired” and “Not Hired”

- NEVER code an applicant as “Hired” …only “Recommend for Hire”
- Once you code an applicant as Not Hired, you cannot undo this action…only a system administrator can revive these people from the dead
- Never code your backup candidates as Not Hired until you know for sure that the first choice has accepted your offer
- Don’t forget to code everyone before the search concludes

Faculty Retitles

- When a faculty member leaves the University and his/her position is posted, if you know the new rank prior to posting, do your retitle action first and request its posting via that action
- If you do NOT know the new rank, once the hire is made and the rank decided, then do a retitle action following the seating of the hiring proposal
- Forgetting to do this results in faculty performance appraisals displaying an incorrect rank for the new faculty member

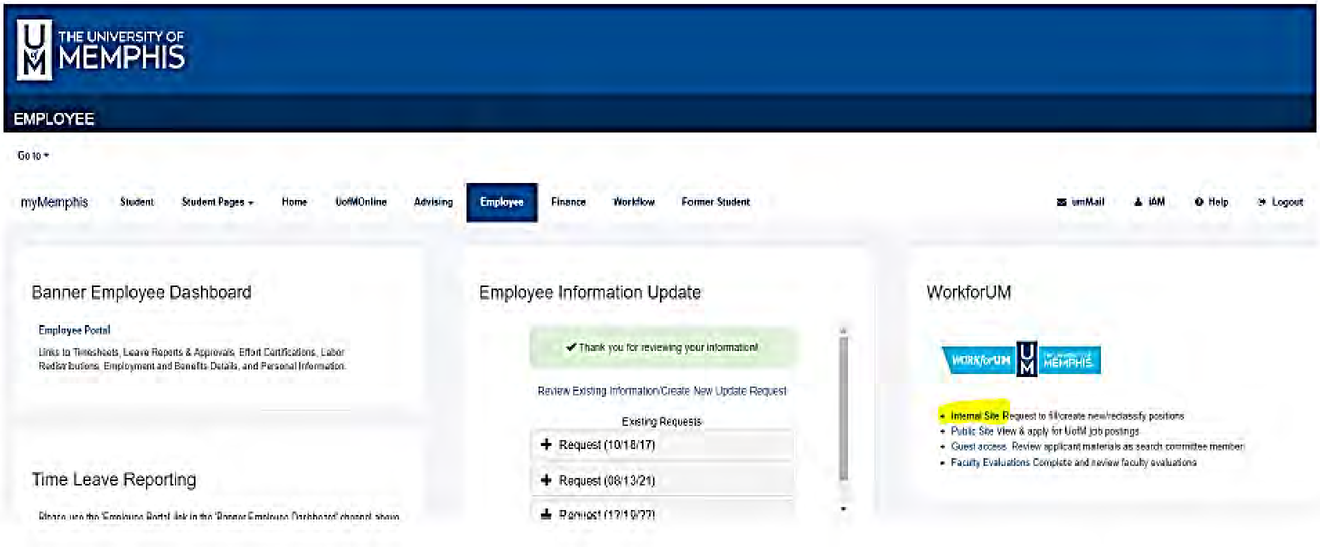
The Missing “Move in Workflow” Link

- When the Department Authority first sees an applicant pool, the Action > Move in Workflow link always appears
- Once the list of applicants starts having multiple people at multiple statuses, the Move in Workflow link can disappear (due to some statuses now being owned by other areas like OIE)
- To get your Move in Workflow link back, use the blue Saved Searches button above your list of applicants and to the left

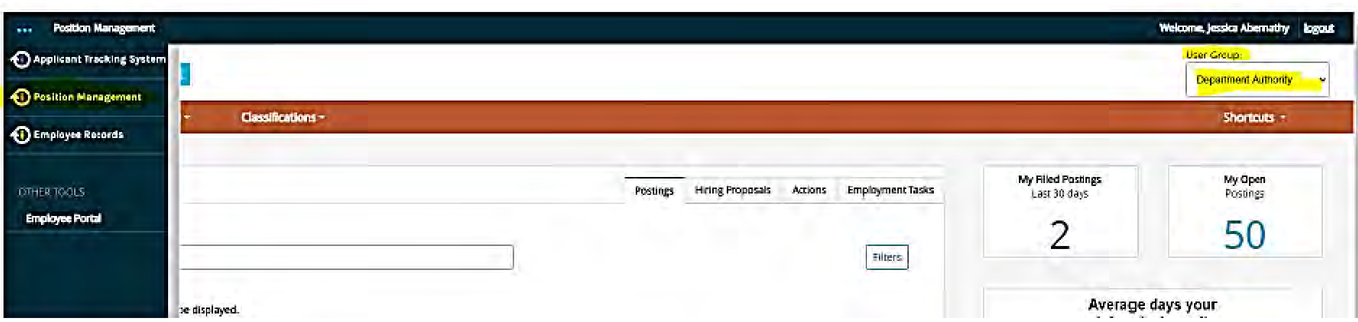
Request to Fill Faculty Positions

Once you receive approval from the Dean and your department Chair to fill a faculty position you much request to fill the position. The process is as follows:

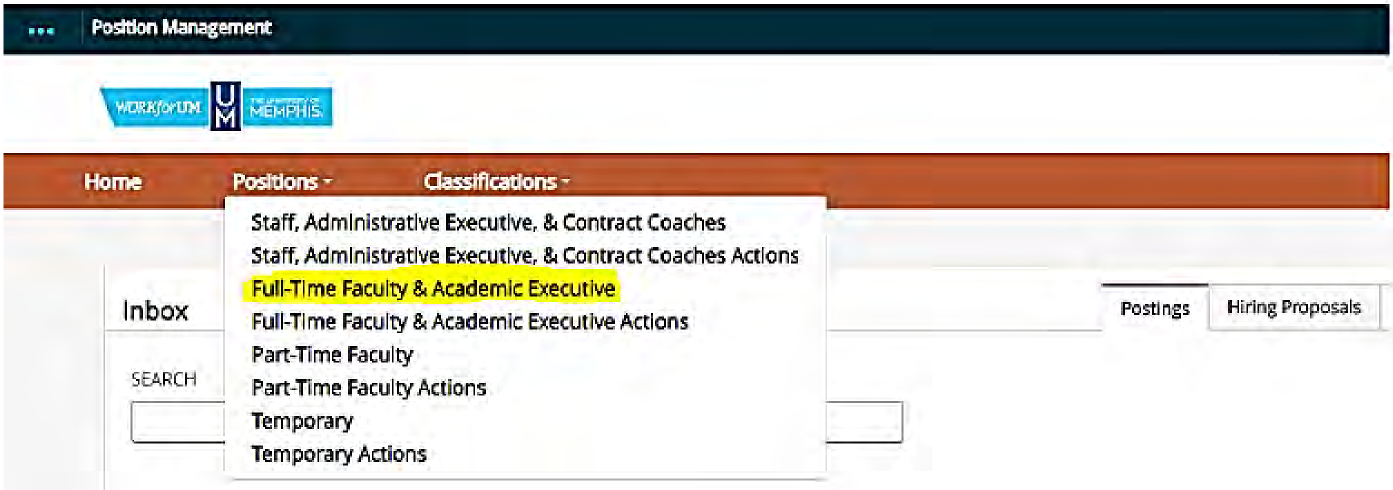
1. Log into myMemphis and under the Employee tab, locate the WorkforUM section. Here you will select Internal Site.



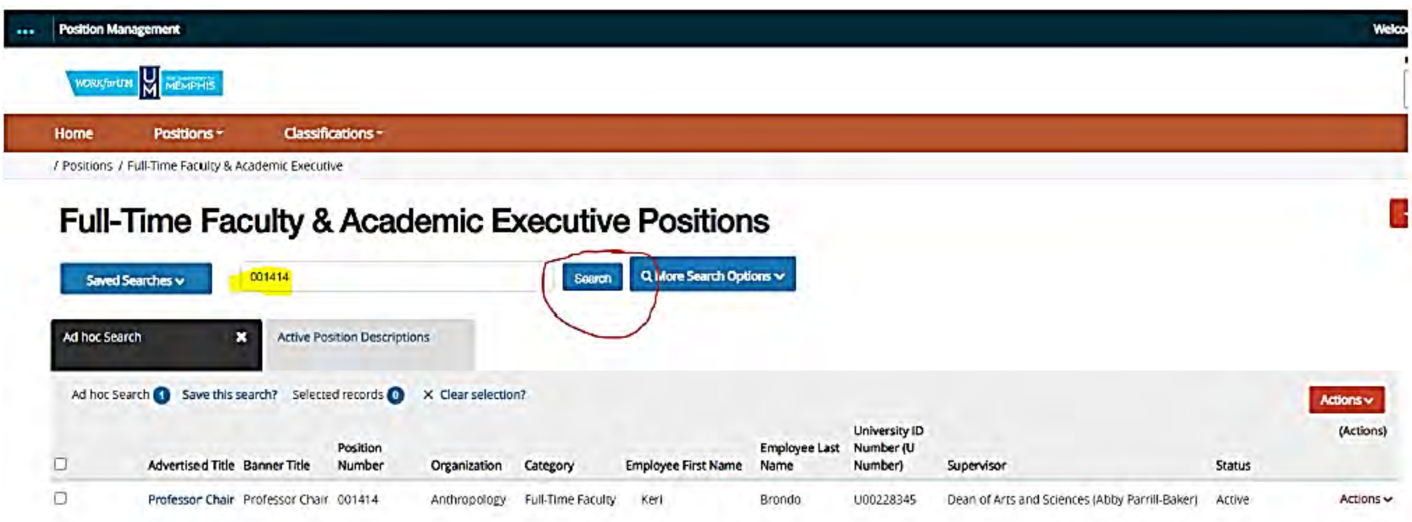
2. Select the three dots next to ***Applicant Tracking System***. Choose “Position Management (Orange Side)” in the upper left-hand corner. Then select “Department Authority” from the user group drop down menu in the upper right-hand corner.



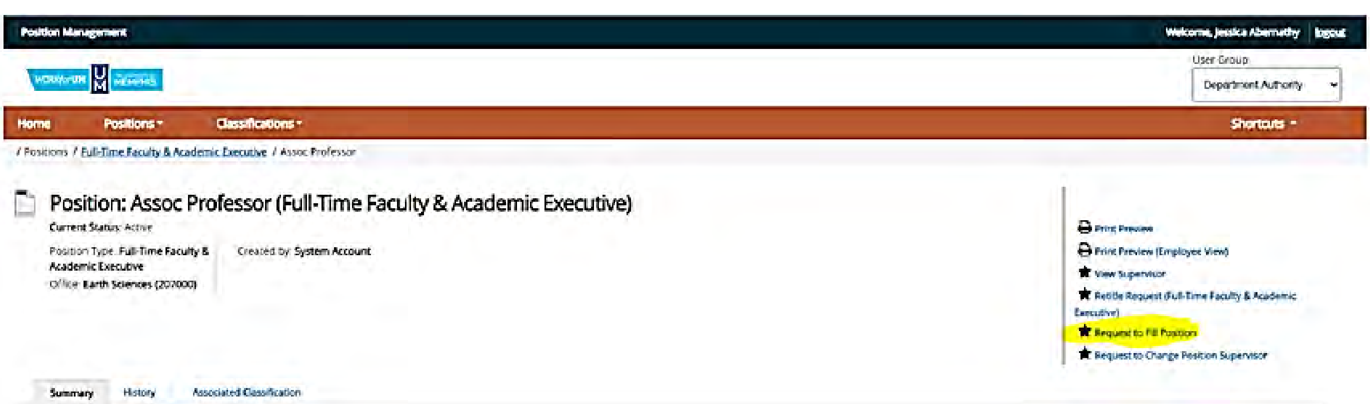
3. Under Positions, select “Full-Time Faculty & Academic Executive” from the Positions drop down menu.



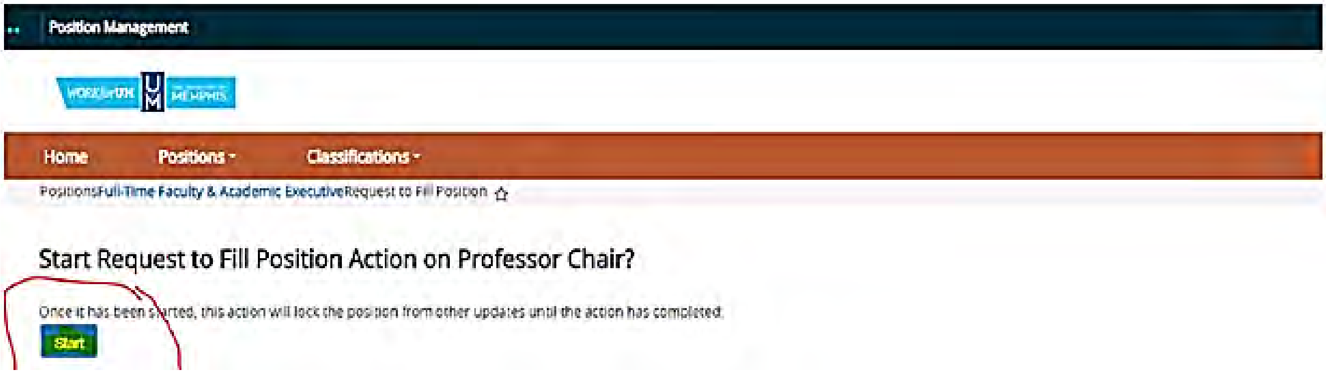
4. Type the position number you are looking for into the search bar and click search.



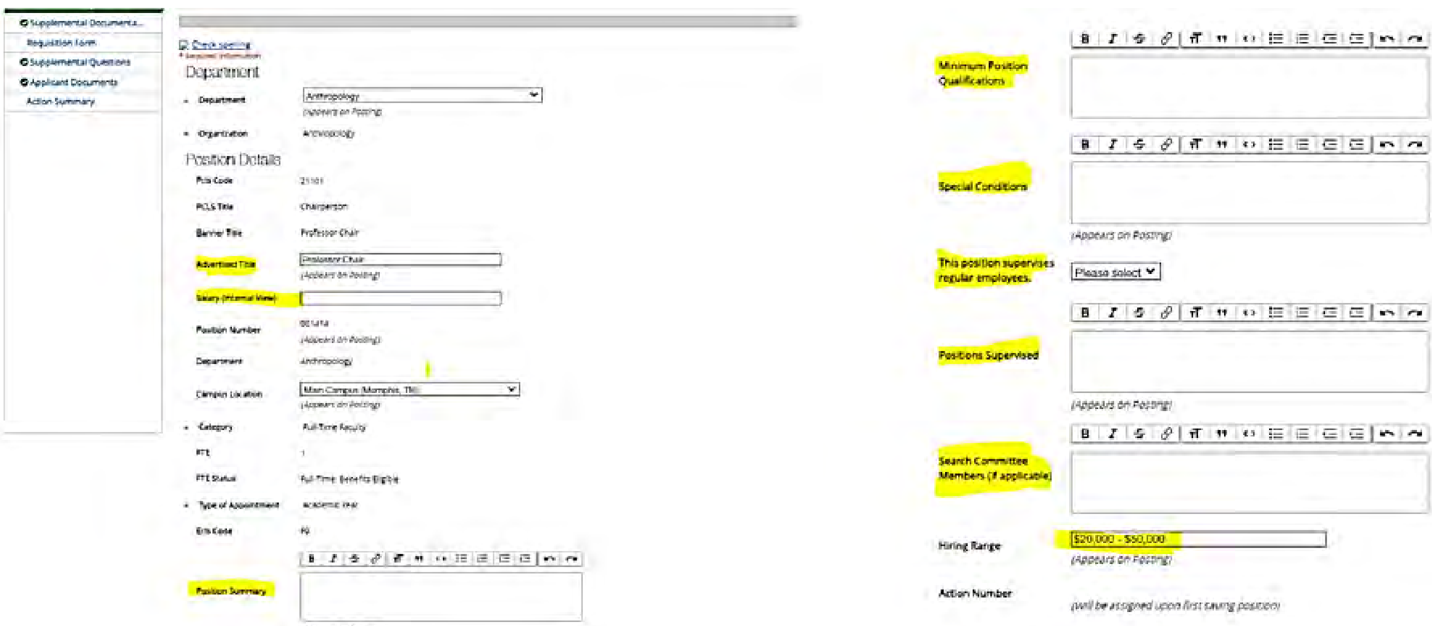
5. Once you have selected the appropriate position by double clicking, a new screen will appear. Select “Request to Fill” from the action items on the right.



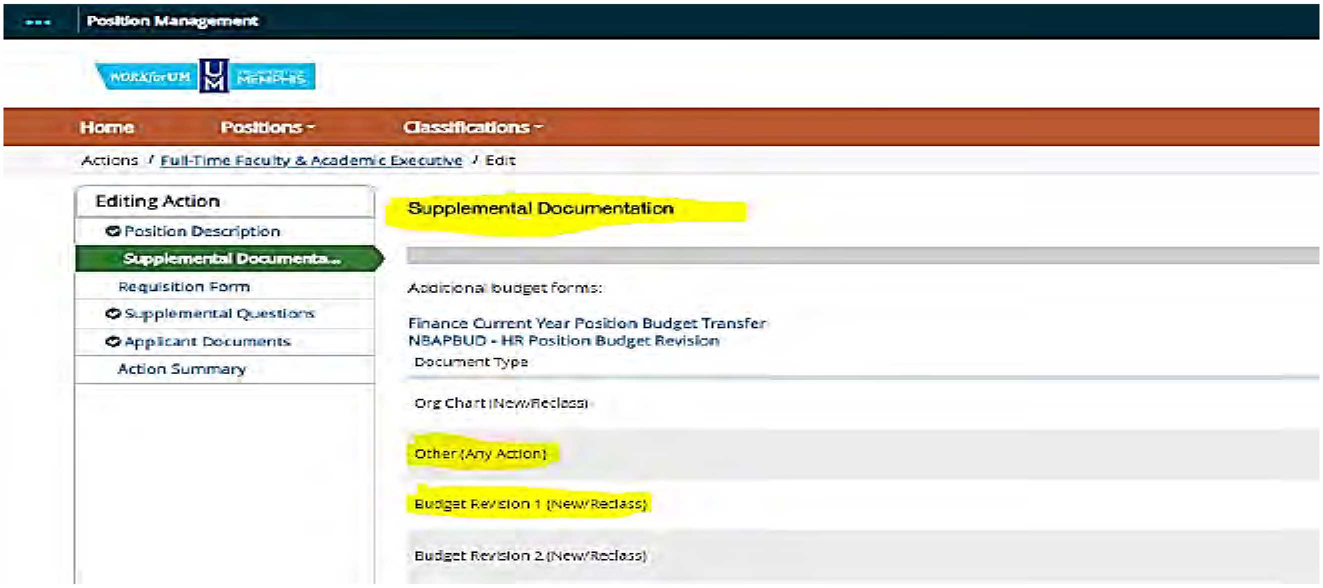
6. WorkforUM will then ask you to confirm your selection by choosing “Start”.

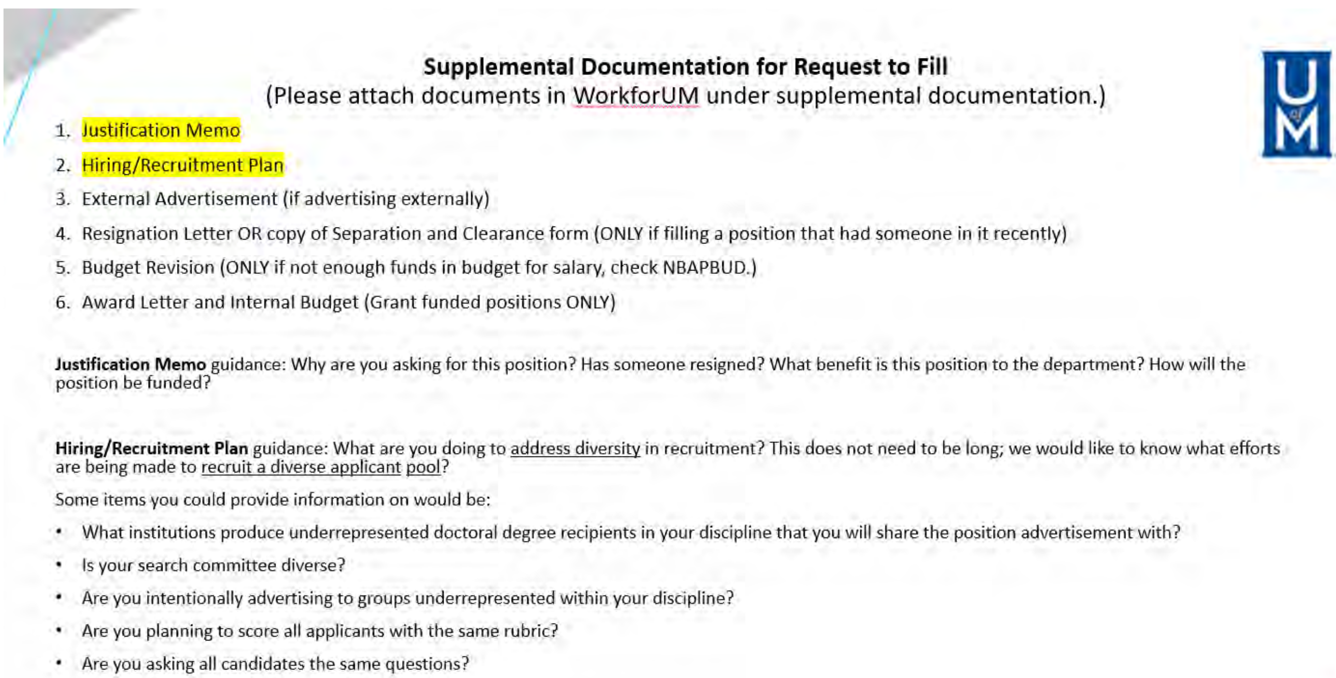


7. Now that you have begun the request to fill, you are within the position and able to update the position details. Once you complete updating the details, save and continue.



8. *Supplemental documentation* has its own section, and all required documentation such as the justification memo, hiring/recruitment plan, and in some cases a budget revision, should be uploaded and attached here. Save and continue.





Supplemental Documentation for Request to Fill

(Please attach documents in WorkforUM under supplemental documentation.)

1. Justification Memo
2. Hiring/Recruitment Plan
3. External Advertisement (if advertising externally)
4. Resignation Letter OR copy of Separation and Clearance form (ONLY if filling a position that had someone in it recently)
5. Budget Revision (ONLY if not enough funds in budget for salary, check NBAPBUD.)
6. Award Letter and Internal Budget (Grant funded positions ONLY)

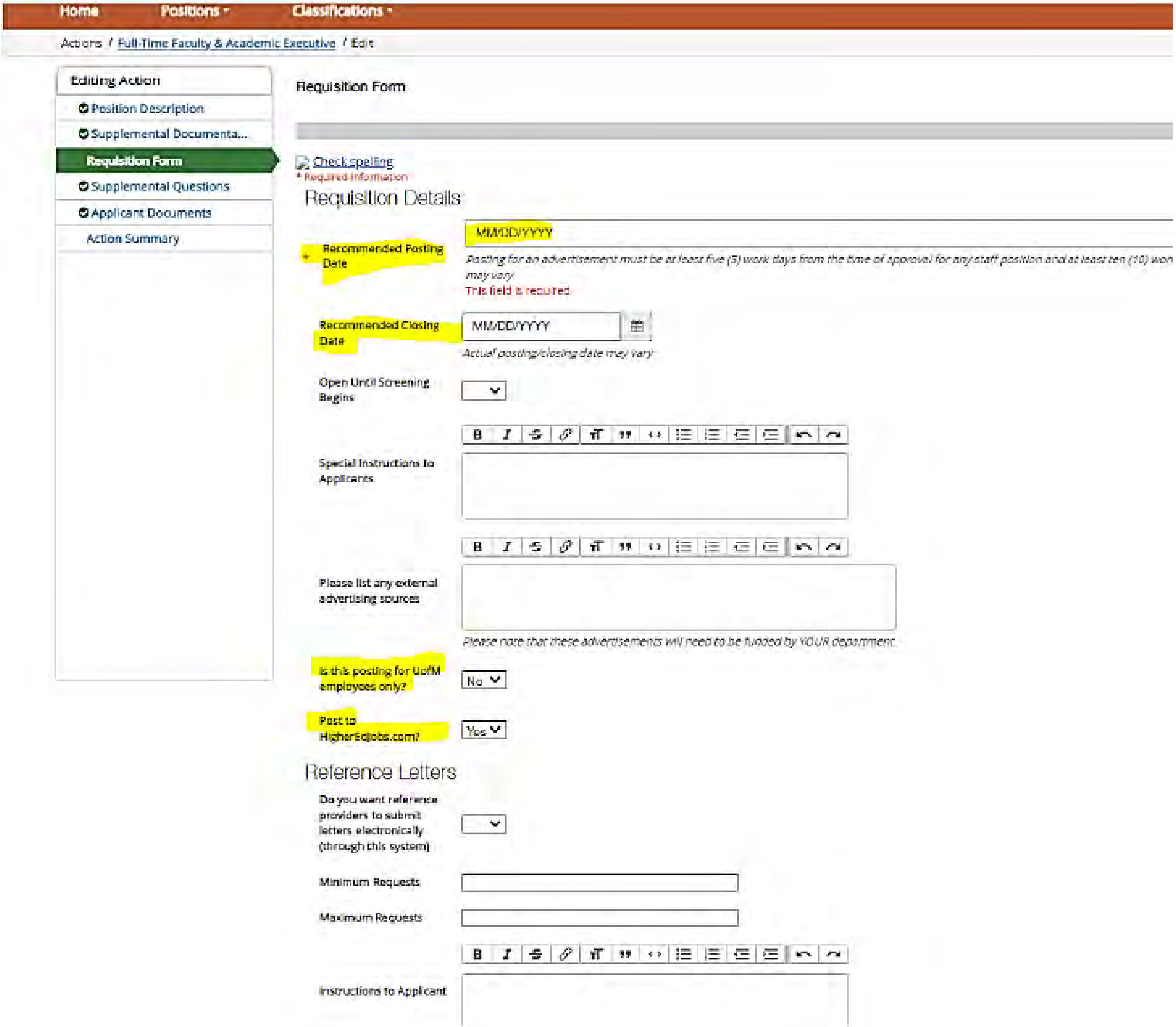
Justification Memo guidance: Why are you asking for this position? Has someone resigned? What benefit is this position to the department? How will the position be funded?

Hiring/Recruitment Plan guidance: What are you doing to address diversity in recruitment? This does not need to be long; we would like to know what efforts are being made to recruit a diverse applicant pool?

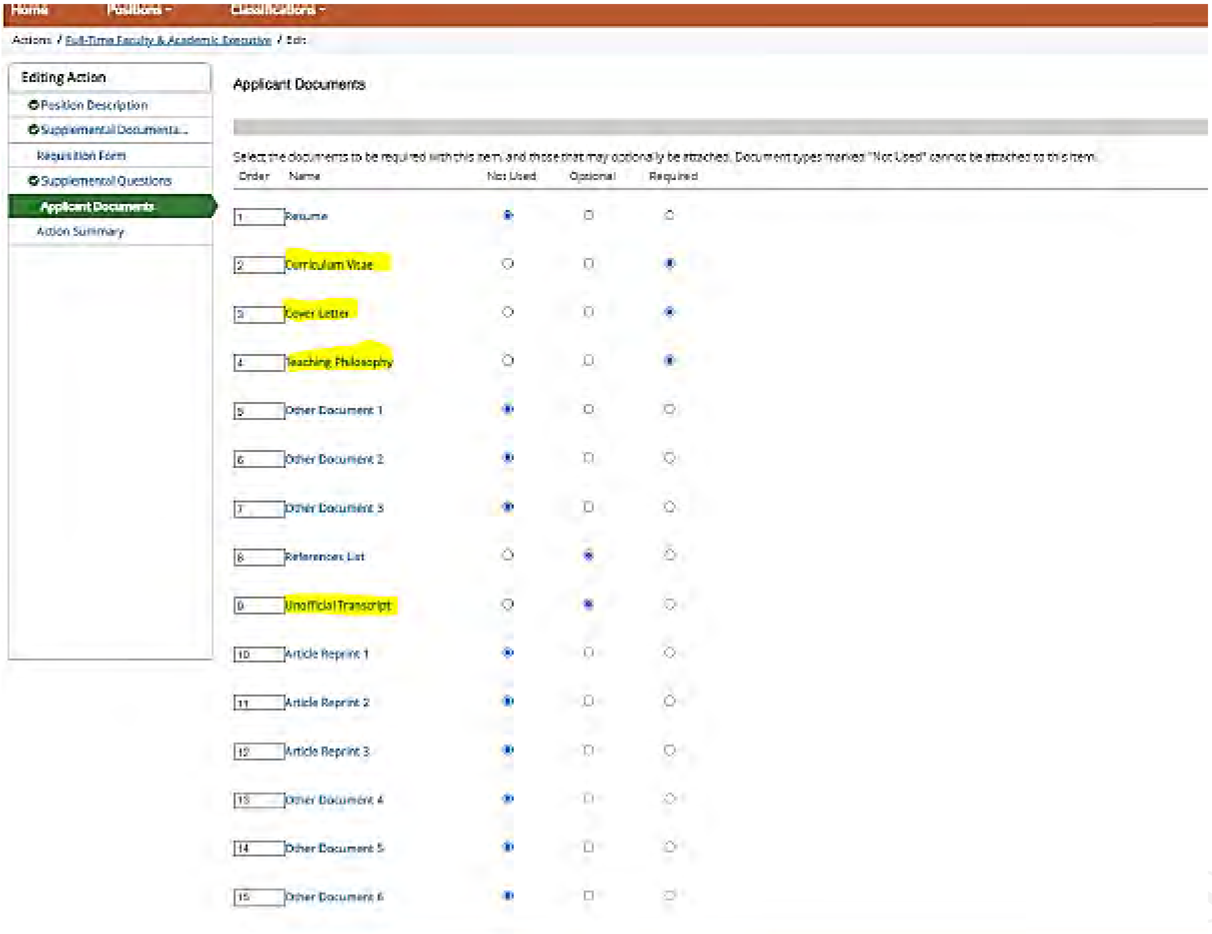
Some items you could provide information on would be:

- What institutions produce underrepresented doctoral degree recipients in your discipline that you will share the position advertisement with?
- Is your search committee diverse?
- Are you intentionally advertising to groups underrepresented within your discipline?
- Are you planning to score all applicants with the same rubric?
- Are you asking all candidates the same questions?

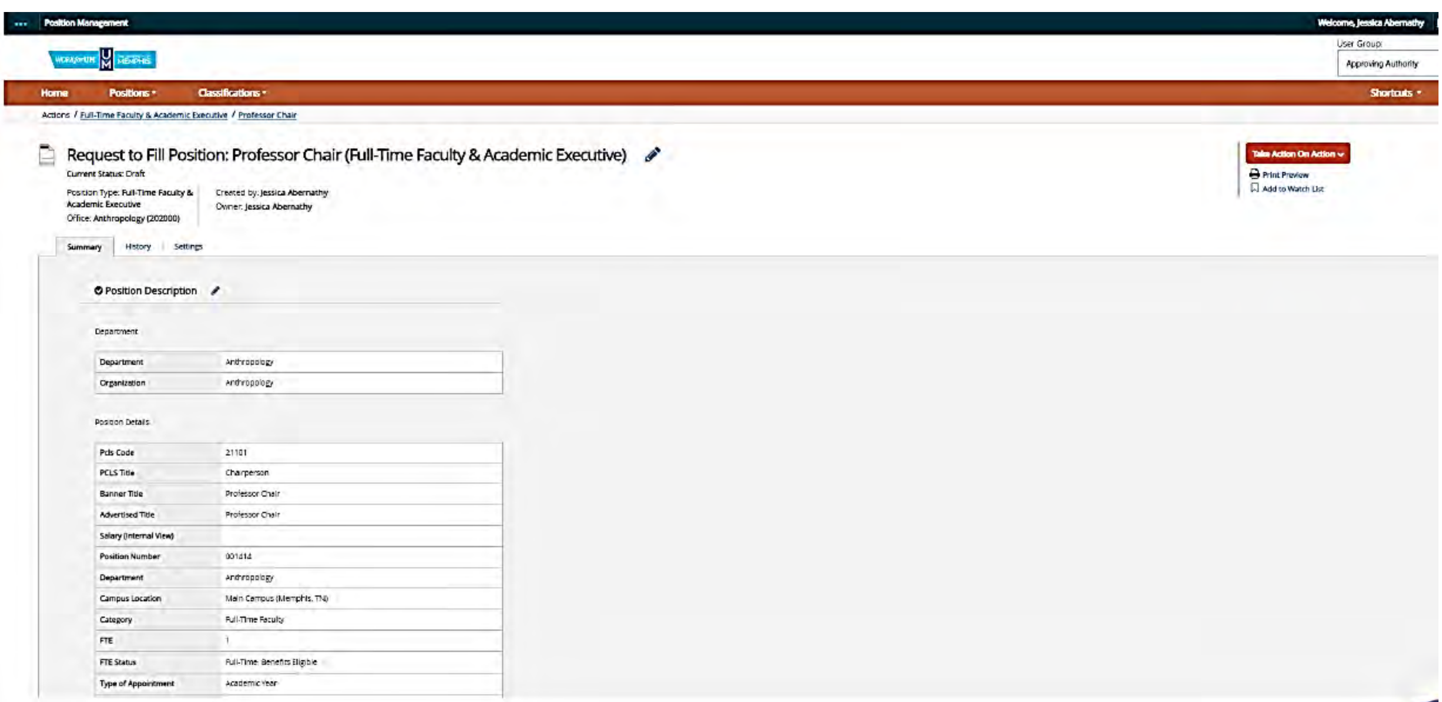
9. The next section will be the “Requisition Form.” On this page, you must choose a date for the position to post. *If you do not include an end date for the posting it will remain open/posted until you contact HR and request that they close it. Save and continue.



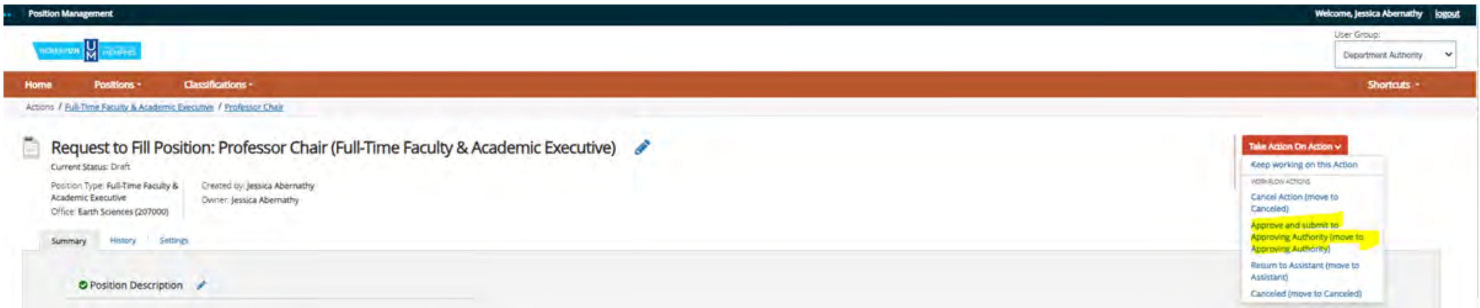
10. Next, select any applicant documents you would like submitted with the application.



11. Finally, you will be brought back to "Action Summary" where you can review your changes before submitting.



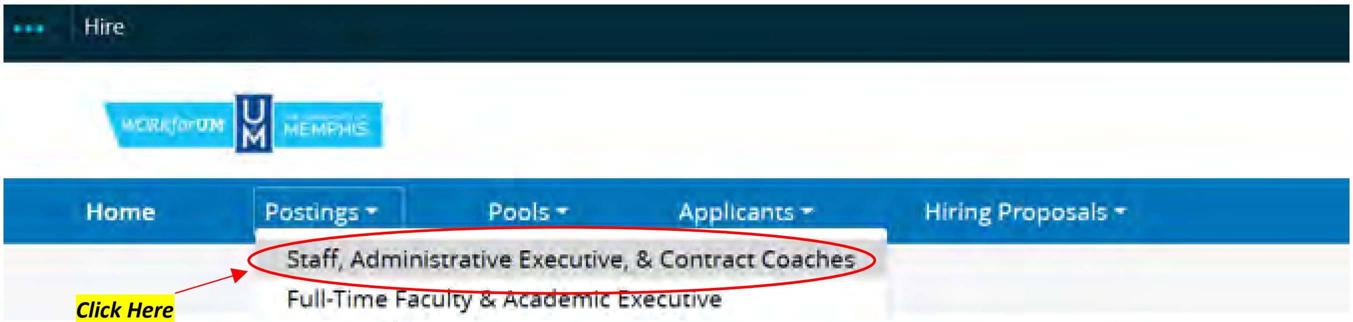
12. Check your information. If everything looks correct, select the “**Take Action on Action”** drop-down menu in the upper right corner and select “**Approve and submit to Approving Authority.**”



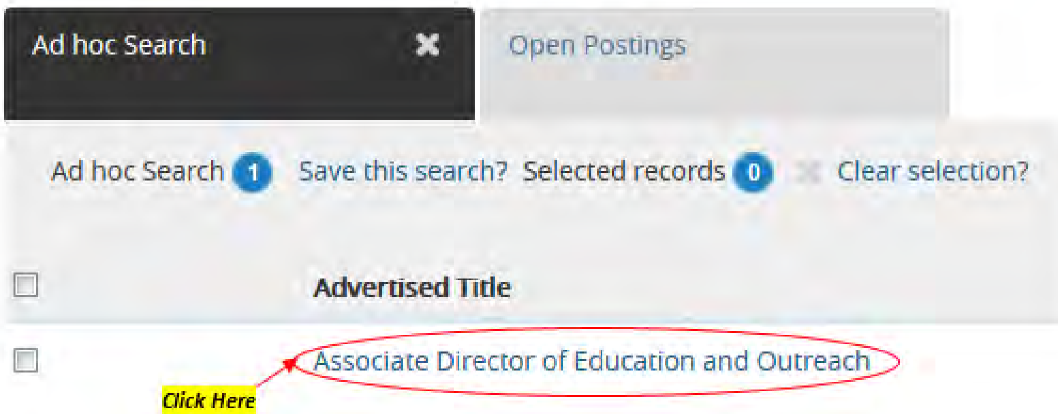
Hiring Proposal

step by step process

1



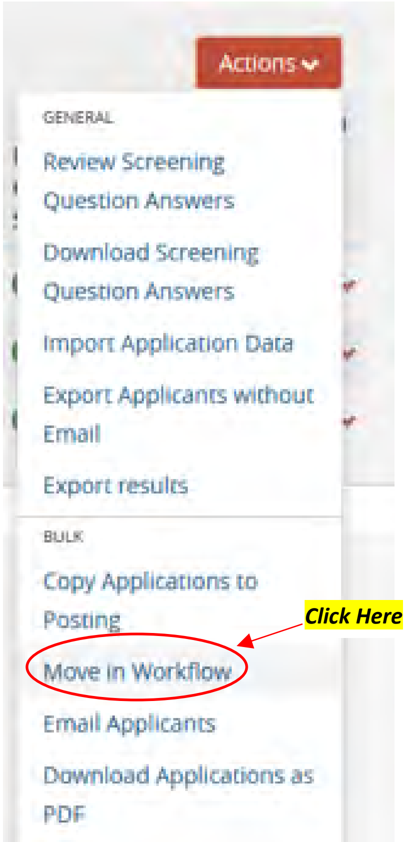
2



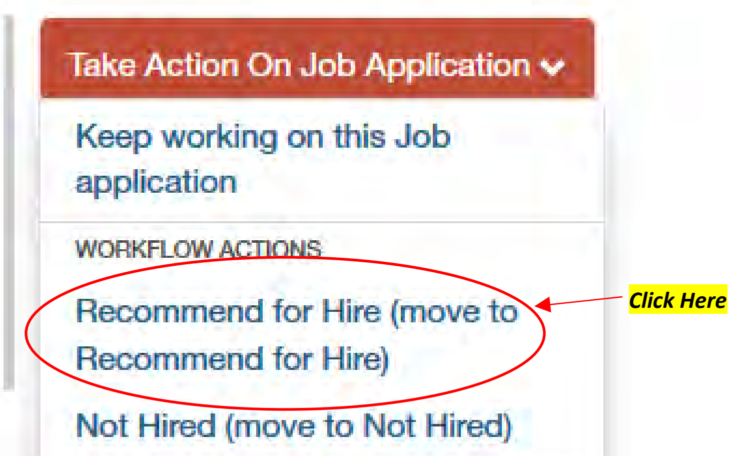
3

4

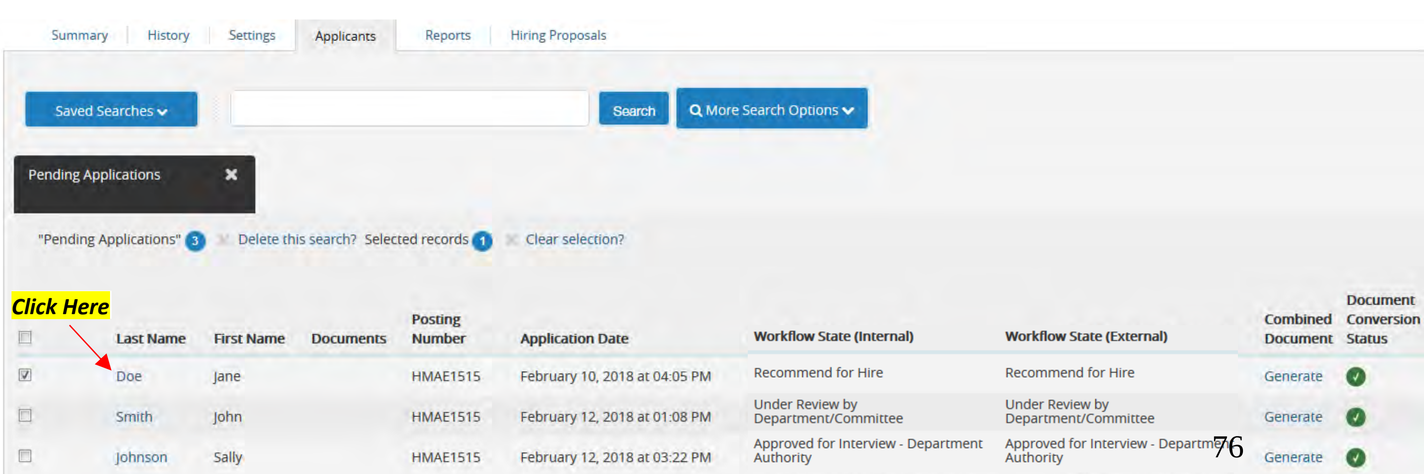
5


Actions
GENERAL
Review Screening Question Answers
Download Screening Question Answers
Import Application Data
Export Applicants without Email
Export results
BULK
Copy Applications to Posting
Move in Workflow
Email Applicants
Download Applications as PDF
Click Here

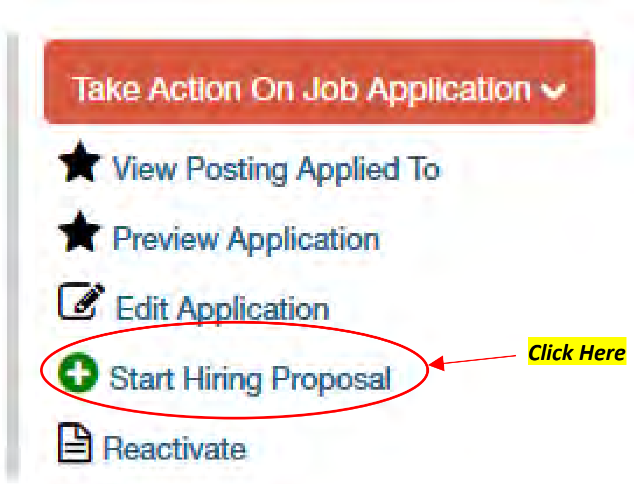
6


Take Action On Job Application
Keep working on this Job application
WORKFLOW ACTIONS
Recommend for Hire (move to Recommend for Hire)
Not Hired (move to Not Hired)
Click Here

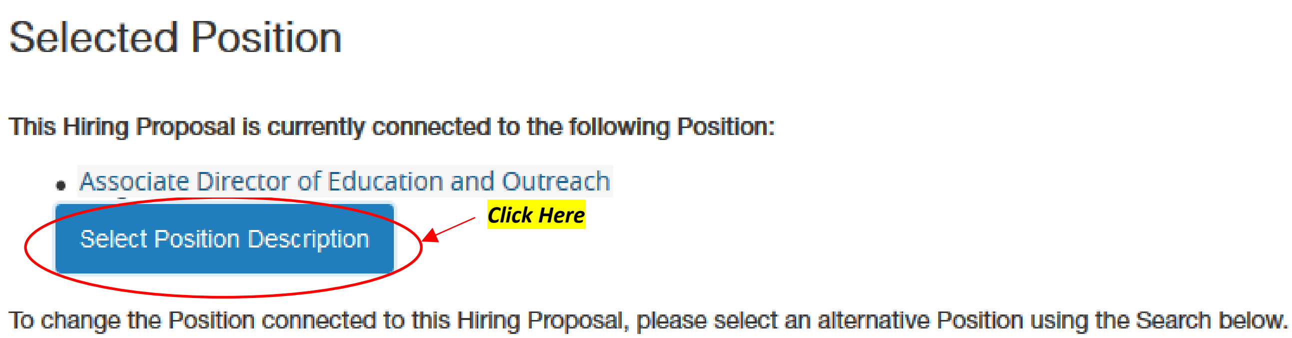
7


Summary
History
Settings
Applicants
Reports
Hiring Proposals
Saved Searches
Search
More Search Options
Pending Applications
"Pending Applications" 3
Delete this search?
Selected records 1
Clear selection?
Click Here
Last Name
First Name
Documents
Posting Number
Application Date
Workflow State (Internal)
Workflow State (External)
Combined Document
Document Conversion Status
Doe
Jane
HMAE1515
February 10, 2018 at 04:05 PM
Recommend for Hire
Recommend for Hire
Generate
Smith
John
HMAE1515
February 12, 2018 at 01:08 PM
Under Review by Department/Committee
Under Review by Department/Committee
Generate
Johnson
Sally
HMAE1515
February 12, 2018 at 03:22 PM
Approved for Interview - Department Authority
Approved for Interview - Departme
Authority
Generate

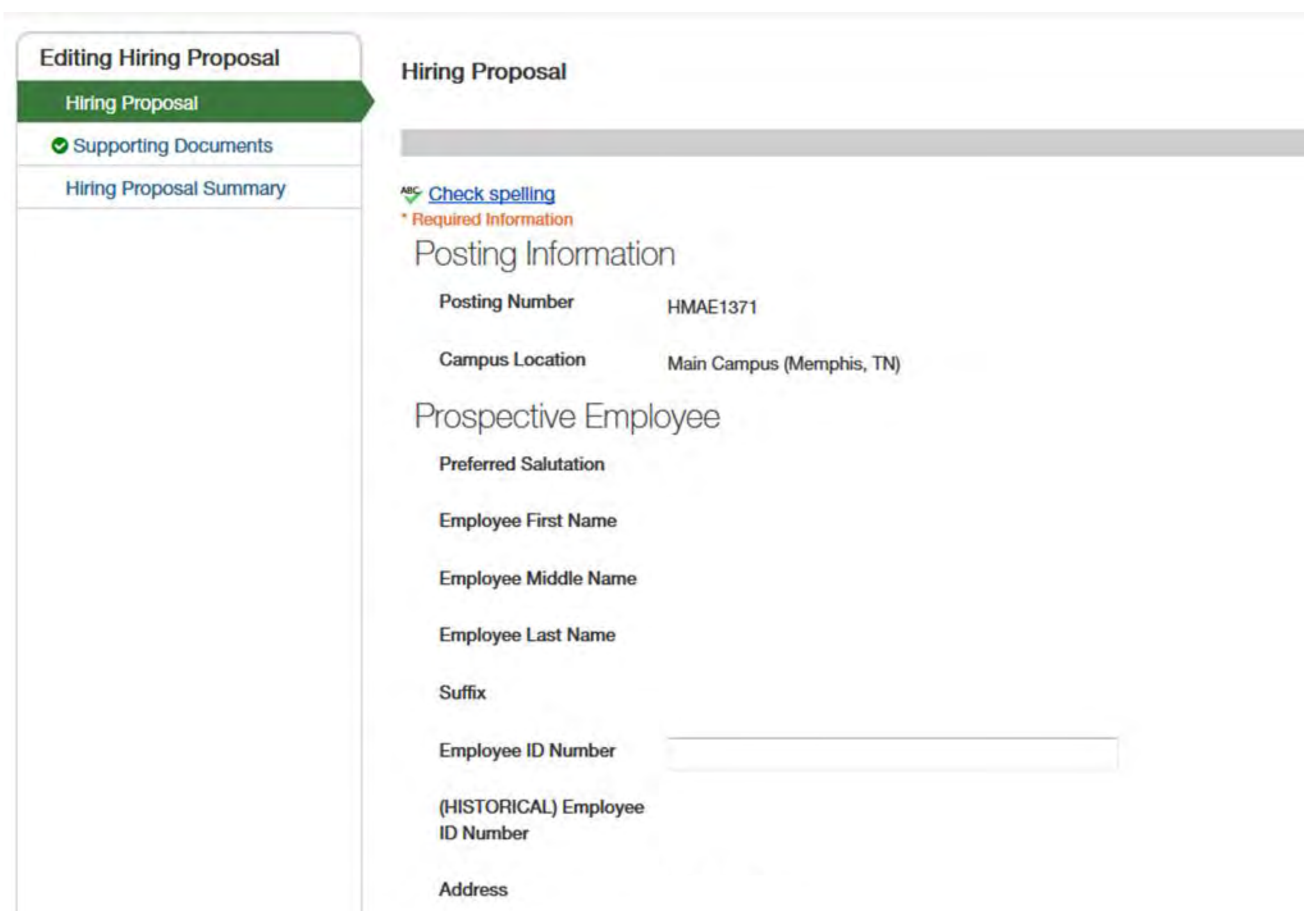
8


Take Action On Job Application
View Posting Applied To
Preview Application
Edit Application
Start Hiring Proposal
Click Here
Reactivate

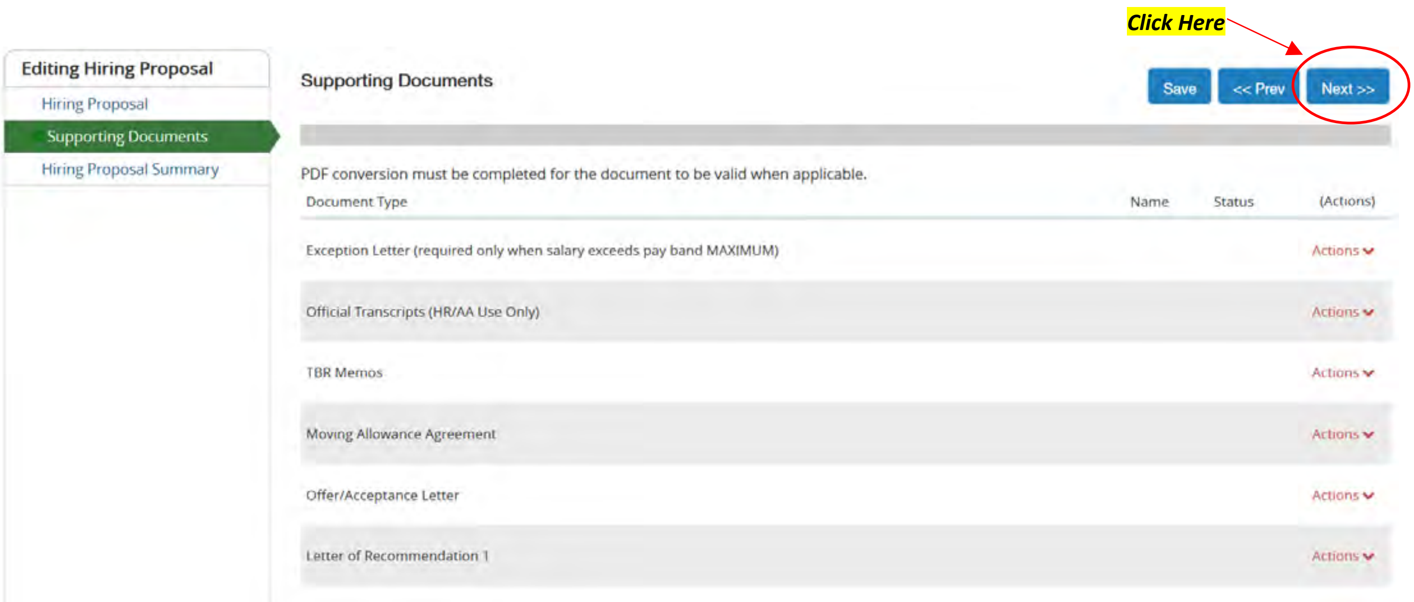
9


Selected Position
This Hiring Proposal is currently connected to the following Position:
Associate Director of Education and Outreach
Select Position Description
Click Here
To change the Position connected to this Hiring Proposal, please select an alternative Position using the Search below.

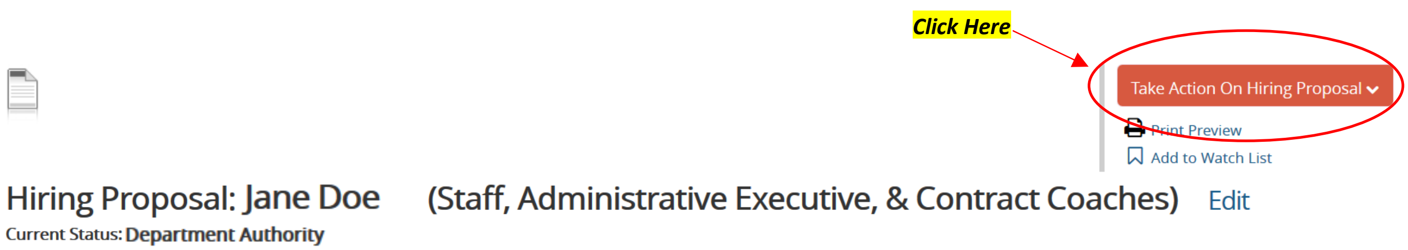
10


Editing Hiring Proposal
Hiring Proposal
Supporting Documents
Hiring Proposal Summary
Hiring Proposal
Check spelling
* Required Information
Posting Information
Posting Number
HMAE1371
Campus Location
Main Campus (Memphis, TN)
Prospective Employee
Preferred Salutation
Employee First Name
Employee Middle Name
Employee Last Name
Suffix
Employee ID Number
(HISTORICAL) Employee ID Number
Address

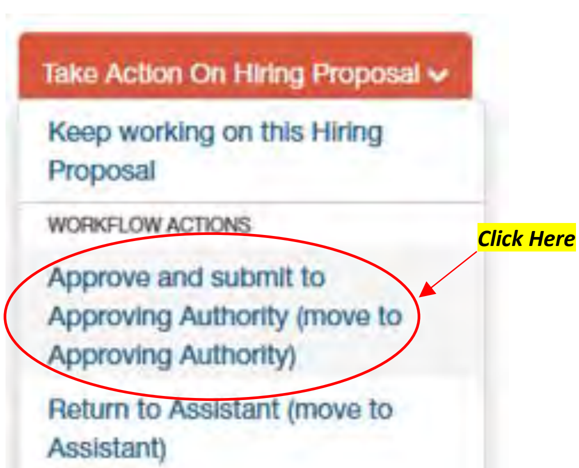
11


Click Here
Editing Hiring Proposal
Hiring Proposal
Supporting Documents
Hiring Proposal Summary
Supporting Documents
Save
<< Prev
Next >>
PDF conversion must be completed for the document to be valid when applicable.
Document Type
Name
Status
(Actions)
Exception Letter (required only when salary exceeds pay band MAXIMUM)
Actions
Official Transcripts (HR/AA Use Only)
Actions
TBR Memos
Actions
Moving Allowance Agreement
Actions
Offer/Acceptance Letter
Actions
Letter of Recommendation 1
Actions

12


Click Here
Take Action On Hiring Proposal
Print Preview
Add to Watch List
Hiring Proposal: Jane Doe (Staff, Administrative Executive, & Contract Coaches) Edit
Current Status: Department Authority

13


Take Action On Hiring Proposal
Keep working on this Hiring Proposal
WORKFLOW ACTIONS
Approve and submit to Approving Authority (move to Approving Authority)
Click Here
Return to Assistant (move to Assistant)

Required Documentation for Request to Fill & New Position Requests

(Please attach documents in WorkforUM under supplemental documentation.)

1. Justification Memo
2. Hiring/Recruitment Plan
3. Budget Revision (Always required for new positions; also required with request to fill when not enough funds in budget to cover salary.)
4. Award Letter and Internal Budget (Grant funded positions ONLY)
5. External Advertisement (if advertising externally)
6. Resignation Letter OR copy of Separation and Clearance form (ONLY if filling a position that had someone in it recently)

Justification Memo guidance: Why are you asking for this position? Has someone resigned? What benefit is this position to the department? How will the position be funded?

Hiring/Recruitment Plan guidance: What are you doing to address diversity in recruitment? This does not need to be long; we would like to know what efforts are being made to recruit a diverse applicant pool?

Some items you could provide information on would be:

- What institutions produce underrepresented doctoral degree recipients in your discipline that you will share the position advertisement with?
- Is your search committee diverse?
- Are you intentionally advertising to groups underrepresented within your discipline?
- Are you planning to score all applicants with the same rubric?
- Are you asking all candidates the same questions?

Waiver of Search & Reclass

Requests for items below must be approved by the dean and provost ***prior*** to submitting a WorkforUM action. All items should be discussed with and approved by the dean before elevating for provost consideration.

1. Waiver of Search form: must attach applicant CV, draft offer letter, and justification (combine into one pdf document)
2. Reclassifications: To request a reclass please email a justification memo, excel spreadsheet of current vs. proposed duties, and a preliminary budget revision (how is your department covering the change in salary?) to jmabrnth@memphis.edu for CAS Dean's office consideration.

To enter a reclass request in WorkforUM you must attach the following documentation under supplemental documentation:

- Justification memo with Dean and Provost signatures or an email documenting dean and provost approval.

Waiver of Search Requests

All requests to waive the University's search requirements, in whole or in part, must accompany a completed Waiver of Search Form. Incomplete submissions will result in delays in processing. Signatures from the Dean and Provost's office must be obtained before submitting the form via WorkforUM. You may review the full policy GE2043 in PolicyTech.

All requests should be submitted through WorkforUM and be approved prior to OIE review. Failure to obtain all required approvals will result in delays in processing. OIE will review the action in WorkforUM and approve or disapprove the request within five (5) business days. The reason(s) for denial will be shared with the requesting department. If the department does not demonstrate an appropriate justification for a Waiver of Search, they will be required to recruit for the vacant position utilizing the regular recruitment process.

Waiver of Search Criteria: In limited circumstances, the University's interests are best served in foregoing the standard posting and search procedures. In such cases, a waiver of all or part of the regular search process may be granted. Below are the criteria that can justify a waiver of any part of the search process:

a. Within the past twelve (12) months, the department conducted a search that yielded a diverse candidate pool, and the department wishes to select a candidate from the original pool for the opening in the same job title.

b. Lack of available, qualified candidates as evidenced by at least two (2) failed searches in the past year.

c. Emergency circumstances that are truly unique and cannot be resolved effectively through other means.

d. Lack of planning will not be considered an emergency circumstance.

e. The candidate is specifically named in a grant. The face page and portion of the grant which names the individual must be included with the waiver.

f. The position would be filled by an accompanying spouse/domestic partner, whose appointment is necessary to recruit a successful candidate identified in a pre-existing search in the same or a different department, or to retain a current faculty member. Please attach an explanation of the necessity for the exemption and the programmatic needs justifying employment of the accompanying spouse/domestic partner. No appointments shall be made that violate the University's policy HR5055 Nepotism and Personal Relationships.

g. The University recognizes that unique circumstances may occur outside the standard requests for a waiver of the search process other than those identified above. If the request for a waiver is based on other reasons, the requesting department should contact OIE prior to submission to discuss.

Electronic Offer Letters for Faculty

All faculty positions require an electronic offer letter to be completed in WorkforUM within the hiring proposal. **<u>You will not need to write a letter as they are no longer mailed out nor attached as supplemental documentation</u>.** Human Resources provides editable letter templates. These templates can be edited at the department, the dean, and the provost levels. To access the template, complete the following steps:

1. Look for the *"Offer Letter"* tab on the candidate's hiring proposal.
2. In the drop down menu, select the correct offer letter template for your hire.
    - Departments/deans will have 19 choices of potential letters templates to be created:
        - Tenure Track Offer Letter
        - One Year Offer Letter
        - Lambuth One Year Offer Letter
        - Post-Doctoral Fellow Offer Letter
        - Clinical Faculty Offer Letter
        - Grant-Funded Tenure Track Offer Letter
        - Grant-Funded One Year Offer Letter
        - Grant-Funded Lambuth One Year Offer Letter
        - Grant-Funded Post-Doctoral Fellow Offer Letter
        - Grant-Funded Clinical Faculty Offer Letter
        - Campus School Offer Letter
        - Middle School Offer Letter
        - Lipman ELRC Offer Letter
        - University Libraries Offer Letter Template
        - Grant-Funded University Libraries Offer Letter
        - Instructor Coordinator Offer Letter
        - Research Faculty Offer Letter
        - Grant-Funded Research Faculty Offer Letter
        - Chair Offer Letter
3. Once the correct template is selected, **<u>you will need to edit the letter to reflect what needs to be stated</u>**.
4. Certain fields from the hiring proposal, such as salary, are automatically populated into the letter.
5. Traditional signatures from the hiring authority are **<u>NOT</u>** needed.
6. Once the wording of the letter has been finalized, Academic Affairs will send the final version to the candidate, who may either accept or decline.
7. All parties will be notified when a response from the candidate has been received.

For additional help contact the following:

- Faculty Positions: Faculty Administrative Services - facultyservices@memphis.edu
- Staff & Temp Positions: HR Business Partners - hrbp@memphis.edu
- System Issues: Danny Linton - dmlinton@memphis.edu
- Budget Issues: Susan Boyce or Grants & Contracts - dboyce@memphis.edu or grants@memphis.edu
- Interview Pool Approvals, etc.: Institutional Equity - oie@memphis.edu
- Anything: Danny Linton - dmlinton@memphis.edu

Example Offer Letter

Appointment Form (Hiring Proposal): Daniel Linton (Full-Time Faculty & Aca

Current Status: Hiring Proposal Approved/Position Seated

Position Type: **Full-Time Faculty & Academic Executive**

Office: **Loewenberg College of Nursing (265000)**

Applicant: Daniel Linton

Posting: Loewenberg Chair of Excellence/Director for Nursing Research

Position: Loewenberg Chair of Excellence/Director for Nursing Research

Created by: **Daniel Linton**

Owner: **HR**

Summary | History | Offer Letter

Status: Offer Letter Completed

THE UNIVERSITY OF MEMPHIS.

May 14, 2020

Daniel Linton
417 S Main St Apt 102
Memphis, TN 38103

Dr. Linton:

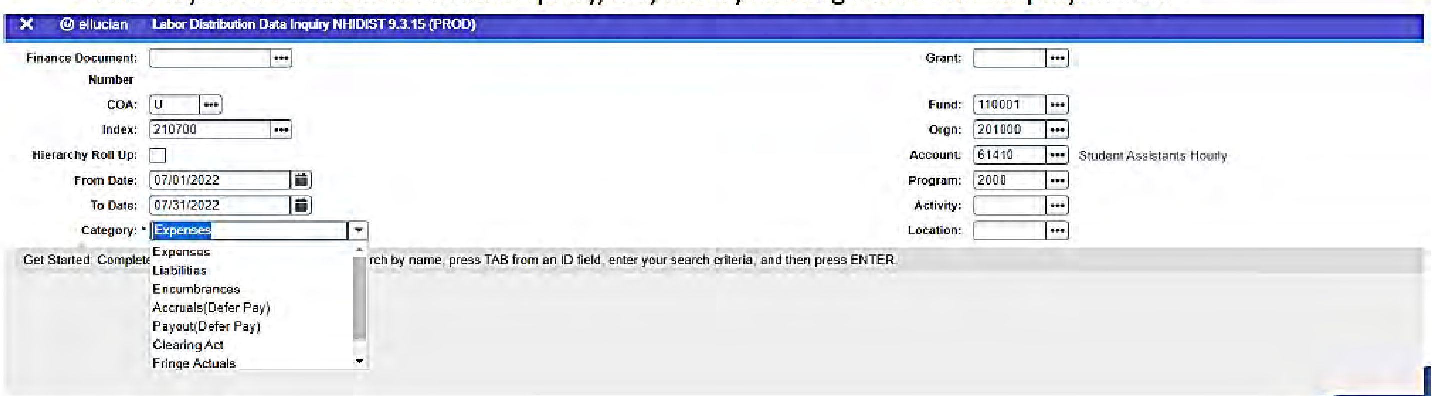
I am very pleased to offer you a tenure-track appointment as a(n) Assistant Professor in the Department of Loewenberg College of Nursing at the University of Memphis. The appointment will commence on 08/17/2020. Your compensation package will include a 9-month base salary (institutional base pay) of $50,000 for the fall and spring semesters (to be paid in twelve monthly payments, in accordance to the University of Memphis policy BF4019, with the first monthly payment at the end of September).

The research compensation program may allow faculty to supplement their 9-month institutional base pay upon successful solicitation of external grants and contracts. This compensation would come from the salary recovery received by your department as the result of your externally funded research program.

Checking Employee and Employee Salaries in Banner

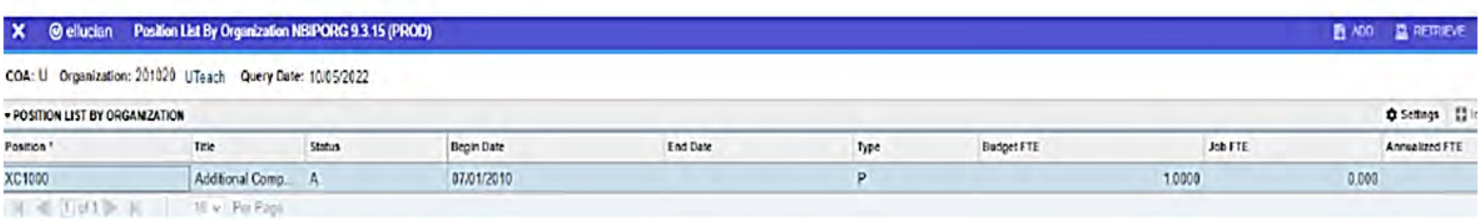
NHIDIST

- Labor Distribution Data Inquiry
- View employees paid from department index by date and account code
- Able to view salary charged (expenses) and salary encumbrances (future obligations)
- Allows you to do basic or advance query, i.e., name, earnings code and employee class



NBIPORG

- Position List By Organization
- View all positions located under a specific org code



Contracts

Part-time Faculty eContracts

- Deadline – 5th workday of the month per appointment guidelines

- Account Code – 61253 for Fall and Spring semesters; 61256 for Summer

- Rate of Pay – based on Arts and Sciences established three level pay rate. The three levels of pay rate is based on degree, longevity, and teaching experience. Pay rate increase is due to across the board increase.
    - Level 1 – meet minimum requirements for teaching
    - Level 2 – terminal degree and/or several years (3-5) of experience and a strong teaching record at the UofM
    - Level 3 – terminal degree and a strong record of teaching experience

Extra Compensation eContracts

- Deadline – 5th working day of the month per HR guidance

- Eligibility– Work performed outside of and in addition to normal work schedule, duties and responsibilities (HR5011)

- Eclass – Monthly paid employees AD, FA, FD (Hourly paid employees receive over-time; F9 faculty use the summer compensation portal)

- F9 faculty use the Extra Compensation eContract during the Fall and Spring Semesters

- Extra Compensation will need to be completed for FA and AD E-class positions who are teaching outside of their normal job duties. Compensation is to be based on CAS three levels for adjunct faculty/part-time instructor pay rates. Justification should be in detail explaining overload or explaining how job duties doesn't require teaching.

Faculty Summer Compensation eContracts

- The University policy on Summer Compensation for Nine-Month Faculty is HR5012

- The Home Department initiates contracts for faculty in their area

- The Maximum compensation allowable is 33 1/3% of annual base salary during the summer

- There is a two-step process: eContract approval and EPAF approval

Faculty Summer Compensation eContracts - Credit Instruction

- Maximum compensation allowable is 25% of annual base salary

- Courses auto-populate if the faculty member is already identified as the instructor of record

- Arts and Sciences has a $7,000 payment cap per course

    - Annual base salary x 3.125% x # credit hours = payment
    - Example: $90,000 x 3.125% x 3 credit hours = $8,437.50   CAP/ $7,000

Faculty Summer Compensation eContracts

Summer Credit Instruction Dates

Session	Job Effective Date (beginning)	Job Effective Date (end)	Pay Date(s)	Banner Job Change Reason	Banner Term Code
Pre Session	5/1	5/31	5/31	SCPRE	PRE
1st Session	6/1	7/31	6/30 and 7/31	SC1ST	1ST
1st Teacher	6/1	6/30	6/30	SC1TC	1TE
2nd Session	7/1	8/31	7/31 and 8/31	SC2ND	2ND
2nd Teacher	7/1	7/31	7/31	SC2TC	2TE
Full Session	6/1	8/31	6/30, 7/31, and 8/31	SCFUL	1
RODP	6/1	8/31	6/30, 7/31, and 8/31	SCROD	ROD
Law	6/1	6/30	6/30	SCLAW	LAW

Faculty Summer Compensation eContracts - Sponsored Programs (Grants)

- Maximum compensation is 90% of maximum summer compensation allowable
- Verify funding through FRIGITD screen in Banner Admin Pages or the internal budget in Cayuse
- Verify grant end date through FRAGRNT screen; payments should be processed prior to end date
- Work with your Grant Accountant

Graduate Assistant eContracts

- Deadline – Based on Graduate School calendar
- Monthly – summer contracts can extend from May 1st through August 31st
- Biweekly– summer contracts can extend from May 8th through August 11th or 25th
- Monthly and Bi-weekly contracts cannot overlap

Faculty Incentive Compensation

Purpose: To reward faculty for sustained research productivity and scholarly activities.

Who is eligible?

- Individuals eligible for Incentive Compensation hold faculty rank and are paid from EDUGEN positions. All faculty (including tenured, tenure-track, non-tenure track/clinical/research/instructors)

- Banner E-class FA or F9

Exception to policy:

- Position that are grant-funded by centers and chairs of excellence are considered EDUGEN positions.

Incentive Compensation:

- Form of non-guaranteed supplemental compensation based on 50% of salary recovery.

Policy - RE7006 (Please review)

Faculty seeking Incentive Compensation must:

- Receive approval by their Chair and Dean to receive up to 50% of salary recovery.

- Obtain external funding for his/her base salary.

- Verify work performed by completing the effort certification and complying with BF4010 Certification of Effort.

- Initiate payment by completing the incentive payment request form.

- Meet or exceed all other expectations related to his/her faculty rank.

Process

Effort Certification:

- Effort Certification Reporting Webpage – Step – by – Step Instructions & Training Videos

- Faculty must complete effort certification process to document work on sponsored projects before requesting incentive pay.

- BF4010 - Certification of Effort BF4010 - Certification of Effort

- Effort Certification User Guide

- Approvals are no longer needed. Certification is complete once effort form is certified.

- No longer able to make changes to effort form. Will need to click "Request Changes" button and send e-mail to Business Officer/Admin to request salary redistribution. Once salary redistribution is complete you are then able to certify your effort.

- Effort Certification now includes unrestricted/non-sponsored research for faculty.
    - Currently, the system is programed to capture non-sponsored research under program codes 2611 – University Research and 2510 – Center of Excellence.

- **Effort certification is now completed monthly beginning February 1, 2023.**

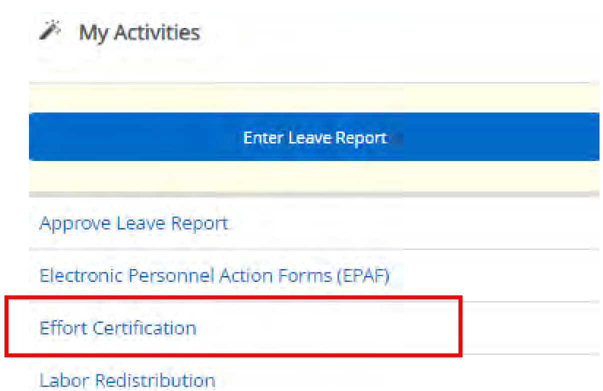
- Starting with the Spring 2023 Effort Periods, if required Effort Certification isn't complete in a timely manner – 45 days after the end of the monthly Effort Period, a new process will be in place to move any non-certified effort back to the Department.

See page 88 for instructions on completing Effort Certification form

Effort Certification Quick-Guide for Certifiers

Banner Self-Service Effort Certification

1. Login to the mymemphis.edu portal.
2. Click on the **Employee** tab.
3. In the Banner Employee Dashboard channel, click on the **Employee Portal** link.
4. Click **Effort Certification** in the ‘My Activities’ section**.**



5. Click on **Certify My Effort** tab. Highlight and double-click on the report period to be certified.
6. Verify effort percentages are correct per funding.
7. Click on the **Pay Period Summary** tab and verify pay period effort allocations are correct.
8. After you review the details, from the **Effort Report** tab
   - If all the information is correct, click the **Certify** button, review the certification statement, and click **I Agree** .
   - If changes are necessary:
     - click on the **Request Changes** button. An email window will open for you to request changes.
     - Email your departmental financial representative to initiate a Labor Redistribution. Provide details of the changes to be made.
9. At the top of the screen, click **Print** to print a copy of the effort report.
10. Sign out by clicking on the icon next to your name top right of the screen.
11. Once a report is certified, it will be completed and **locked**. A green checkmark will appear by your name in the **Routing Queue** when the report has been successfully certified.

Visit the Effort Certification website for more detailed information

https://www.memphis.edu/accounting/effort.php

Salary Redistribution

Note: Salary redistribution is moving to Banner Self-Service. Training will be coming Fall 2023.

You can find salary redistribution at the following link: Banner Labor/Salary Redistribution

Guidelines for F9 and FA Positions with Program Code 2000

The below guidelines apply to Faculty positions (F9 and FA) with program code 2000. Faculty positions with other program codes (2600, 3000, etc.), Staff positions (AD, CL, etc.) and Administrative Executive positions (AE) should continue to be processed with the current guidelines within Grants and Contracts Accounting.

Adding Restricted Labor Distributions (Ledger-5 or Cost-share)

When adding a grant or cost-share percentage of effort to a faculty member's labor record, the unrestricted University research percentage (program code 2611) should be reduced.

Example: A faculty member receives a new restricted research grant with 20% effort.

Current labor distribution:
210200/110001/202000/61210/2000 – 60%
227600/110001/202000/61210/2611 – 40%

New labor distribution:
210200/110001/202000/61210/2000 – 60%
227600/110001/202000/61210/2611 – 20%
599999/222222/202110/61210/2603 – 20%

When adding a grant or cost-share percentage of effort to a faculty member's labor record and the new percentage will exhaust the unrestricted University research percentage (program code 2611), then the instruction percentage should be reduced. (The instruction percentage includes teaching and other departmental duties.)

Example: A faculty member receives another restricted research grant with 25% effort.

Current labor distribution:
210200/110001/202000/61210/2000 – 60%
227600/110001/202000/61210/2611 – 20%
599999/222222/202110/61210/2603 – 20%

New labor distribution:
210200/110001/202000/61210/2000 – 55%
599999/222222/202110/61210/2603 – 20%
588888/233333/202110/61210/2603 – 25%

Process (cont.)

Helpful tools to verify effort:

- Grant internal budget
- Banner screen – NBAJOBS, NHIEDST, NHIDIST

Salary Recovery Entry:

- Salary recovery budget entry is completed by Grants and Contracts Accounting.
- Budget is moved from below salary account codes to grant recovery account code.
  - Account Codes
    - 61110 – 61165
    - 61210 – 61265
  - Note: Below account codes do not apply to faculty incentive compensation.
    - 61310 or 61312 – 61365
    - 61610 - 61665

Salary Recovery Entry - Example: FGIBDST or FGIBDSR

COA: U Fiscal Year: 22 Index: 210360 Fund: 110001 Organization: 210000 Account: 61265 Program: 2000 Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Settings Insert

Active filters: Description: %Venugopal% Clear All

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *
61265	210000	2000	ABD	3,316.00	+	BG4	J0287608	02/22/2022	02/22/2022	HR BR Pos016151 Venugopal D 540943	U	110001
			Total	3,316.00	+							

Incentive Pay Calculation - Example:

EE Name	Dr. Deepak Venugopal						
UID	U00596473						
Position Number	016151						
Encumbered Salary:	$110,532.36						
# Months paid out	8						

Enter Splits Here:

Index	# months charged	Fall Percent	Fall Amount	# months charged	Spring Percent	Spring Amount	Total Recovery
540943 - 227829	4	6%	$3,315.97	4	6%	$3,315.97	$6,632
	0	0%	$0.00	0	0%	$0.00	$0
	0	0%	$0.00	0	0%	$0.00	$0
			$3,315.97			$3,315.97	$6,632

Fall 2021			
540943	$1,657.99		
	$0.00		
	$0.00		
	$0.00		
	$0.00		
	Total	$1,657.99	
Spring 2022			
538738	$1,657.99		
	$0.00		
	$0.00		
	$0.00		
	$0.00		
	Total	$1,657.99	
	Grand Total	$3,315.97	
		$0.00	Amount Previously Paid
		$3,315.97	Grand Total Due

This reflects the 50% for the faculty Incentive Compensation
The other 50% remains with the department

Incentive Compensation Agreement & Payment Request Form - Example:

The University of Memphis

Incentive Compensation Agreement & Payment Request
FACULTY ONLY
Notes: This form is not to be used for payments funded with stimulus funding.

1. __Venugopal, Deepak______________________
Employee Name (Last, First, M.I.)

2. __U00596473__________
Banner ID

3. _Computer Science_____________ 210000__________
Employee's Home Department **Timesheet Org**

Position No. **Suffix**
For Payroll Use Only

4.
Rank/Title

5. **E-Class (9 or 12 month faculty): F9 _X_ FA ___** **Earnings Code: 680** **Account Code: 61265**

6. **Incentive Agreement:**

Incentive Compensation is a form of non-guaranteed supplemental compensation intended to reward faculty for sustained research and scholarly productivity based upon a negotiated percentage (not to exceed 50%) of salary recovery, payable after each effort certification period. The chair must balance the needs of the department with the need to reward faculty for sustained productivity. Before incentive payments can be made, the salary recovery must reimburse the department for faculty replacement costs. At the discretion of the chair, salary recovery may be allocated for other departmental purposes as shown below.

Begin Date:	09/01/2021	End Date:	12/31/2021	Negotiated Incentive Percentage:	50 %

Prior to payment of the incentive compensation, the following amounts are to be subtracted from the salary recovery allocable to each semester:

a.	Required allocation to reimburse department for faculty replacement costs (e.g. temporary instructor.)	$0
b.	Discretionary allocation to reimburse department for faculty support costs (e.g. travel or summer compensation.)	$0
c.	Discretionary allocation to meet other departmental needs (e.g. graduate assistantships or equipment.)	$0

Comments (e.g. basis for costs of replacement faculty for course loads or other reassigned activities):
Incentive pay request for following grant(s)
Index 540943 - $1,658.00

Faculty, Chairs, and Deans. We have read and will comply with University Policy for Incentive Compensation. We understand that excess payments for incentive compensation may be returned to the University through payroll deduction.

Faculty Signature Date Department Chair/Activity Head Date Dean/Director Date

7. **Payment Request:**

Index/Fund/Organization/Account Code/Program Do NOT direct charge a sponsored program.	Amount	Semester of Effort: Fall	Spring	Summer	Payment Date*
a. _Dept Acct Info_using account code 61265_________	$_1,658.00_____	_X__	_____	_____	___03/31/22______

Request for Interim/Added Duties Form

This form should be used for the reasons outlined below in Policy HR5010. Please be advised for additional duties/interim appointments you need to obtain approval BEFORE/PRIOR to work being completed.

Temporary Added Duties: Salary increases associated with the assumption of additional duties outside the scope of the current position for a defined period of time, as determined by Human Resources. Temporary Added Duties assignments should not exceed twelve months unless an exception is approved by the AVP/Chief Human Resources Officer. This type of increase does not carry a change in title.

Interim Appointment: An employee assigned on a provisional basis to perform functions of a vacant position with greater responsibility and/or scope of authority. Interim assignments should not exceed twelve months unless an exception is approved by the AVP/Chief Human Resources Officer. Salary increases for these actions will be evaluated by Human Resources in conjunction with the department/division head.

Request for Interim Appointment/ Temporary Added Duties

THE UNIVERSITY OF MEMPHIS

Please complete, save, & print this form. After signing, please scan and e-mail for approval routing. Please route only to the next office in the routing queue.

Employee Data

Employee Name: ______________________________ Employee U#:______________________________

Current Title: ______________________________ Current Position Number: ______________________________

Department/Division: ______________________________ College/School: ______________________________

Action

Choose only one:

Interim Appointment: _____ New _____ Extension

Temporary Added Duties: _____ New _____ Extension

Vacant Position for Interim Assignment:

____

Effective Start Date: ______________________________

Effective End Date: ______________________________

Current Salary: $_________ per hour (non-exempt)
(complete one)
$_________ per year (exempt)

Additional Salary Amount: $______________ per month

HR will approve final salary; department to provide budget info if paid from separate index

Justification

Please provide a statement of specific request and justification, including additional responsibilities to be assumed. Use additional pages if necessary. (NOTE: The employee will not change position numbers or job titles.)

Requester Signature

DEPARTMENT HEAD:
I request approval of the appointment as specific above. I understand all signatures are required for final approval.

______________________________ ______________________________ ______________
(Please print name) (Signature) (Date)

DEAN APPROVAL (Academic Affairs Only):
I request approval of the appointment as specific above. I understand all signatures are required for final approval.

______________________________ ______________________________ ______________
(Please print name) (Signature) (Date)

Approval Signatures

PROVOST/VICE PRESIDENT

_____Approved _____Disapproved ______________________________ ______________
(Signature) (Date)

PRESIDENT: ***Presidential approval only required if employee is a direct report to Provost or Vice President.***

_____Approved _____Disapproved ______________________________ ______________
(Signature) (Date)

HUMAN RESOURCES

_____Approved _____Disapproved ______________________________ ______________
(Signature) (Date)

AVP/CHIEF HR OFFICER

_____Approved _____Disapproved ______________________________ ______________
(Signature) (Date)

Bonuses and Incentives Forms

Bonuses and Incentives policies are outlined in HR5016.

Performance-Based Bonus

This is recommended for employees who exceed the expectations set forth on their position and established goals, have demonstrated continuous outstanding performance, have made significant contributions to the University's and department's mission or strategic plan and/or have provided consistent support to the department's objectives.

The Performance-Based Bonus may be up to $15,000 or 10% of the employee's salary, whichever is greater. Requests for bonuses larger than $15,000 or 10% of the employee's salary requires recommendation from Human Resources and approval from the President or designee.

Project-Based Bonus is a lump sum amount payable upon the successful completion of a special project or assignment of significance that is in addition to the employee's regularly assigned duties and may be awarded to an individual or group of employees to recognize and reward exceptional effort upon successful completion of a major project that is:

- completed on time, at or under budget, and
- strategically important to the goals and performance of the division, school, department, or University.

The following criteria applies to Project-Based Bonus payments:

- The amount of the bonus may not exceed $5,000 or 10% of the employee's salary, whichever is higher.
- The project must have a beginning and ending date along with a list of deliverables.
- Decision regarding the amount of the bonus payment should be dependent upon the nature and complexity of the project and the overall participation and contributions made by the employee(s).

THE UNIVERSITY OF MEMPHIS

Employee Bonus and Incentives Request

Please consult University Policy HR5016 before completing this form. Submit this completed form to hrservicecenter@memphis.edu or deliver to 165 Administration Building.

GENERAL INFORMATION

Employee Full Name: ______________________________ Banner ID: ____________________

Department: ______________________________ Job Title: ______________________________ E-Class:_______

PAYMENT INFORMATION

Index	Fund	Org	Program	Account (circle one)	Suffix	Earnings Code
				AD/AE/AM/CH: 61681 CL/S8: 61381 F1/FA/F9/FD: 61281	BN	613

TYPE OF BONUS (Complete one section/column ONLY; attach additional comments page if needed)

Performance-Based Bonus	Project-Based Bonus	Variable Compensation Plan Bonus
Bonus Justification:	Summary of Project: Project Dates: From___________ To_________ Deliverables:	*Attach/upload a copy of the pre-established and approved Variable Compensation Plan.* Bonus Period: From _________ To _________ Explanation:
Amount: $____________________ *(Not to exceed $15,000 or 10% of employee's base salary, whichever is greater)*	Amount: $____________________ *(Not to exceed $5,000 or 10% of employee's base salary, whichever is greater)*	Amount: $____________________ *(Amount must be in agreement with the stipulations included in the Variable Compensation Plan)*

APPROVAL SIGNATURES

Department Head (Requestor): ______________________________ Date:______________

Print Name Signature

Divisional Leader (Approver): ______________________________ Date: ______________

Human Resources (Approver): ______________________________ Date: ______________

President (Exceptions Only): ______________________________ Date: ______________

Hiring Bonus

To facilitate recruitment of employees whose skills are considered critical to the University's operations and strategic mission and/or for positions deemed difficult to fill. The following criteria should be followed when offering a Hiring Bonus:

- The employee must agree to work for the university for a minimum of one year from the effective date of hire.
- A longer term of service may be determined based on significance of the position and size of the hiring bonus offered.
- The employee must meet all pre-employment requirements and begin working before receiving the hiring bonus.
- A written agreement outlining the key objectives for the employee, the performance requirements, and the pay-back terms if the employee leaves the University prior to the pre-determined term of service must be signed by the employee.

Variable Compensation Plan Bonus rewards employees based on a pre-approved Plan created by the unit/department in collaboration with Human Resources. The amount of the bonus is established within each Plan and is based on employee's contribution, departmental objectives, pre-determined revenue generated amounts, targets achieved, etc. or a combination of any of the above.

Approvals: The above bonuses and incentives require recommendation from the department head, with **review and approval by the AVP/Chief Human Resources Officer and final approval by the President, Provost or Divisional Leader,** as appropriate.

Funding: In certain cases, funding may be requested from the University when departmental funds are not available. Such requests must be endorsed by the area Division Leader, recommended by the Executive Vice President/Chief Financial Officer and subject to approval by the President.

Variable Compensation Plan Bonus rewards employees based on a pre-approved Plan created by the unit/department in collaboration with Human Resources. The amount of the bonus is established within each Plan and is based on employee's contribution, departmental objectives, pre-determined revenue generated amounts, targets achieved, etc. or a combination of any of the above.

Approvals: The above bonuses and incentives require recommendation from the department head, with **review and approval by the AVP/Chief Human Resources Officer and final approval by the President, Provost or Divisional Leader,** as appropriate.

Funding: In certain cases, funding may be requested from the University when departmental funds are not available. Such requests must be endorsed by the area Division Leader, recommended by the Executive Vice President/Chief Financial Officer and subject to approval by the President.

Hiring Bonus Request

Please consult University Policy HR5016 before completing this form. Submit this completed form to hrservicecenter@memphis.edu or deliver to 165 Administration Building.

GENERAL INFORMATION

Employee Full Name: ____ Banner ID: _________________

Department: ____ Job Title: ____

Position Number: _____________________ E-Class:__________________ Employment Start:_____________________

PAYMENT INFORMATION

Index	Fund	Org	Program	Account (circle one)	Suffix	Earnings Code
				AD/AE/AM/CH: 61681 CL/S8: 61381 F1/FA/F9/FD: 61281	BN	613

HIRING BONUS TERMS

The University agrees to pay the Employee a hiring bonus as a recruitment tool for employees whose skills are considered critical to the University's operations and strategic mission and/or for positions deemed difficult to fill. This position:

☐ requires skills that are considered critical to the University's operations and strategic mission
☐ has been deemed as difficult to fill

Gross Amount of Bonus: $_________________ (minus any applicable taxes)

Committed Length of Service (minimum one year): From __________________ To __________________

APPROVAL SIGNATURES

Department Head (Requestor): ____ Date: _____________
Print Name Signature

Divisional Leader (Approver): ____ Date: _____________

Human Resources (Approver): ____ Date: _____________

TERMS AND CONDITIONS

I understand that:

1. Funds will be paid within my first 60 days of employment.
2. In accordance with the job description, expectations will be established by my supervisor and my performance monitored via the performance appraisal process.
3. I must remain employed by the University for a minimum of one year from the effective date of hire (a longer term of service may be required based on the significance of the position and the amount of the hiring bonus. For faculty appointed on an academic basis, one year is defined as fall and spring semesters (nine months). For all other annual faculty and employees, one year is defined as twelve months. Should I voluntarily separate employment from the University prior to the completion of the commitment time, I will be liable to the University for the full hiring bonus amount paid and any payroll taxes withheld by the University in connection with the bonus.
4. I hereby grant the University and the State of Tennessee an express lien on all salaries, wages, and other sums payable to me for the purpose of securing all amounts due under Item 3 above in the event I leave prior to the committed length of service to the University. I authorize the University, the Board of Trustees, and/or the State of Tennessee to withhold all amounts due under this Agreement from any sum(s) payable to the me.

I agree with the terms and conditions listed above.

Employee: ____ Date: ______________
Print Name Signature

Student Workers

Depending on the department's budget and needs, you will be tasked with hiring and supervising student workers or graduate assistants. This section will give you a brief overview of the hiring process.

Undergraduate Students Workers

Types of Undergraduate Student Workers

When hiring student workers, you need to determine whether your budget requires you to hire a Federal Work Study student (FWS) or Regular Student Employees (RSE).

Federal Work Study (FWS)
FWS is a federally funded, needs-based Financial Aid award created to help students defray the costs of post-secondary education. Under this program, students can only work for one department per semester. Financially, departments only cover 25% of the student's wages, while the federal government covers the other 75% of their wages.

Regular Student Employees (RSE)
Regular Student Employees positions are funded 100% by the department. Students are allowed to work for more than one department if they do not work over 25 hours a week from all pay sources. Students must be enrolled and remain enrolled at least half-time (6 credit hours for undergraduate/law students or 5 credit hours for graduate students) for fall and spring semesters.

For more information regarding student employment, visit the Scholarship Student Employment website.

Hiring Process

Student employment opportunities are advertised through the Handshake job board. You are required to fill out a request and provide an ad via the Student Worker & Graduate Assistant Job Posting Request form for Career Services to post the job. Below is an example of an ad:

Federal Work Study Student Required. The College of Arts and Sciences (CAS) is looking to hire a Federal Work Study Student Worker to help assist the Pre-Professional Advising department with Pre-Law tasks. This position requires an energetic, responsible individual who pays attention to details and can manage high trafficked environments. This position also requires that the individual work 15-20hrs per week. The duties and responsibilities will include, but are not limited to: Opening and closing the office (depending on shift); covering front desk; including directing visitors and answering the phones; attending Pre-Law student organization meetings and help to cultivate a new student group; serving as CAS Pre-Law student ambassador which requires attending various events such as NSO, Junior Preview Day, etc.; and completing research projects and tasks for the department and Deans staff at large. If you have any questions, please email Iesha Williams at nwllams4@memphis.edu.

Due to the volume of applicants, you may want to select "**Email a summary of all applicants once this job posting closes**" when filling out the job posting request form. This option will keep all the applications in Handshake until the closing of the posting. At that point, Career Services will email you an excel spreadsheet with all applicants. If you have any questions regarding your postings, you can email Student Employment at stujobs@memphis.edu.

Interviewing

If you are only hiring Federal Work Study students, it is best to check with Financial Aid to make sure that the student receives Federal Work Study before extending an interview. After selecting your candidates, contact them directly. It is best to call to schedule the interview, and then email to confirm with interview date, time, and department address. **All interviews must be in the same format, and you must ask each candidate the same questions.** Below are some interview questions:

1. What interest you about this position?
2. What qualities or skills do you possess that will make you a good fit for this position?
3. Do you have any administrative or office experience?
4. Tell us about a time you were given a task to complete but you did not have the tools necessary to complete the task. What did you do?
5. Describe a time you had to deal with a difficult customer and how you handled the situation.
6. What do you consider to be your greatest strength and weakness?
7. This role regularly interacts with faculty, students, and staff, and therefore customer service is key. Please provide an example of your customer service skills.
8. Do you have any questions for us?

Offer Email

Once the interviewing process is over and you've selected your hire, you must formally offer the position through email. This email should specify the salary and documents required by Human Resources. An example of an offer email is as follows:

Congratulations! We are pleased to offer you the Student Office Assistant position in the College of Arts and Sciences. This position pays $10/hr. and will utilize work study funding. As a student worker you are not allowed to work more than 25 hours per week, and your hours are appointed on a semester basis. Contracts will be renewed based on funding availability and performance.

Below are documents required to be completed with HR before your first day of work:
1. Signed Student Employment eContract (You will receive electronically and must accept.)
2. Social Security Card
3. Direct Deposit Authorization (scroll to the Payroll Section)
4. W-4 Employee's Withholding Allowance Form (scroll to the Payroll Section)
5. Form I-9 Employment Eligibility Verification- must be completed with the HR I-9 Coordinator. Please contact HR Service Center at 901-678-3573 or i9@memphis.edu to schedule an appointment with the I-9 Compliance Coordinator.

The student must submit a biweekly timesheet via the myMemphis portal. Biweekly Payroll Periods

Please respond to this email if you accept.

If the student declines, move to on to your next candidate or restart the hiring process. If the student accepts, they will need to complete their contract and the documents required by Human Resource (the documents listed in the offer email) **BEFORE** they can start working.

Student Contracts

Student contracts are completed by the department's Administrative Associate or Business Officer. Contracts can be found in myMemphis by completing the following steps:

- Under the *Employee* tab, you will see a section called *eContracts and EPAF* (Linked here: ECONTRACTS)
- Select *Student Appointments*
- Select your Role (for Administrative Associates, you should select *Business Officer/Departmental Business Representative*)
- Select *Start a new Student Appointment Contract*
- Proceed with completing the contract

Upon completion, the student will be notified and required to sign the contract before they are allowed to work. **Please note, you will have to create a new contract for each semester.**

For more in depth training on eContracts, visit Learning Curve.

Graduate Student Worker

Per the Graduate School website:

Graduate students can be employed by your department, or receive scholarships, in exchange for teaching, research, and/or service for the UofM.

Academic units play large roles in the processes used to assign stipends and tuition assistance. GA and Student Worker eContracts include stipends and GA eContracts also include tuition and fee assistance. Departmental Graduate Scholarships provide tuition assistance with service requirements or without. We are providing resources below to assist with the creation and management of eContracts and Graduate Scholarships, such as a Banner Access form and a chart that helps break down the difference between the types of contracts for graduate students.

- Banner View Only Access (Fill in PDF form that needs to be completed, signed with supervisor approval then returned to the USBS office via email at usbs@memphis.edu - SUBJECT LINE: GA BANNER ACCESS REQUEST)

- Reminder: If a student is hired to perform research and teaching functions, the effort should be split accordingly in the contract, with the appropriate % split going to a research program code and an instruction program code. If that student is receiving tuition assistance, that same % split should apply to the tuition portion.

3 Types of Graduate Student eContracts

Frequently Asked Questions

	Graduate Assistantships	Graduate Scholarships	Graduate Student Workers
Considered a GA?	Yes	No	No
Award type?	Tuition & USF and Stipend	Tuition & USF (partial or full tuition & USF)	Hourly or Monthly Pay
Considered an employee?	Yes	No	Yes
Service Component?	Yes	Optional	Yes
Will the central pool cover the Non-Resident tuition premium?	Yes (for Doctoral ONLY)	No	No
Can departmental GA Pool funds be used?	Yes	Yes	Yes
Is scholarship refundable to student?	N/A	No	N/A

Reminder:

If a student is hired to perform research and teaching functions, the effort should be split accordingly in the contract, with the appropriate % split going to a research program code and an instruction program code

If that student is receiving tuition assistance, that same % split should apply to the tuition portion

Foundation Expenditure Request Form

The University of Memphis Foundation is a not-for-profit, tax-exempted department used to pay for various expenses on behalf of the University of Memphis. Foundation funds are comprised of donations from individuals, corporations, organizations, estates, and trusts. Foundation pays **reimbursements and invoices for services rendered**. Payments not covered by Foundations are salaries, cash awards to U of M employees or students, payments to foreigners or foreign organizations, or Tigerbuy purchases.

To have Foundation pay for an expense, you must complete a Foundation Expenditure Request form, found here: https://www.uofmfoundation.org/forms. Once the form is completed, send it to the appropriate Approver to be signed. An Approver is anyone in your department with clearance to sign off on financial documents, such as Chairs, Directors, Business Officers, and Admin Associates. When all signatures have been collected, the form must be email to the Foundation's office at foundation@memphis.edu.

Depending on what you are paying, provide the following documentation with the Foundation Expenditure Request Form:

- Invoices
- Sign-in sheets
- Menus
- Agendas
- Receipts

The Foundation Expenditure Request Form ask for the service provider/ payee's UID number. To find a vendor's UID number, complete the following:

- Log into myMemphis
- Select the *Finance* tab.
- Under the *Banner Admin Pages* section, click **Admin Pages**. (This will take you to the Banner homepage.)
- Search using **FTIIDEN.**
- On the Entity Name/ID Search page, vendors such be checked.
- Double click in the DETAILS field.
- Search for the company by name in the Last Name field (*Note: Sometimes the Banner system does not pick up words, so you may have to search with a "%" sign behind name, as seen below.)*

For more information please visit: https://www.uofmfoundation.org/faqs

See pages 97 - 99 for more details on completing Foundation Expenditure Request forms

THE UNIVERSITY OF MEMPHIS | Foundation

Expenditure Request

Name of Fund ____________________ Fund # __________

Amount Requested $ ____________________

Payee (as it should appear on check)* ____________________

☐ t e t ee ☐ t t ☐ - ee

❑ Individual UID#____________________

(SSN required if service performed or awards. W9 form required if it's a new vendor)

❑ Organization Tax ID **(Required)** ____________________

Address:____________________

____

To Pay Expenses for:____________________

Benefit to University: ____________________

Individuals Involved: ____________________

Date of Activity: __________ Location :__________

t

e e **Required** ____________________

____

Mailing Instructions – check one

◯ Direct Deposit

◯ Pick Up Pick up by: __________ Ext: __________

◯ Campus Mail To: ____________________

◯ Mail Direct To: ____________________

Preparer (Name/Title/Phone/Email) : ____________________

Signature of Payee/Claimant: ____________________

Signature of Approver:__________ **Date** _____ **Name/Title:** __________

Second Approval:__________ **Date** _____ **Name/Title:** __________
(If required)

Approval signature certifies that the expense has been reviewed and complies with the justification noted in the "Benefit to University" section above.

IMPORTANT NOTE: The Foundation prints checks e ee and the normal turn-around time for an expenditure request is 7-10 business days after receipt by the Foundation.
If you h e e t , please e the e t e h t t **Foundation@memphis.edu**

t ete t
e t e h t
Foundation@Memphis.edu

For Foundation Use Only

Instruction - Foundation Expenditure Request Forms

1. **Name and Fund#** line items-Please make sure the fund name and number (use only Foundation fund names and numbers, not University) matches.
2. **Amount requested** line item should add up to the invoice or original detailed receipts, if not please explain the difference in the comment line.
3. **Payee** line item should be the person who actually incurred the expenses or performed the services. Please indicate if the payee is a Student/GA, Faculty/Staff, or Non-Employee by checking the correct box on the form.
4. **UID line item** should be provided by the department with the exception of new vendors.
5. **Tax ID line item**- If an individual performs professional services or receives an award, a social security number is required. Please submit information on a W- 9. If a company performs professional services, a tax identification number is required and should be submitted on a W-9. Please submit an expenditure request form and W-9 together for payment.
6. **To Pay Expenses for** line item should list items purchased or the type of services rendered.
7. **Benefit to University** line item should clearly define the University's business purpose. A popular University business justification we see is *"To Advance the University."* We prefer that this not be used. However, when using, provide sufficient detail into the business purpose and benefit in the comments section to explain how the expense benefits the University.
8. **Individuals Involved** line item should be whoever was involved in incurring and directing the expense to be paid. All food and meal expenses should list the names of attendees on the form or attach a list of attendees.
9. **Date of Activity** line item is the actual date the expense occurred or whenever the professional services were performed.
10. **Location** is where the event was held.
11. **Comments** line item is for additional details concerning the expense that cannot be found on other line items.
12. **Mailing Instructions** line item-Only check one box and fill in the address.

13. **<u>Preparer</u>** line item is whoever completes the expenditure request form. This person may be contacted for additional details if necessary. Please list the preparer's name, title, extension, and email address.
14. **<u>Payee/Claimant</u>** line item-Usually is the person who is requesting to be reimbursed. However, the Payee/Claimant and Approver cannot be the same person. The Payee/Claimant should indicate who in the department is incurring and/or directing this expense to be paid (i.e., the dean, faculty, staff, etc..). Please request the payee to sign as the claimant. If the payee is not available to sign the request, please write in the name of that person.
15. **<u>Signature of Approval</u>** line item is required for all expenses. If an approver is the listed as payee, a second approval signature is required from the payee's supervisor. Business officers (dean's designee) may not approve a reimbursement for the dean.
16. **<u>Detailed receipts</u>** are required for all expenditures. In addition, original invoices are required; statements and quotes are insufficient. It is the responsibility of the University official approving the request to ensure accurate and original documentation is submitted. For reimbursement requests, the receipt should show both itemized purchases and proof of payment (credit card or cash payment). The proof of payment alone (e.g. credit card slip) without itemized purchases is not sufficient.
17. Avoid putting **<u>personal and business</u>** items on the same receipt. If this occurs, please attach a calculator tape only showing the reimbursing portion.
18. **<u>Rush checks</u>** must be discussed with Accounting Staff.
19. The Foundation processes checks once a week and the normal turn-around time for an expenditure request is <u>7 to 10 working days from the time expenditures are received by the Foundation.</u>

All requests for reimbursements are University expenses and are not expenses of the Foundation. Payment from the Foundation is based upon the review and approval of the University official approving the expense on the request form. The Foundation does not approve the expenses for the University. Any situations we note of suspected or actual fraud by university employees submitting requests will be reported to the appropriate area of the University for whatever action the University deems necessary.

Tigerbuy

Tigerbuy is the online marketplace for eProcurement and can be found in myMemphis under the *Finance* tab. In your position, you will be responsible for ordering supplies and office equipment; so, familiarity with Tigerbuy is essential. Access is granted based on roles, which are Requestor, Approvers, and Receivers. Your role will be either Requestor or Approver and in some cases both. Requestors are allowed to purchase items in Tigerbuy; whereas the Approvers role is to approve the purchase before it goes to Procurement. If you serve as the financial manager for your department, then you will have the roles of both Requestor and Approver, but you will not approve your own purchases. For access to Tigerbuy, training is required. You may schedule this training through Learning Curve.

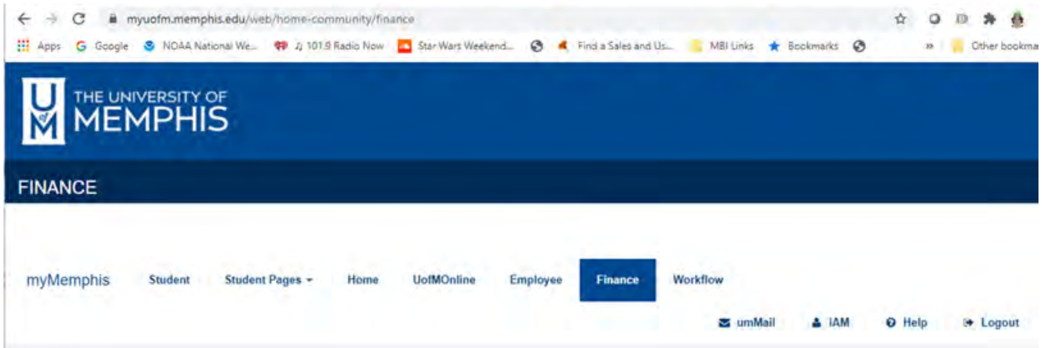
Tigerbuy Profile Setup

The instructions on pages 106 - 114 shows the process of setting up your user profile, which is necessary for payment and shipping. You must setup your profile before you can begin ordering and will need your department's FOAPAL information during this process.

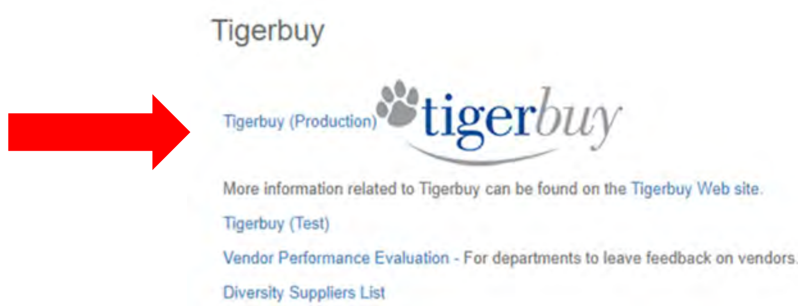
How to - Tigerbuy Profile Setup

There are a few items in your Profile that <u>must</u> be set up, and a few others you may want to set up.

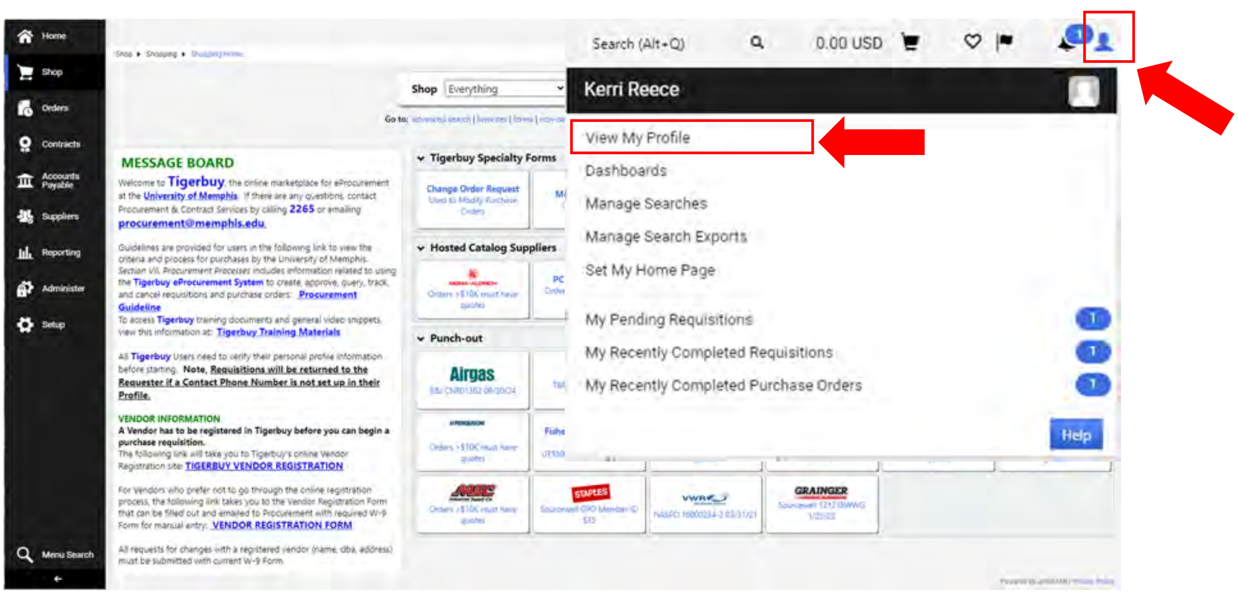
Log into My Memphis & go to the **Finance** tab:



Scroll down on the right-hand side to Tigerbuy and click on **Tigerbuy (Production)**

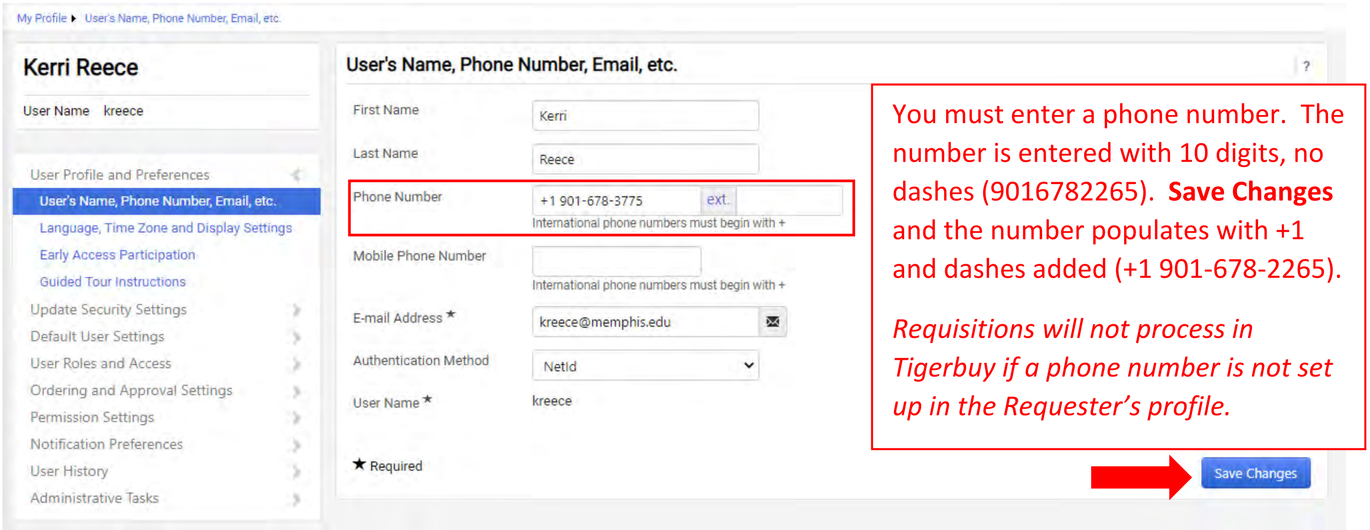


Tigerbuy opens on the Home screen. Click on the Person icon and choose **View My Profile**

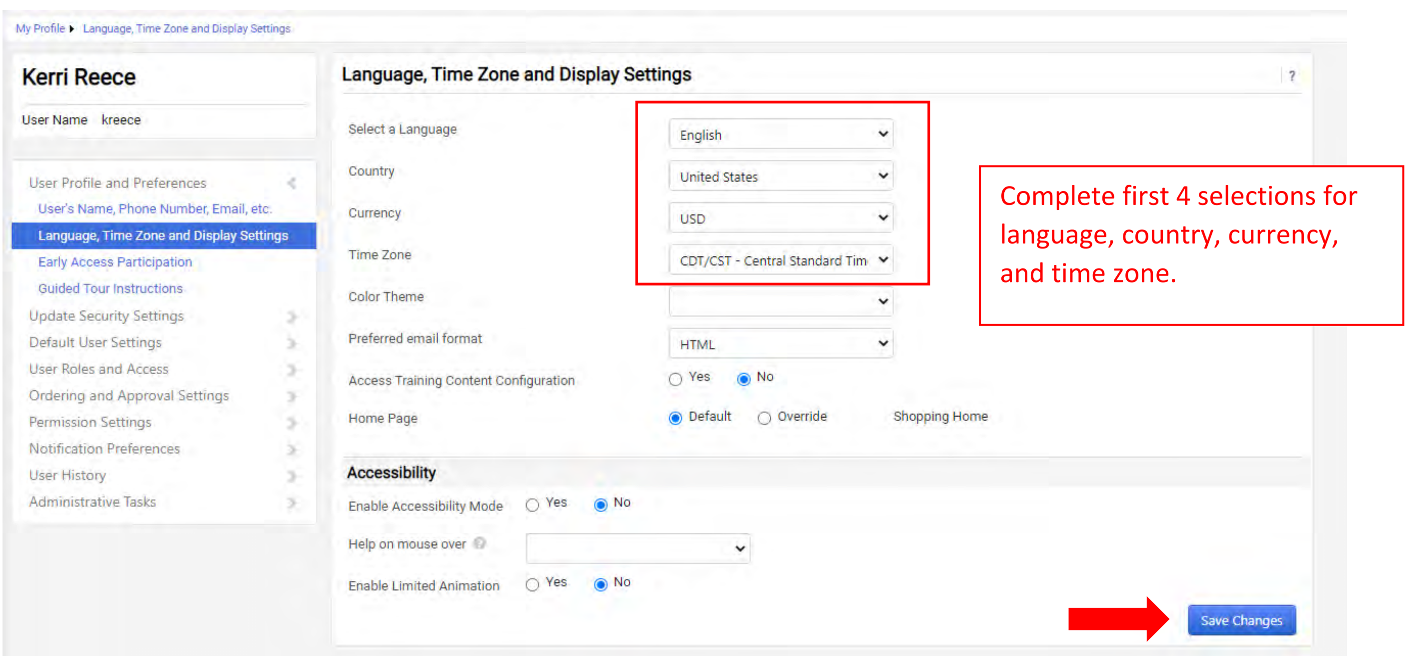


Screen opens on User Profile and Preferences

User's Name, Phone Number, Email, etc. (Required):



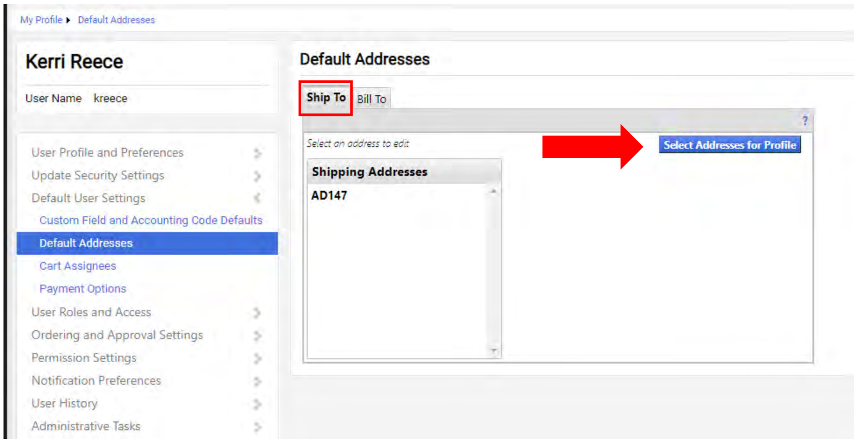
Language, time zone and Display (Required):



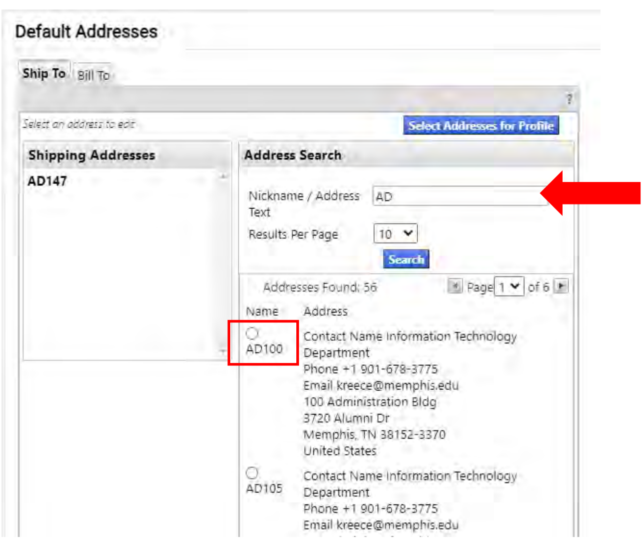
Default User Settings / Default Addresses (Required)

Shipping Addresses are official UOM buildings.

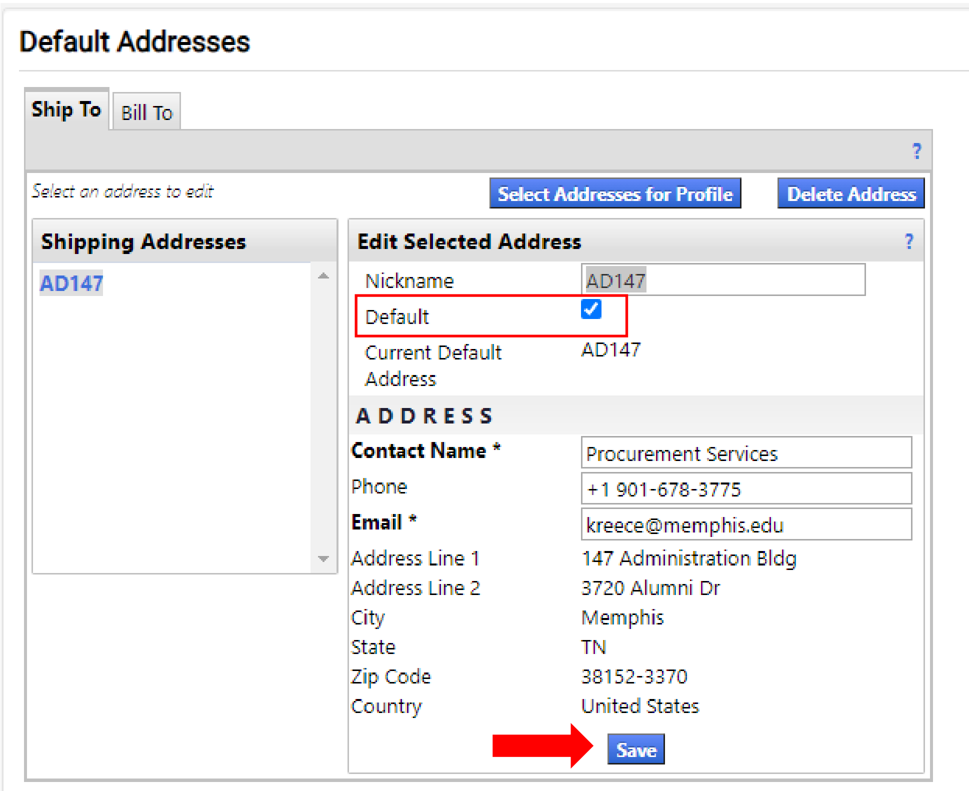
Ship To Tab **-** Click **Select Addresses for Profile**.



Under **Address Search** enter the building abbreviation (campus maps) you are searching for and click **Search**. Find your room number and click in the circle to select line.

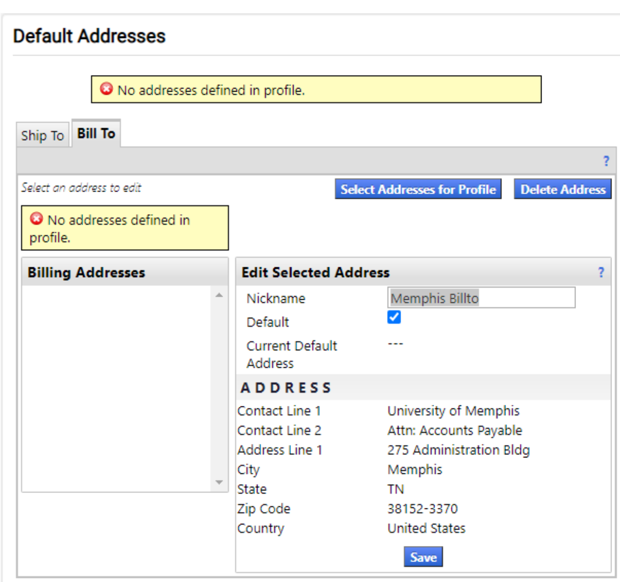


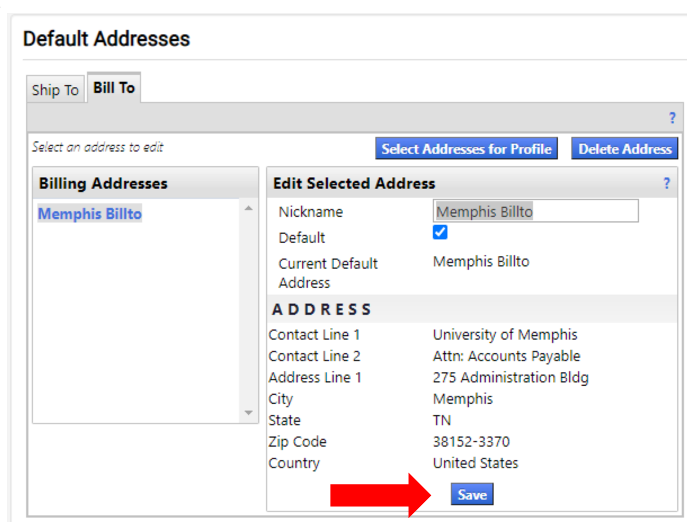
The shipping address (as it will appear when you create requisitions) will populate this area. Select **Default** box and **Save**. Your address will move to your profile box on left. Addresses are 2 lines: Line 1-Building and Room Number; Line 2-Street Address. If you do not find your room number, contact Procurement.



Bill To Tab **–** Click **Select Addresses for Profile.**

Click the arrow in the box beside **Select Address Template**. Select **Memphis Billto**. The Accounts Payable address will populate this area. **Save** it to move to profile box.



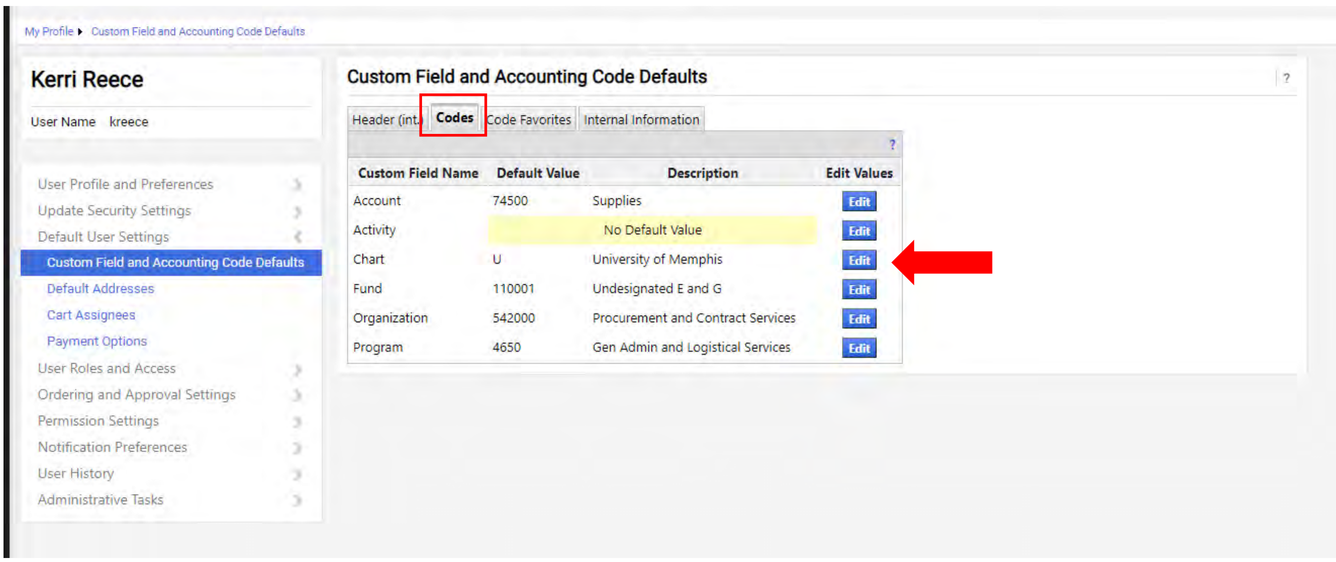


Default User Settings / Custom Field and Accounting Code Defaults (Required):

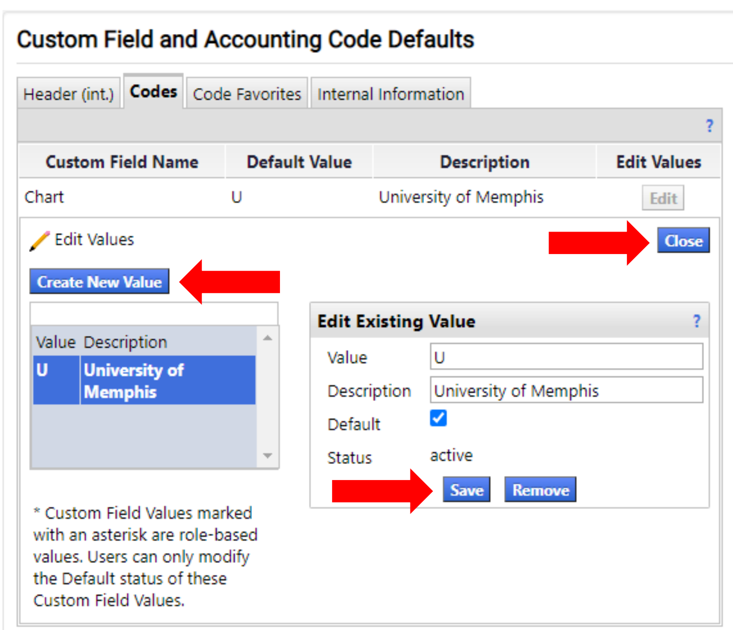
By setting up defaults, your requisition documents will populate with the required accounting information needed for a purchase. Please note Index numbers cannot be used in Tigerbuy. The Accounting Codes or FOAP for an Index number must be entered in the Tigerbuy requisition.

Select "**Codes"** tab to set up **Profile Values** information and defaults.

The Codes screen will show accounting codes (values) in the **Default Value** column after User sets up. You can set up values for Chart, and FOAP (Fund, Organization, Activity, Program) and Account.



Begin each line by clicking **"Edit"** to open the Value Creation screen. In this screen your profile code values set up will be shown on the left side. Selection is on the right side. **Chart** is set up first and only has one selection for the University.

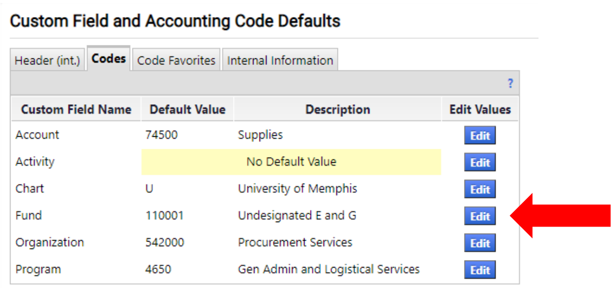


Click **Edit** then **Create New Value.**

Select the **U Value** by checking the box shown. Click **Add Values** and your selection moves to profile box. Click on the **U** Value, information populates, click **Default** box and **Save.** This Chart value is set up and defaulted.

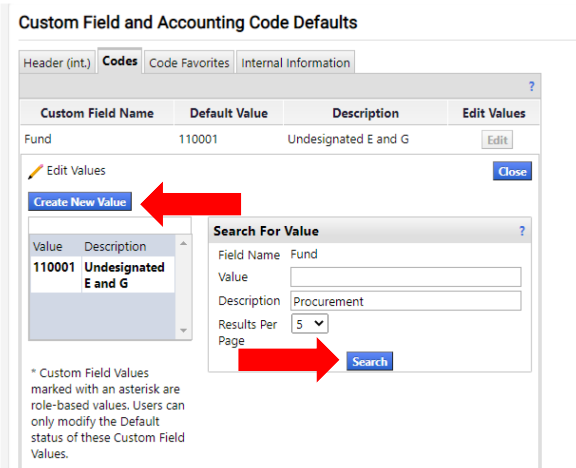
Click **Close** to go back to the Codes screen.

Fund is the next selection.



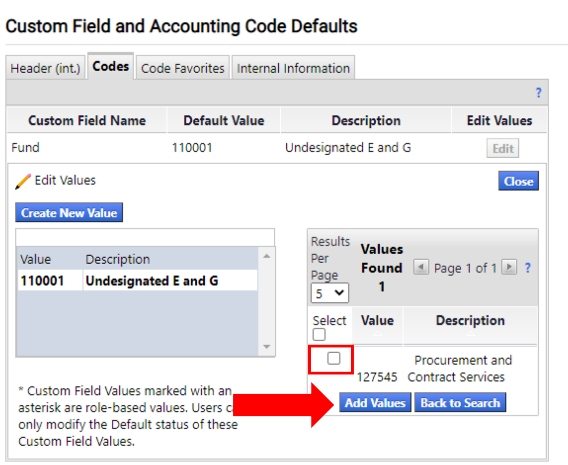
Click **Edit** then **Create New Value**.

Type the Fund number in the Value field or type the name in the Description field and click Search. Code information populates box.



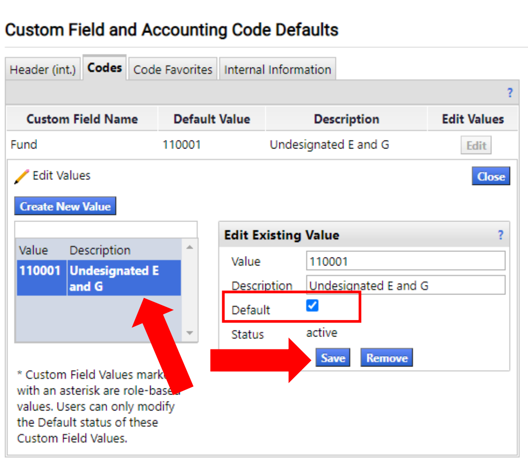
Click **Edit** then **Create New Value**.

Type the Fund number in the Value field or type the name in the Description field and click Search. Code information populates box.



Code information populates box.

Click box to select code line and click **Add Values** for your selection to move to profile box.



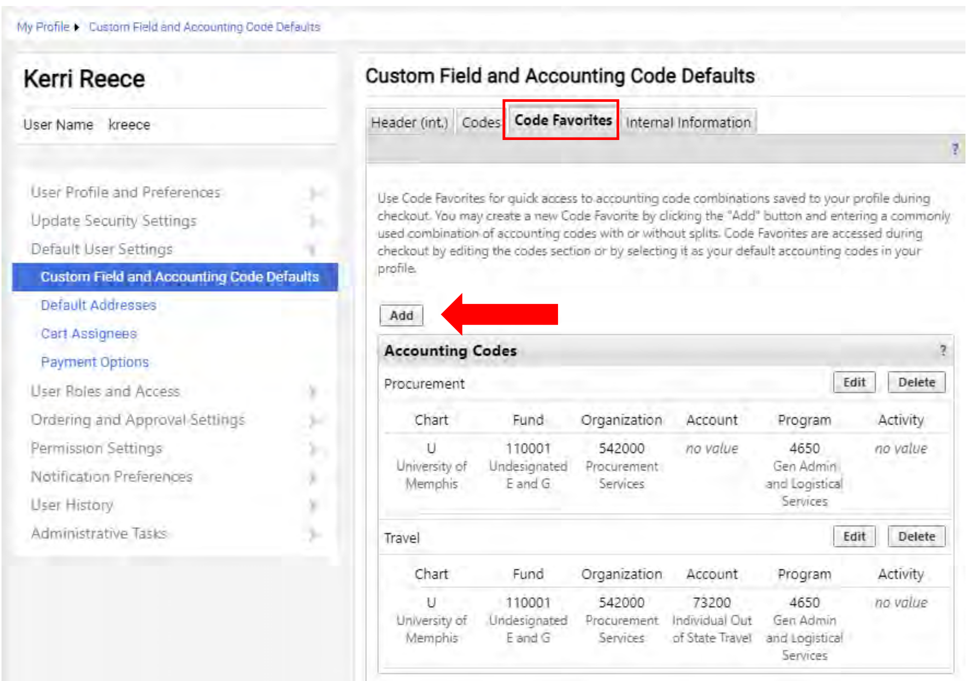
Click on the selected fund value to edit it, select **Default** and **Save**.

Close screen to go back to the Codes screen to begin next selection.

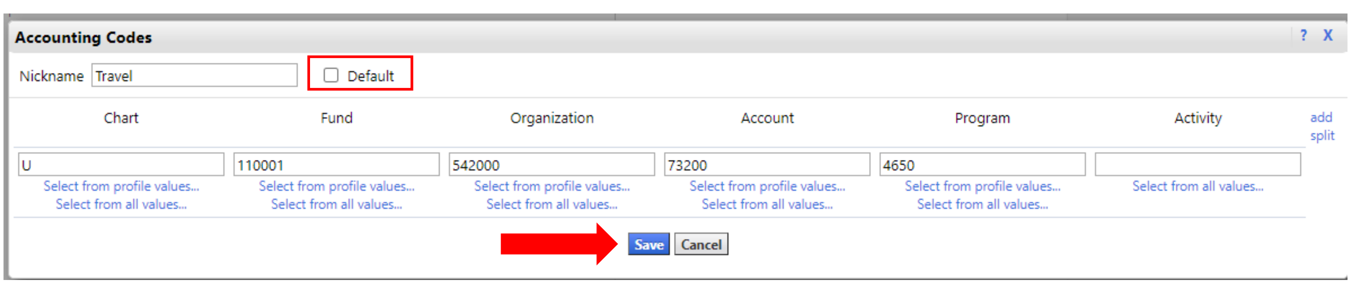
All other codes are set up by this same process by line Using Edit, Create New Value, Search, Select, Add Value, Edit, select Default, Save, then Close.

Once you have your default set up, you can also add commonly used codes to save time searching for them.

You can also add Accounting code (FOAP) combinations and name them under **Code Favorites.** You will want to add your most used FOAP allocation and make it your default. You can also save frequently used allocations.



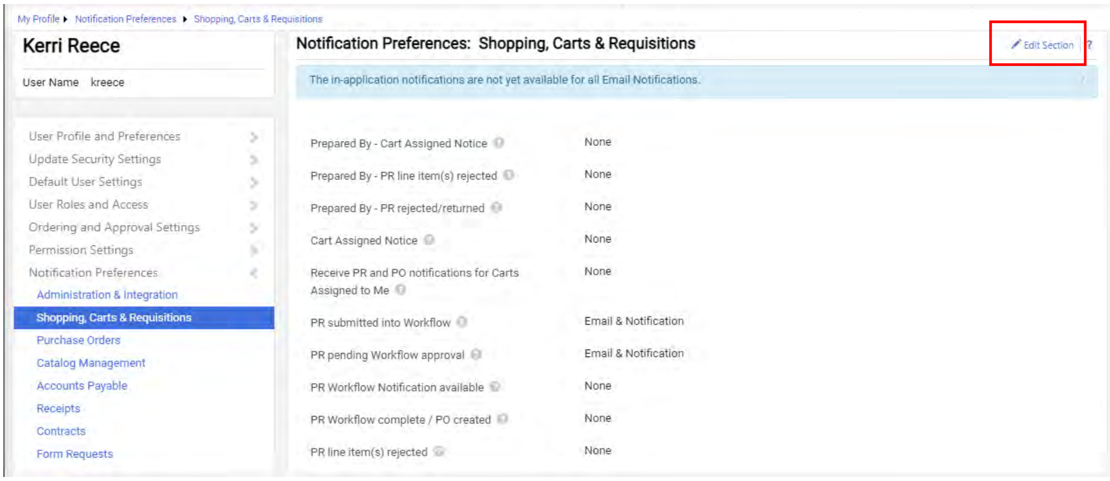
Click **Add**. An Accounting Code box opens. Type in a name for your FOAP. Use the check bos to choose you Default allocation. You can type in the numbers, select from your profile codes (see additional Intructions), or select from a list of all the codes available. You can leave parts blank, depending on your needs. **Save** when you are finished.



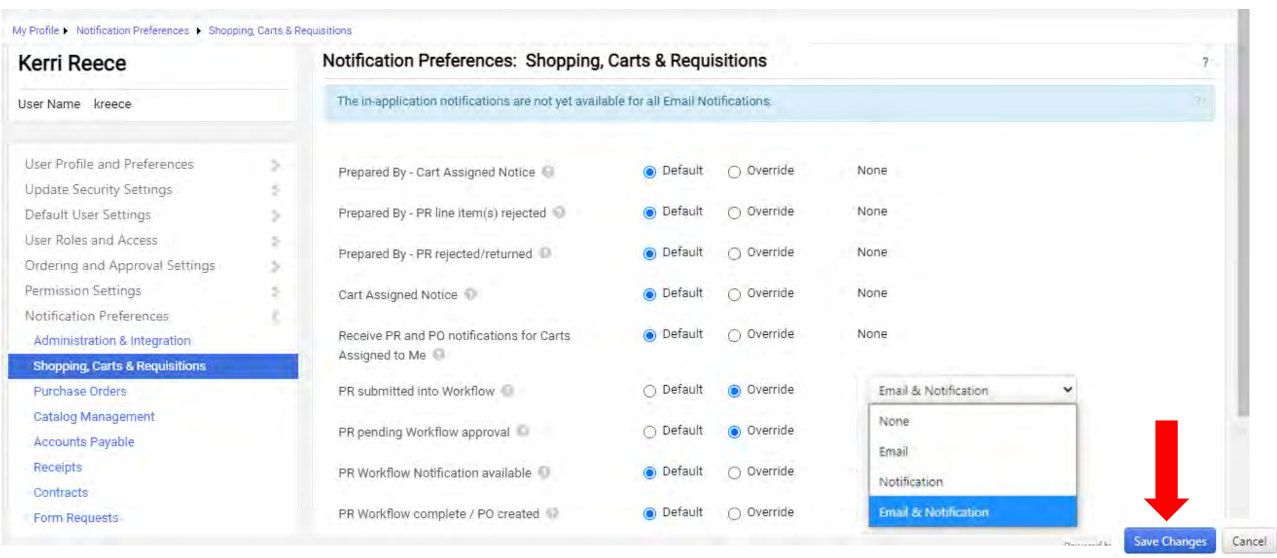
Notification Preferences (Best practice):

Users can make selections of various steps in the Tigerbuy workflow process to be notified of. A notification can be sent by email or as a notification # in the Banner Bell.

Click **Edit Section** to open the selection screen:



The Default for each item is No notifications. For each item that you want to receive notifications for choose "Override". The pulldown will appear and allow you to choose email, notification, or both. Save changes.

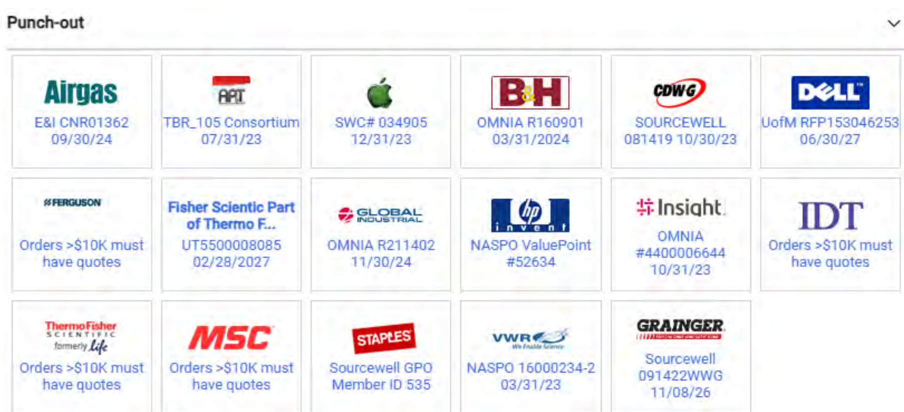


Requestors often want to know when Purchase Requisitions are submitted and approved. You may also want to know When Purchase orders get sent and items shipped. Under Purchase Orders)

Staples Punch-out

The approved purchasing vendors in Tigerbuy are listed in the Punch-out section. Each vendor has their own process, so be sure to reach out to Procurement if you need assistance purchasing from a vendor that is not mentioned in this book.

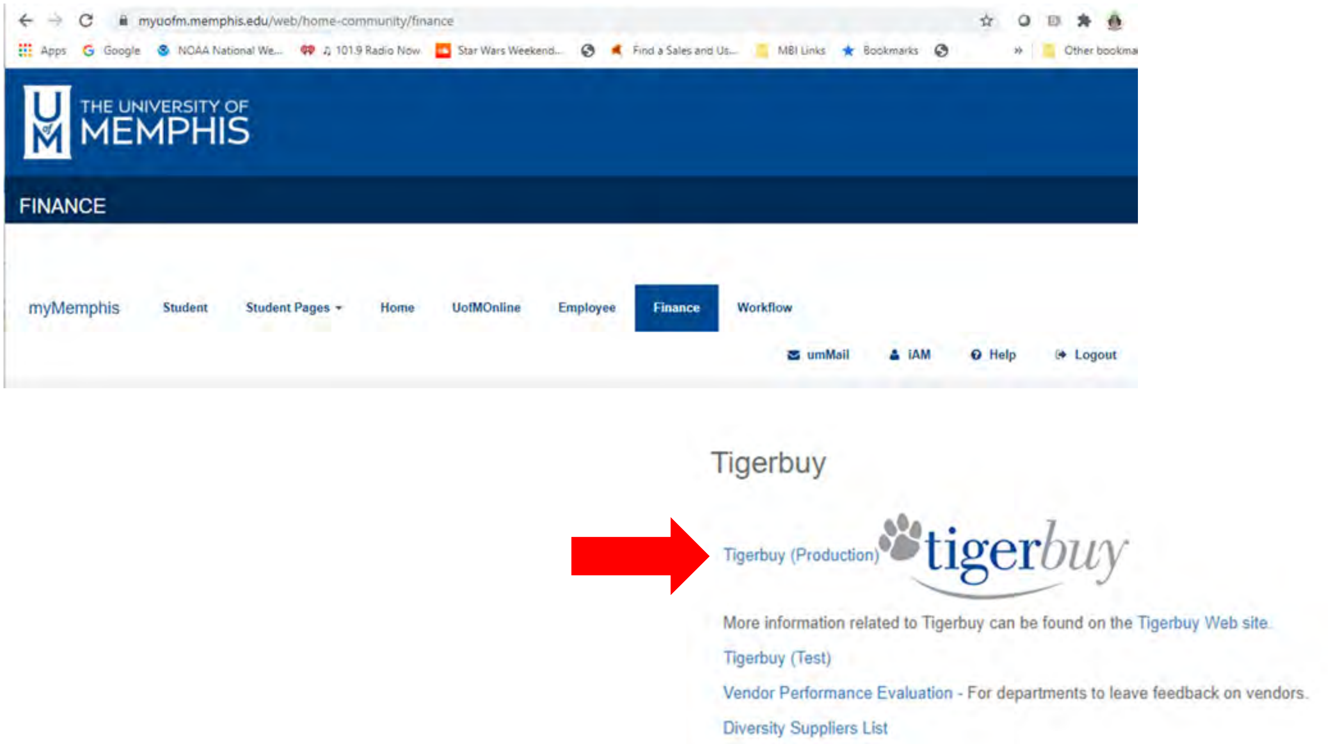
As Admin, you will need to make sure your department has all the supplies necessary to support workflow. **Staples Punch-out** is the primary source for supplies and select furniture. You can order mostly all office supplies and some furniture from Staples; however, items that are considered **personal** usages items such as, Kleenex, fans, heaters, etc. are **blocked**. There is also a **$35 minimum** for all orders.



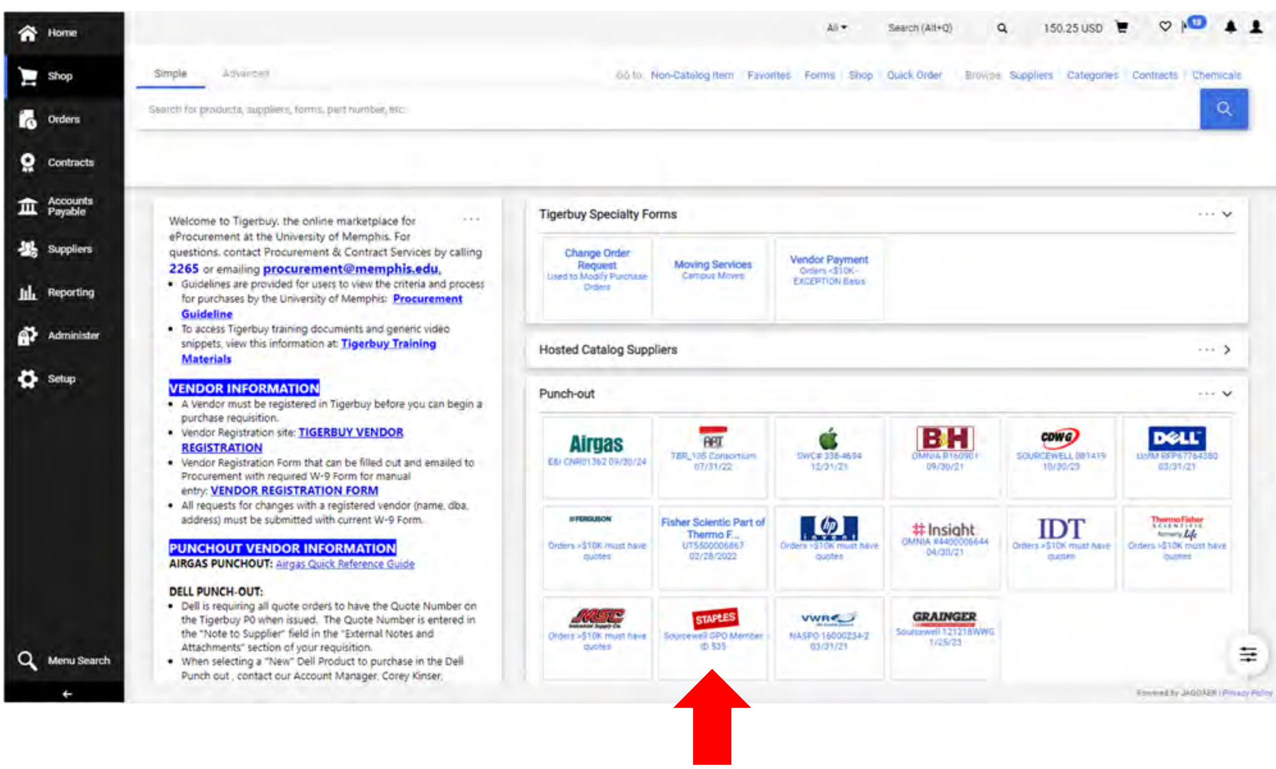
See pages 115 - 122 for more instructions on ordering through the Staples Punch-out

How to – Make a basic Staples order

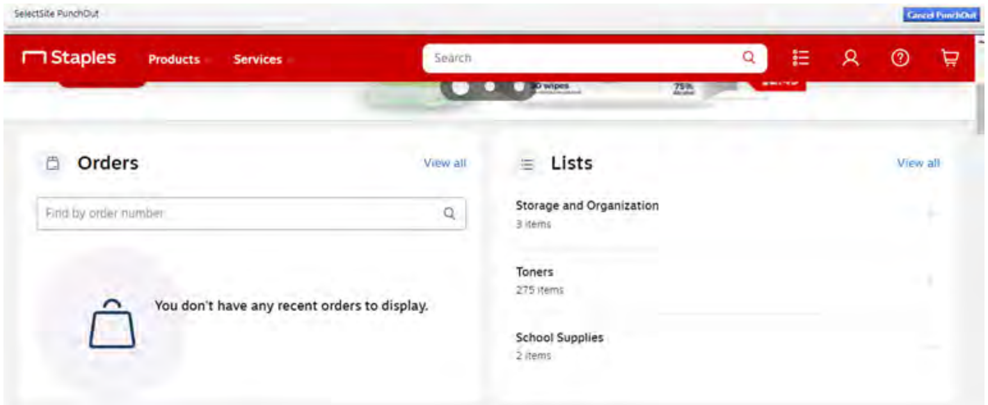
From MyMemphis, go to the Finance tab and choose Tigerbuy Production



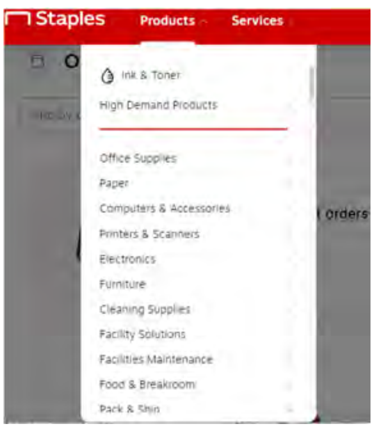
This will bring you to the shopping home page. Click on the Staples Punch Out Catalog button:

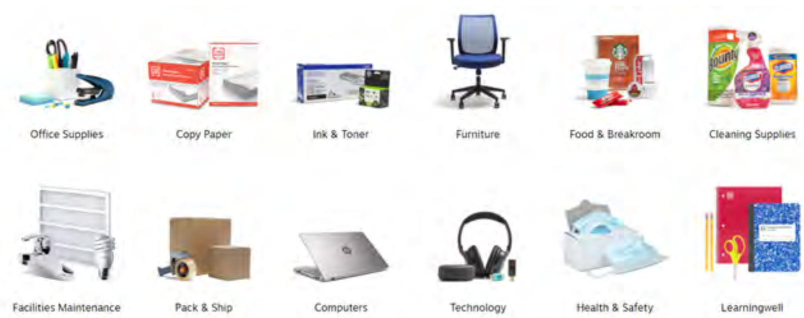


This brings up the Staples Catalog home page. You will see places to see past orders and create your shopping lists of frequently bought items. There is a search bar at the top.

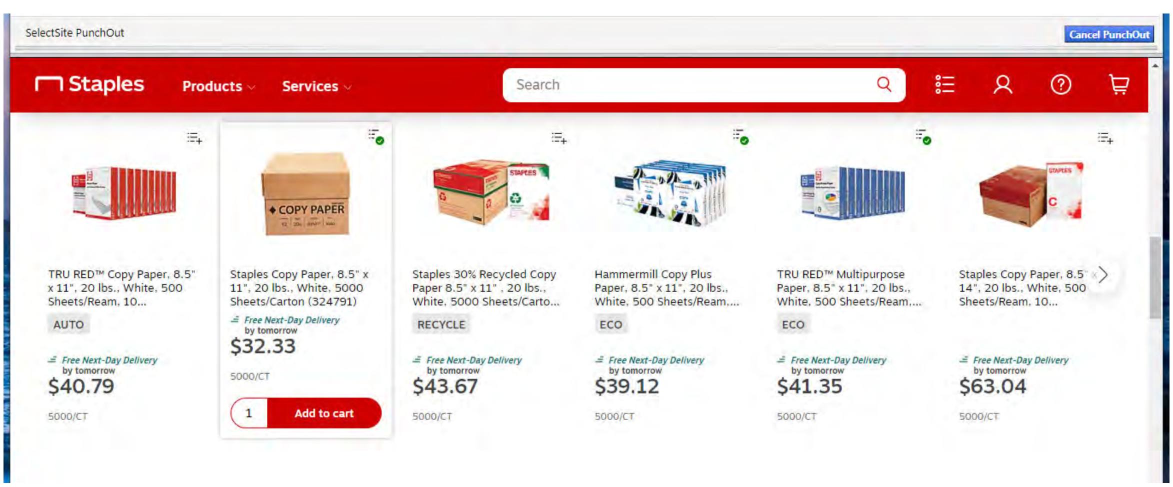


Use the Products menu at the top or scroll down to see product categories.





The catalog looks like any other shopping website. Choose items and add them to cart. Hover over an item to get quick add to appear or click on item to go into the item information.

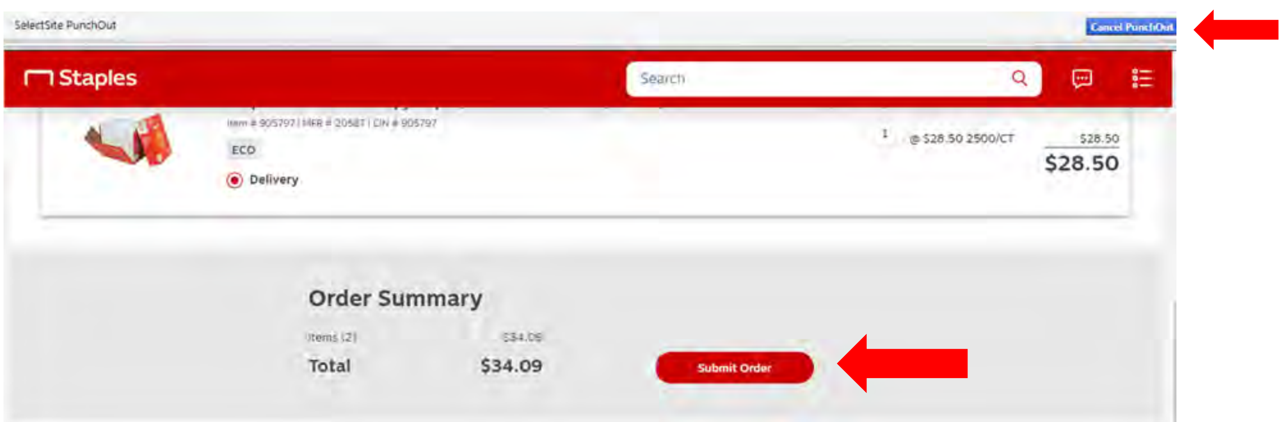


*Important note: The catalog has been set up to show allowable product categories, however some items fall into an allowable category, but are not allowed on the P Card. It is your responsibility to ensure your purchases comply with all University policies and guidelines. *

Once you have chosen your items, go to your cart to get ready for checkout. The cart shows your items, quantities, and prices. You can adjust quantities or remove items from the cart.

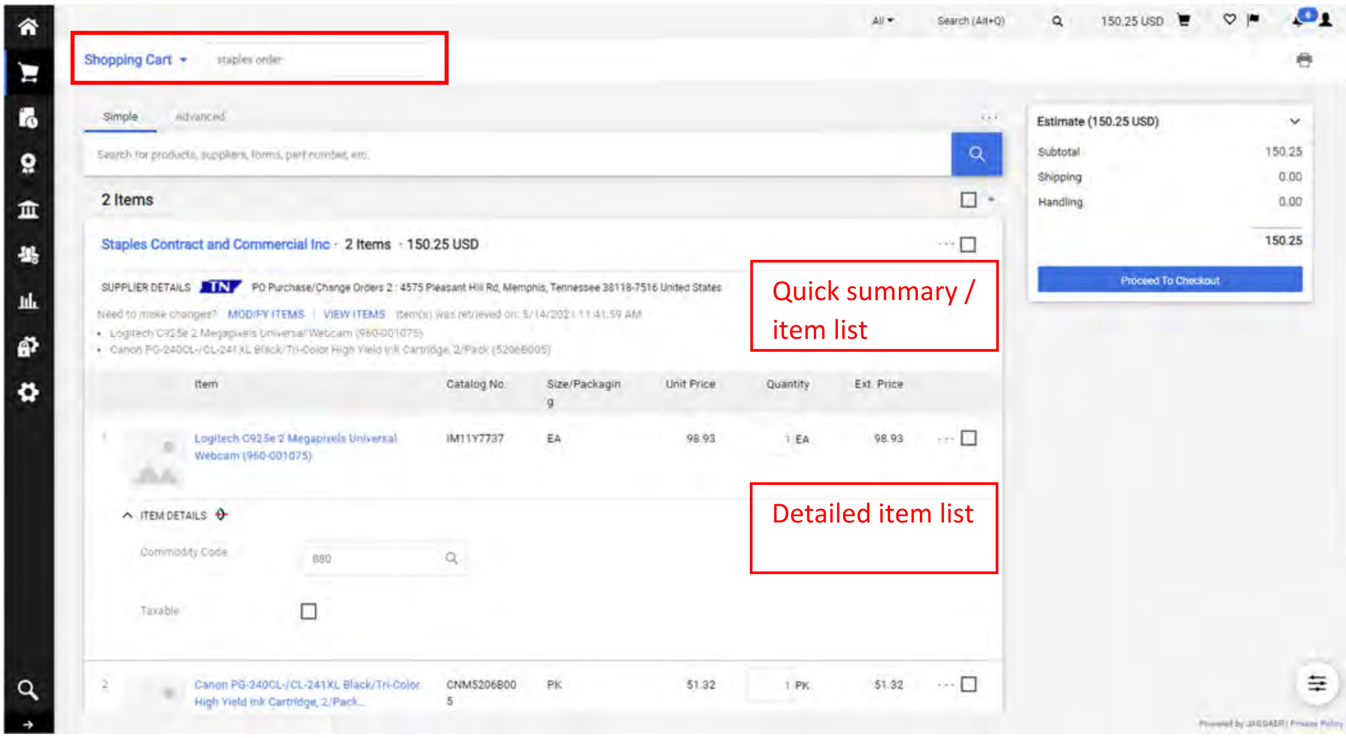
When all is as you wish, click **Submit order**. This is going to take your cart / order and send it back to your TigerBuy shopping cart to finish building your **Requisition**.

If you want to leave without brining your items into Tigerbuy, Click the blue **Cancel Punchout** button.

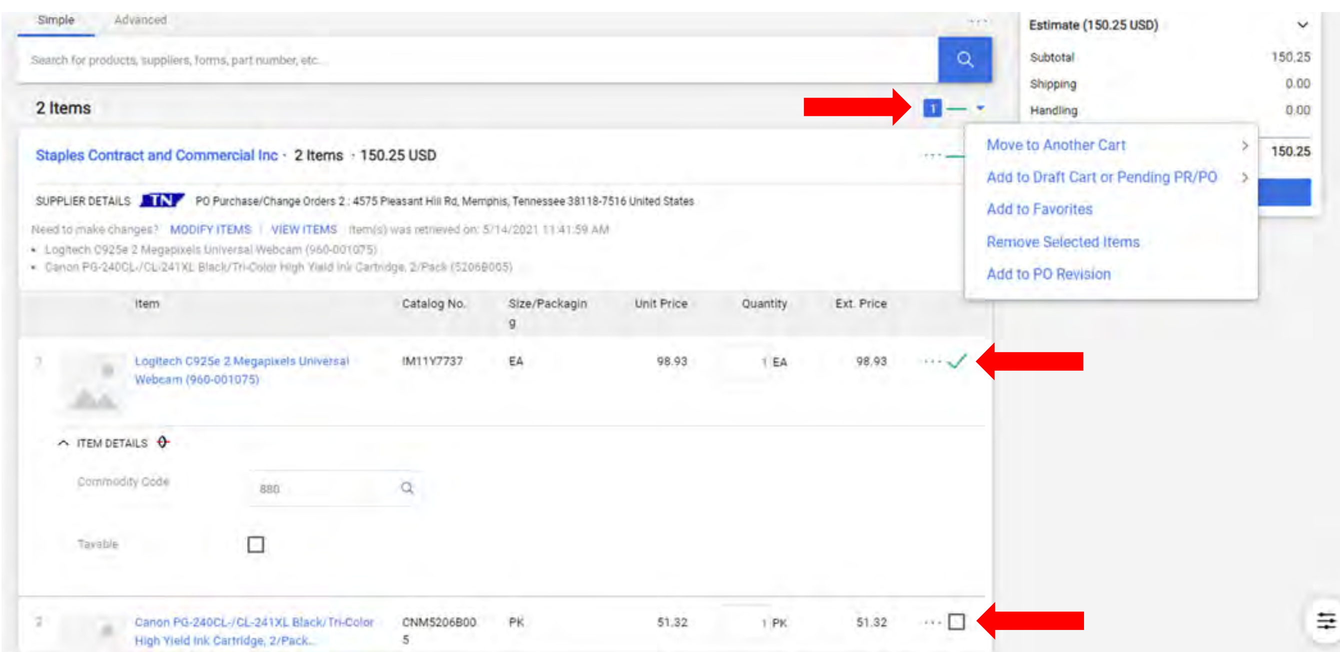


Your Tigerbuy Shopping cart now has all of your Staples items in it. You will still have several chances to edit your items and your order information.

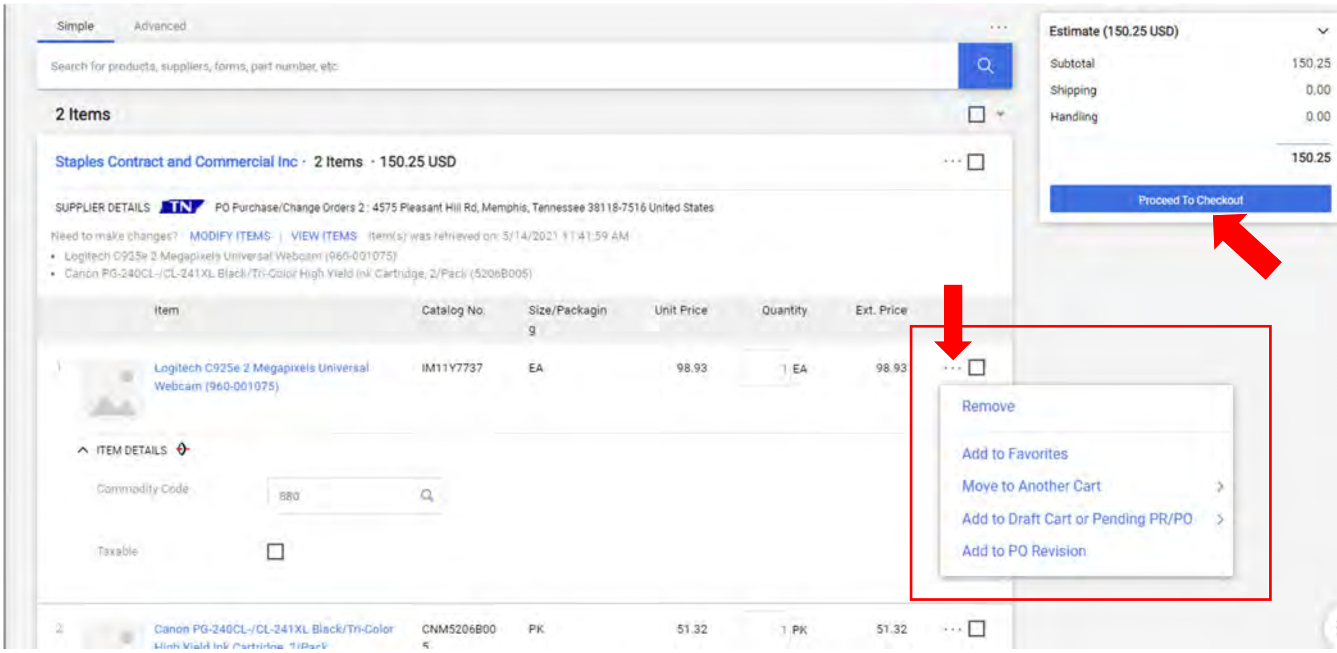
You can give your cart a name, such as "new office" or "grant supplies" to help you recognize it.



You have the ability to select items in your cart and perform action on them. Click the selection squares on the far right and pull down the menu to see available actions.

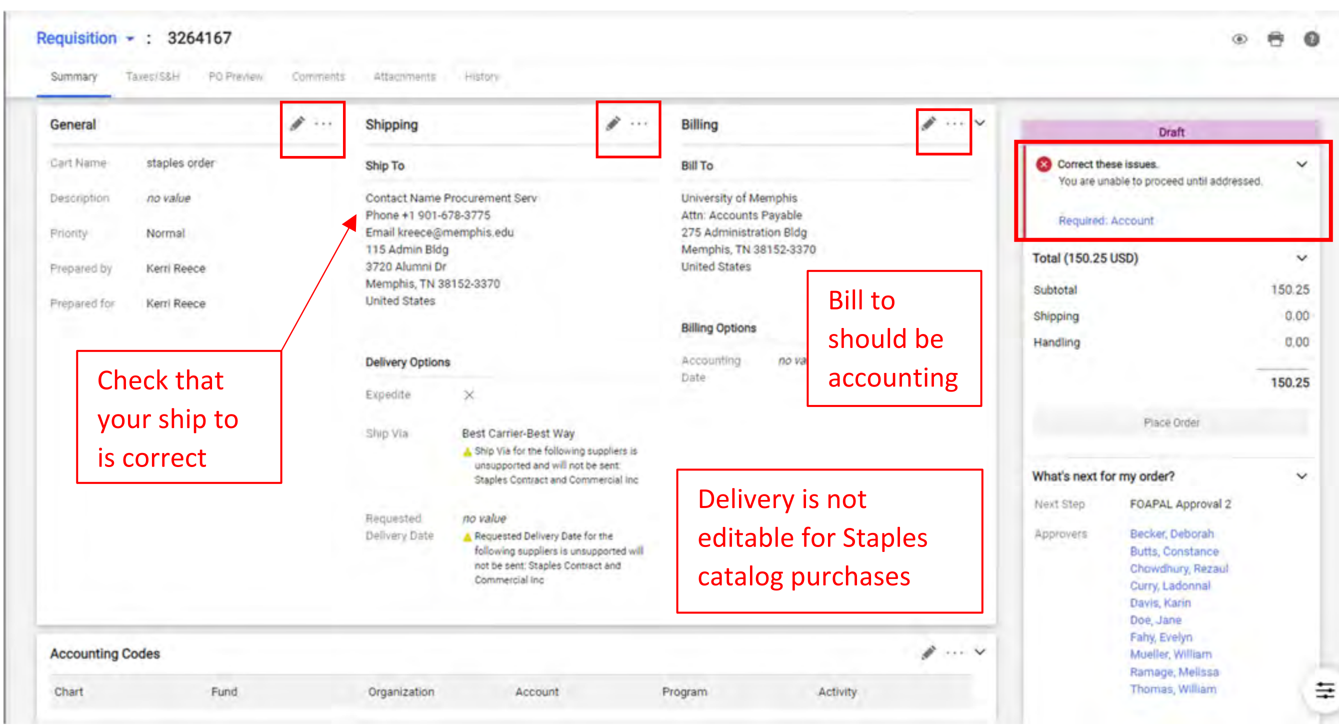


You can also act on lines using the ellipses button on the line:

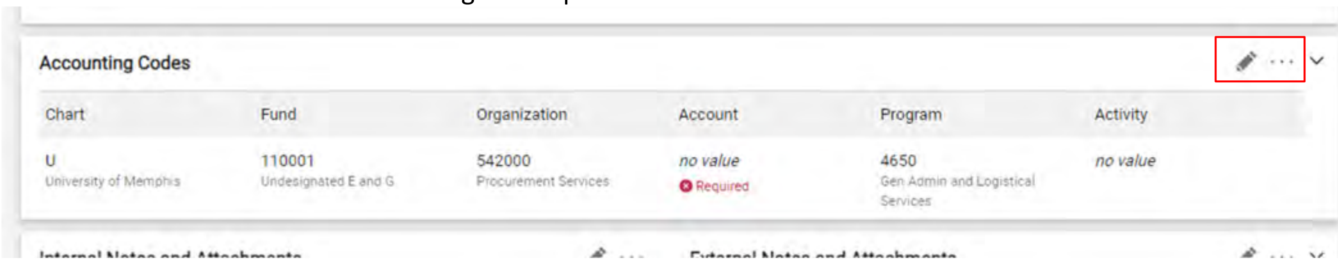


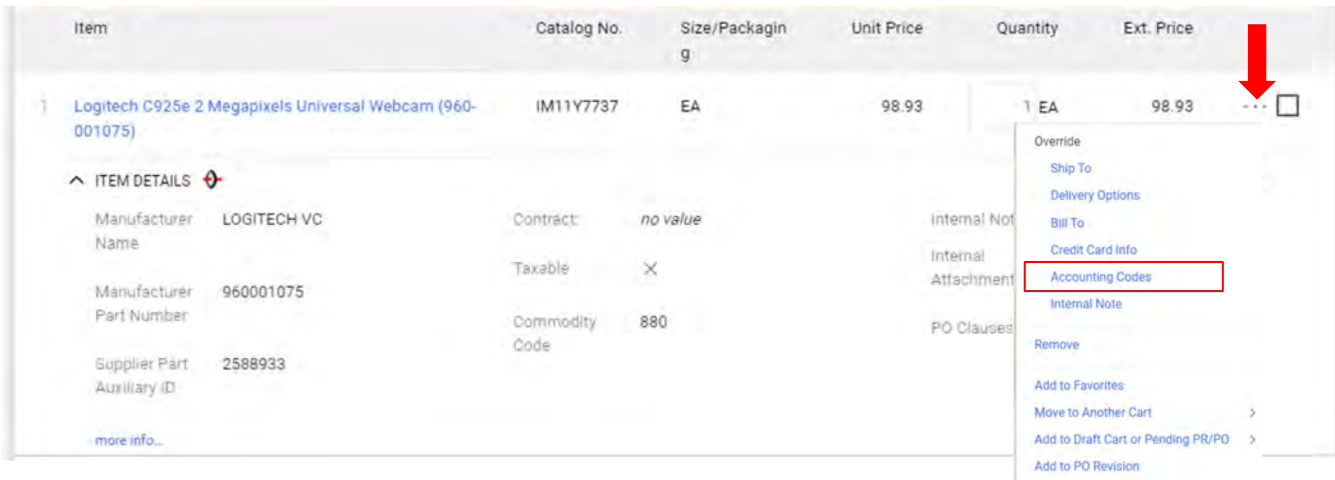
When everything is ready to go, Click the blue **Proceed to Checkout** button.

You now have a **Draft Requisition** with an assigned Requisition number. All details are available for your review. Any errors will be called out in the top right section. You can edit sections using the pencil or ellipses links top right of each section.

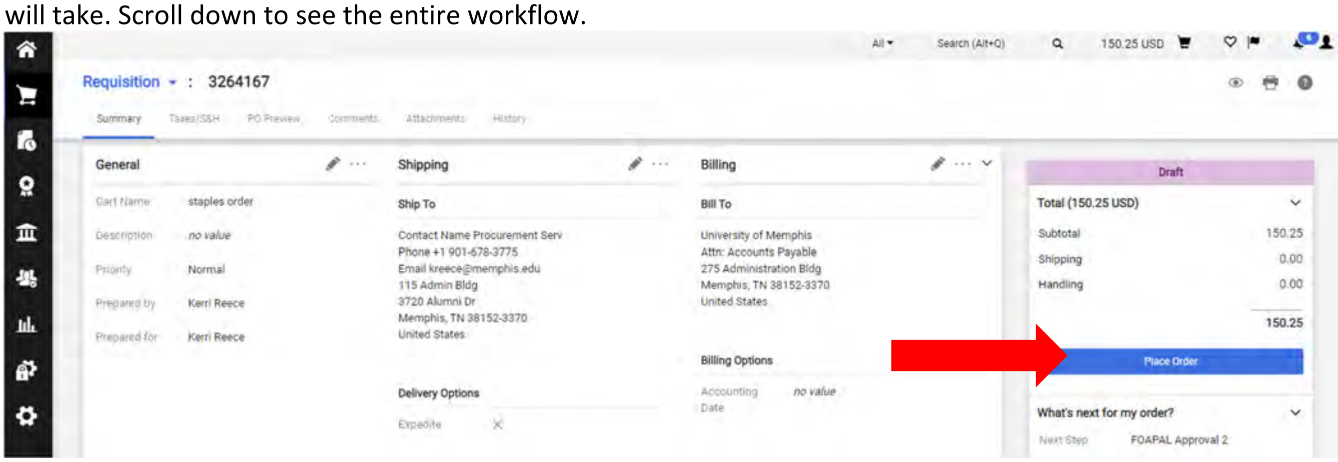


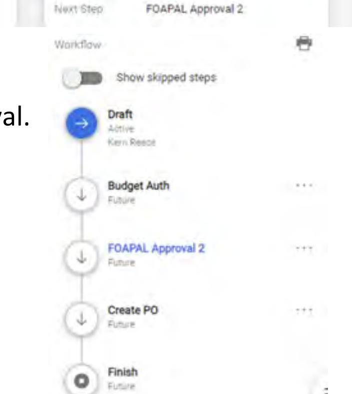
Scroll down to check your FOAP allocations for the overall order. Use the pencil or ellipses buttons to edit this. You can reallocate individual lines using the ellipses on each line.



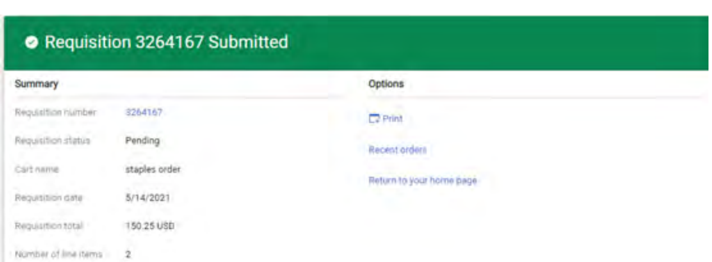


If your order is ready, click the blue **Place Order** button. Under the button you can see the next step your order will take. Scroll down to see the entire workflow.

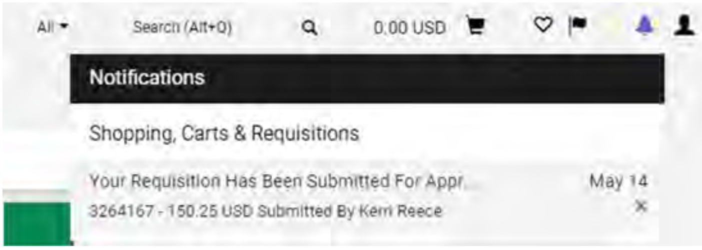


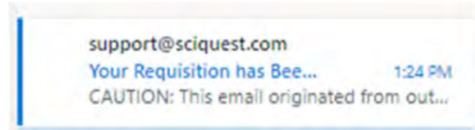


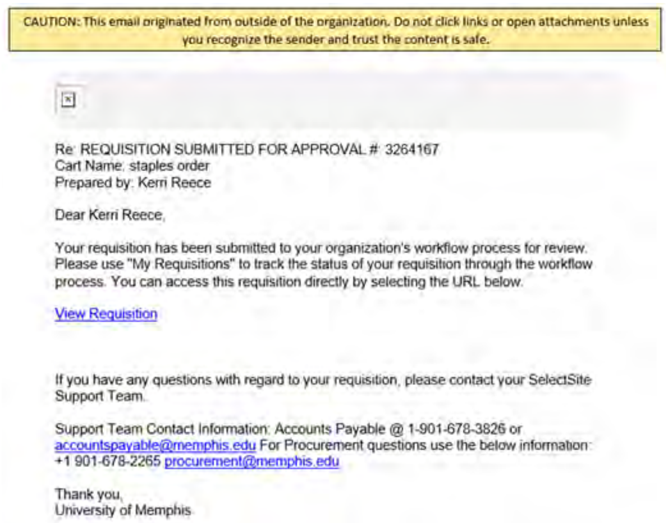
Your Requisition has now been submitted for approval.
It will go through the budget check and route to your financial manager for approval.



You will now get a notification in the system, and an email if you have that set up:







CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and trust the content is safe.

Re: REQUISITION SUBMITTED FOR APPROVAL # 3264167
Cart Name: staples order
Prepared by: Kerri Reece

Dear Kerri Reece,

Your requisition has been submitted to your organization's workflow process for review. Please use "My Requisitions" to track the status of your requisition through the workflow process. You can access this requisition directly by selecting the URL below.

View Requisition

If you have any questions with regard to your requisition, please contact your SelectSite Support Team.

Support Team Contact Information: Accounts Payable @ 1-901-678-3826 or accountspayable@memphis.edu For Procurement questions use the below information: +1 901-678-2265 procurement@memphis.edu

Thank you,
University of Memphis

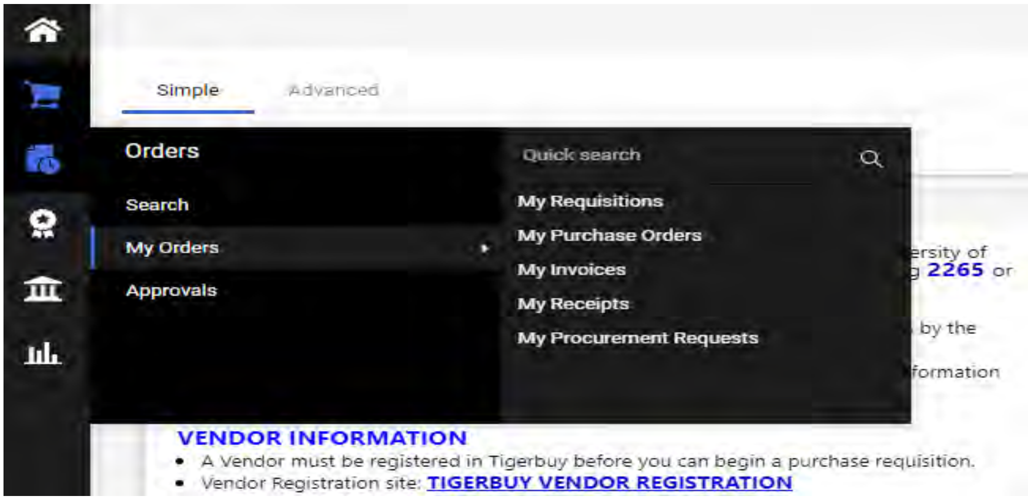
Your approved requisition will flow through Procurement and Banner will create an Encumbrance on your budget and issue a P0 number. Tigerbuy will then send the P0 to Staples electronically.

When you physically receive the items, you will need to **Receipt** them in the system (see Receipting instructions)

Should you need to make a **Return**, please see Return instructions.

Receipting in Tigerbuy

Receipting is the process of verifying that the items purchased were received. This is completed in Tigerbuy in the Order tab on the far-left ribbon.



- Select *My Purchases Orders*, this will take you directly to the orders you have submitted.

- Select the order you are looking to receipt by the P0 Number.

- Select the three dots, you will be prompted to select from a pulldown menu. For receipting you can choose Create Quantity Receipt or Create Cost Receipt.

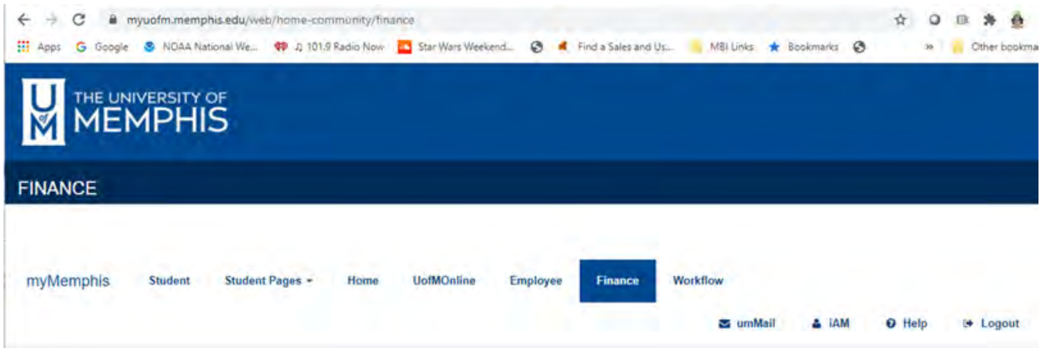
- All your items will automatically have *Received*, if an item has not arrived you can delete it and complete the receipt for the items you have.

- Select complete and you are done.

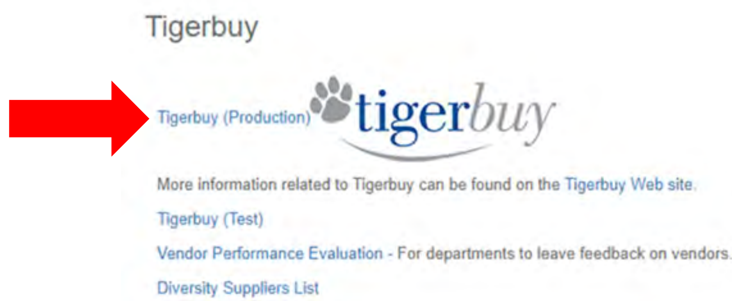
See pages 123 - 127 for instructions

How to - Tigerbuy Receipting

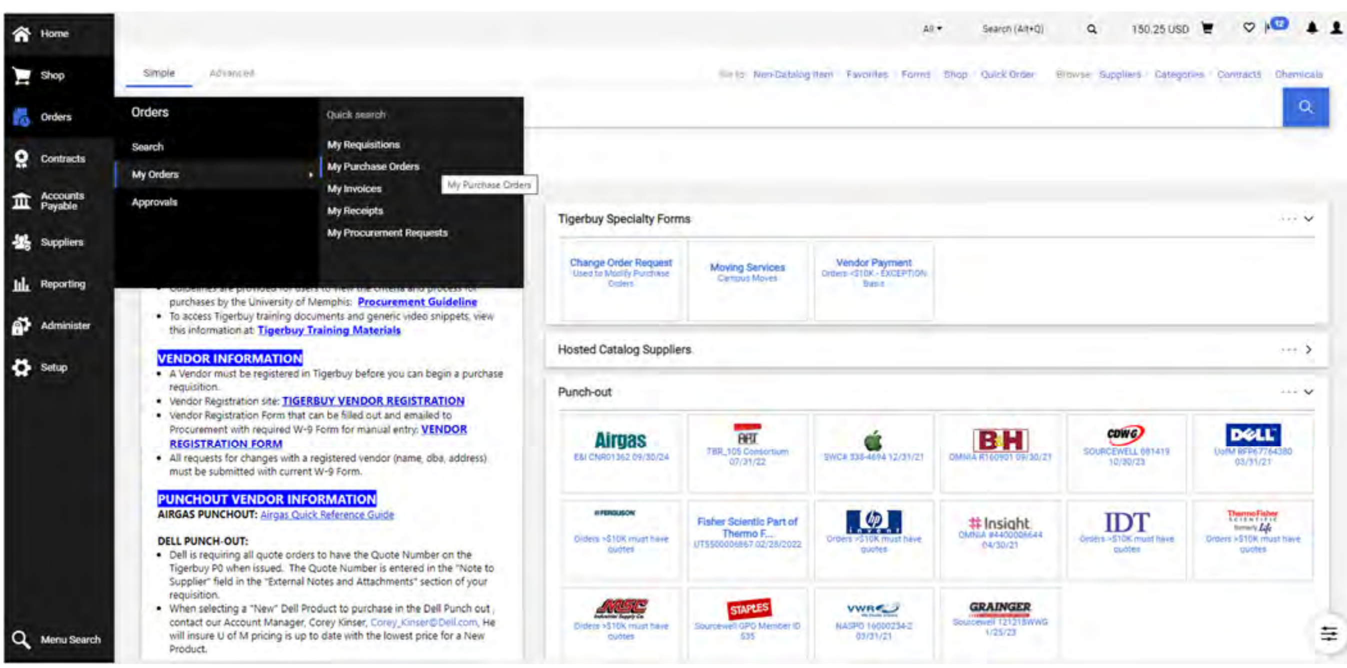
Log into My Memphis & go to the **Finance** tab:



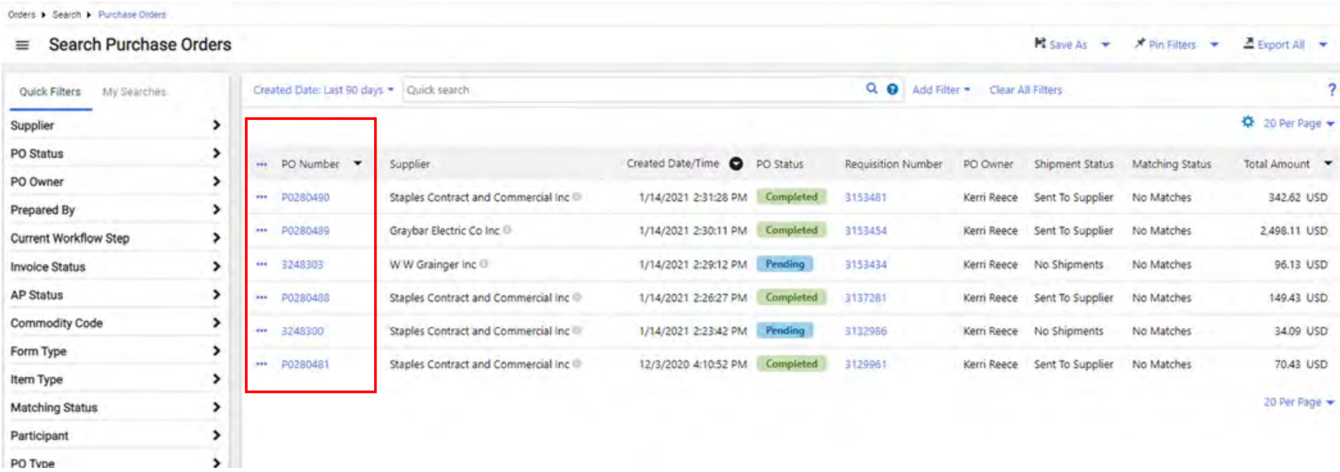
Scroll down on the right-hand side to Tigerbuy and click on **Tigerbuy (Production)**



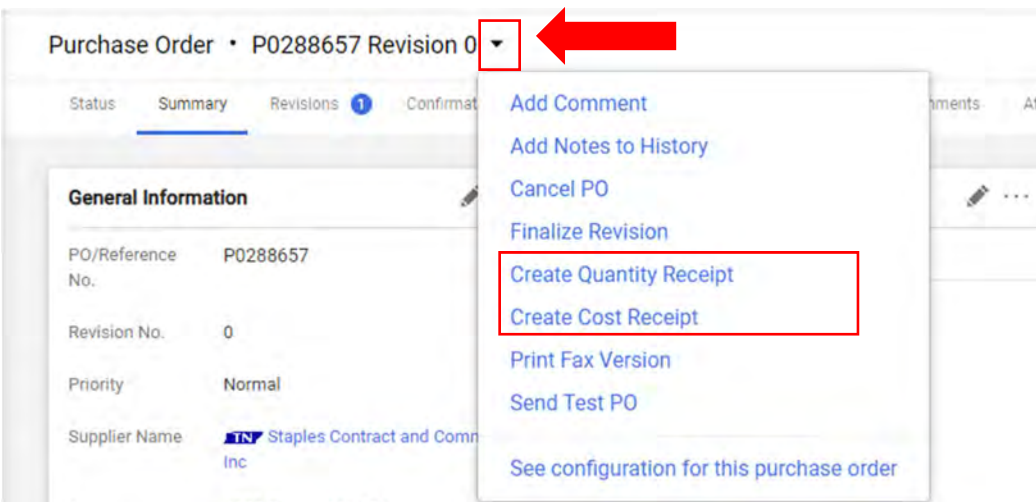
Tigerbuy opens on the Home screen. Click on **Orders / My Orders / My Purchase Orders** on the left menu.



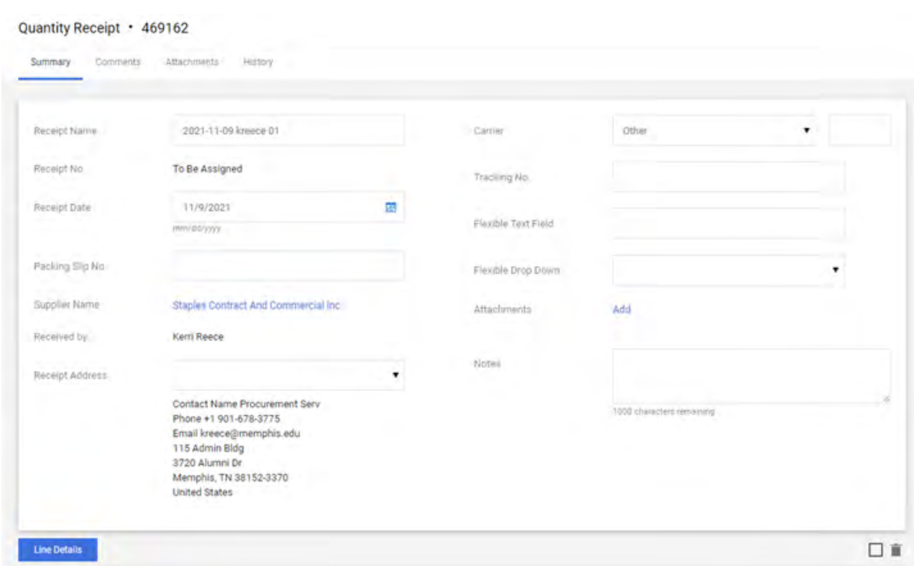
This brings up a list of your Purchase Orders in progress. The left menu contains filters that can help you narrow your search. Click on the P0 number you want to receipt.



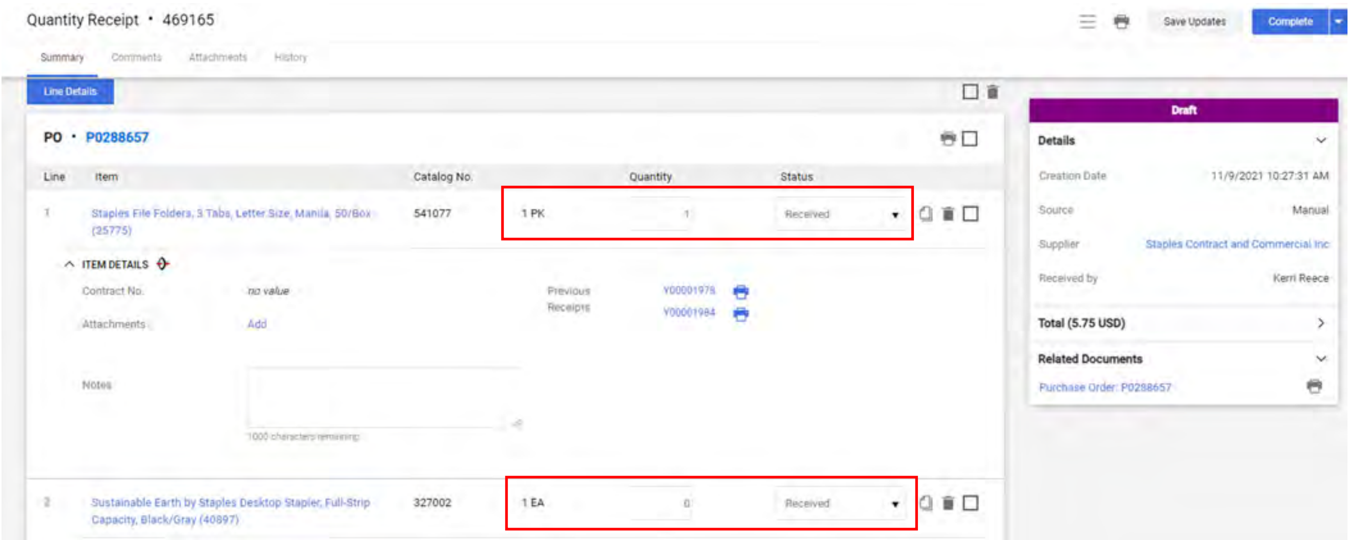
Your P0 opens. Click on the pull-down menu next to **Purchase Order** and Choose one of the Receipt options.



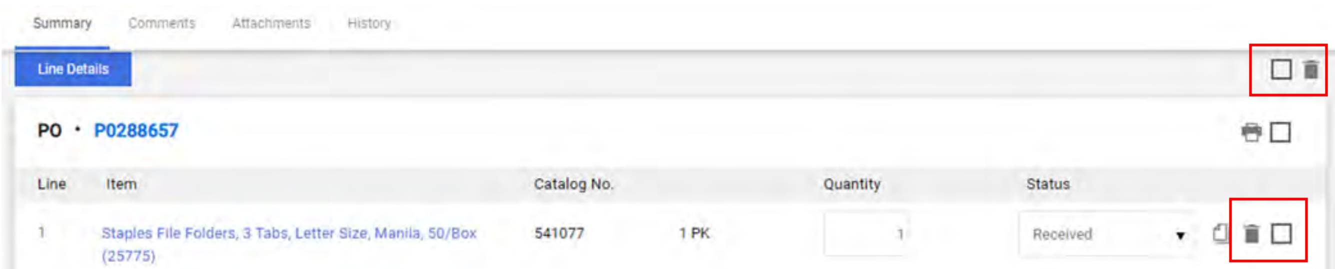
You don't need to enter anything on the top.



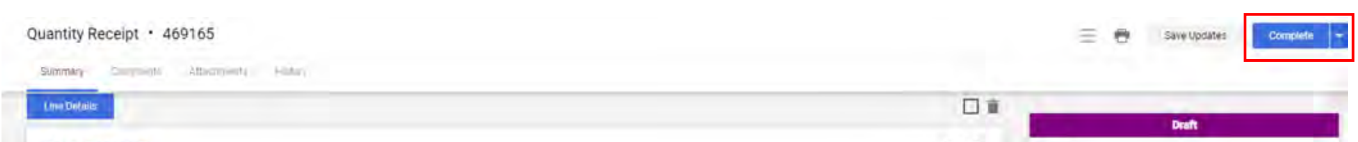
Scroll down to the Line Details. Enter the quantity of each item that you are receiving. The Line Status defaults to “Received”.



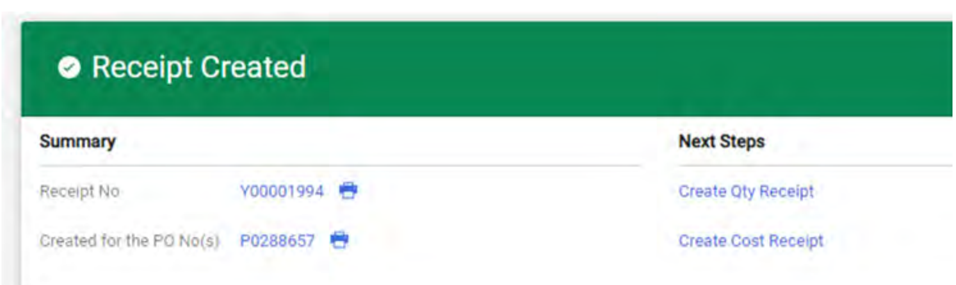
If you have only received part of your order, you will want to remove the lines you aren’t receiving. Use the trash can on the line or select multiple lines and use the trash can above to remove the lines from the receipt you are working on. (This has no effect on the order or PO)



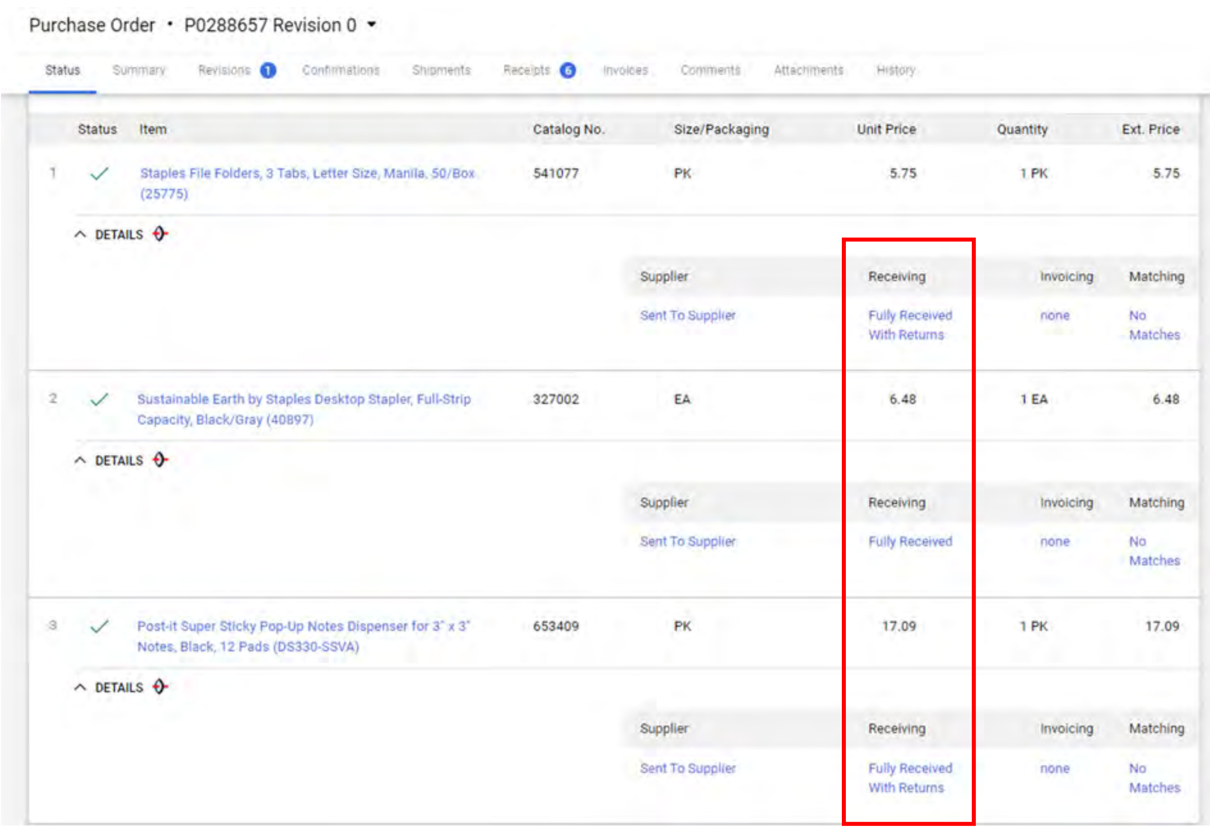
When all lines are correct, click Complete in the top right.



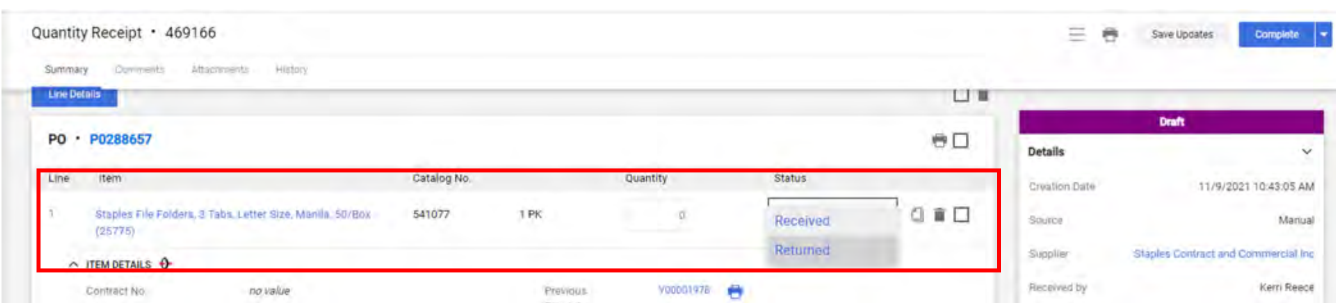
You will get a message that your Receipt has been created.



Now your P0 lines show which lines are received and if there are any returns. Accounting will not pay any invoice until the credit is received.



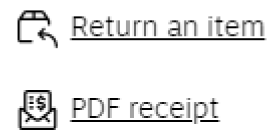
If you discover later that you need to return something, you will go in and create a receipt with only the returned line(s) on it. (see separate Return instructions)



Returning Staples Items in Tigerbuy

If you receive a defected or the wrong item, you will initiate a return in Tigerbuy.

- Go to the Staples Punch-out
- Locate your recent orders
- You can search by order number or by selecting *View all*
- Locate the order containing the item you want to return
- On the far-right side of the page you will see *Return an item*
- Select it and proceed with the instructions



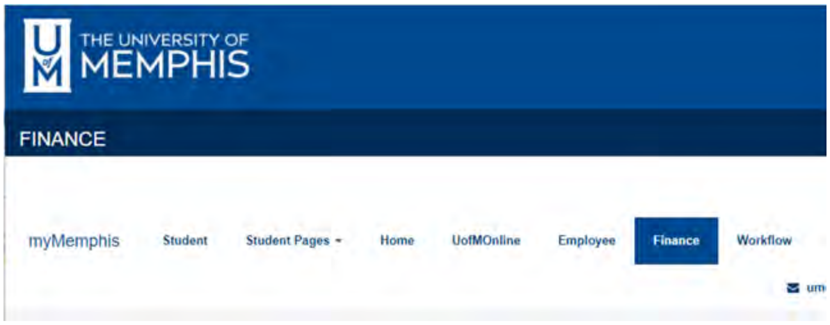
See pages 128 - 140 for instructions

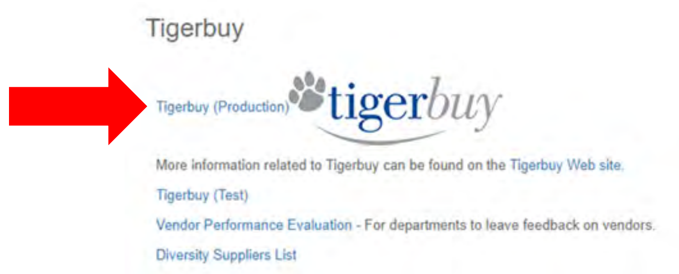
How to – Make a basic Staples return

<u>Returns are always a three-part process:</u>

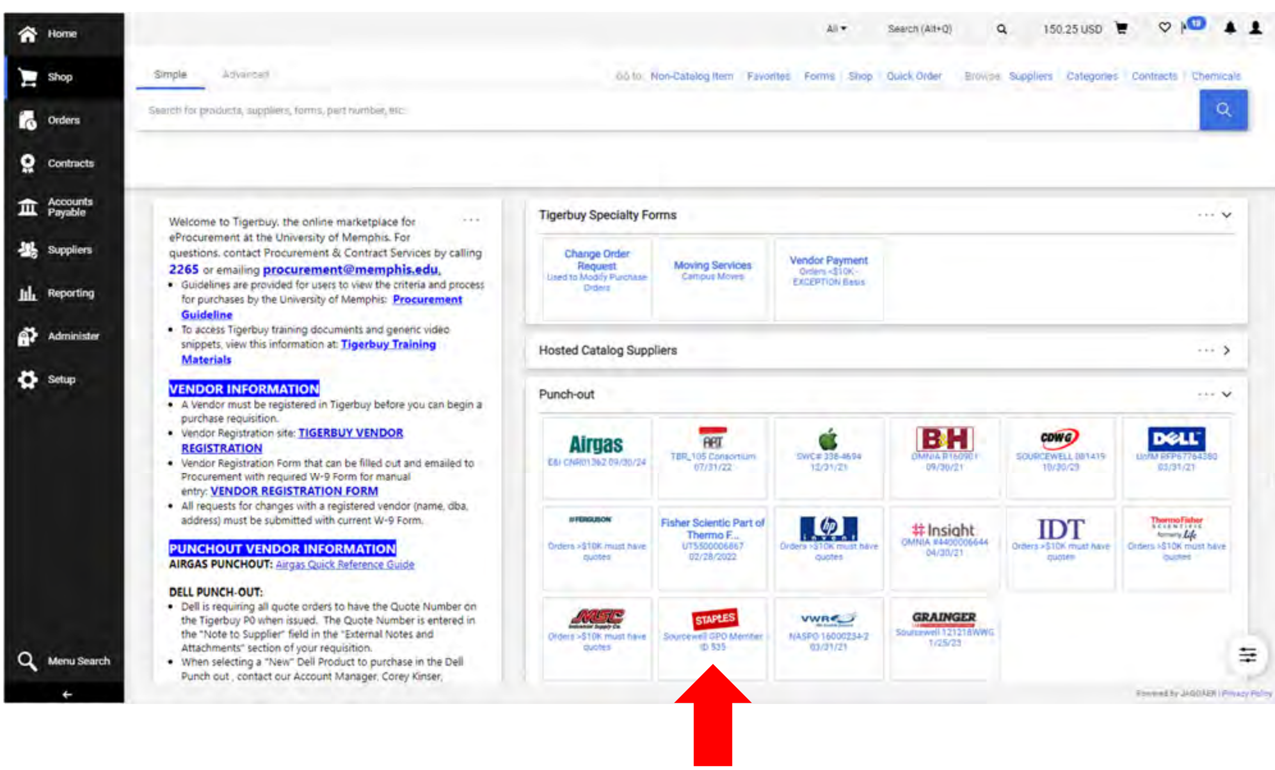
1. **Communicating** with the vendor to initiate the return process and get information on receiving credit.
2. **Internally processing** a return receipt in Tigerbuy, ensuring the invoice and credit are processed correctly.
3. **Physically returning** the item to the vendor if required.

From MyMemphis, go to the **Finance** tab and choose Tigerbuy Production

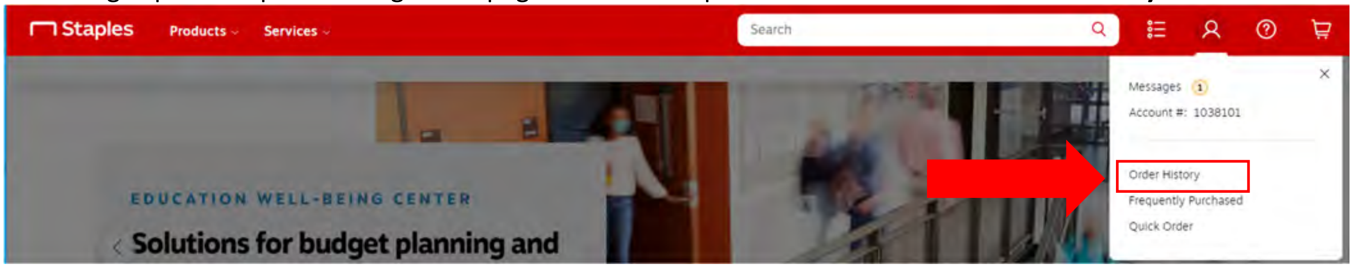




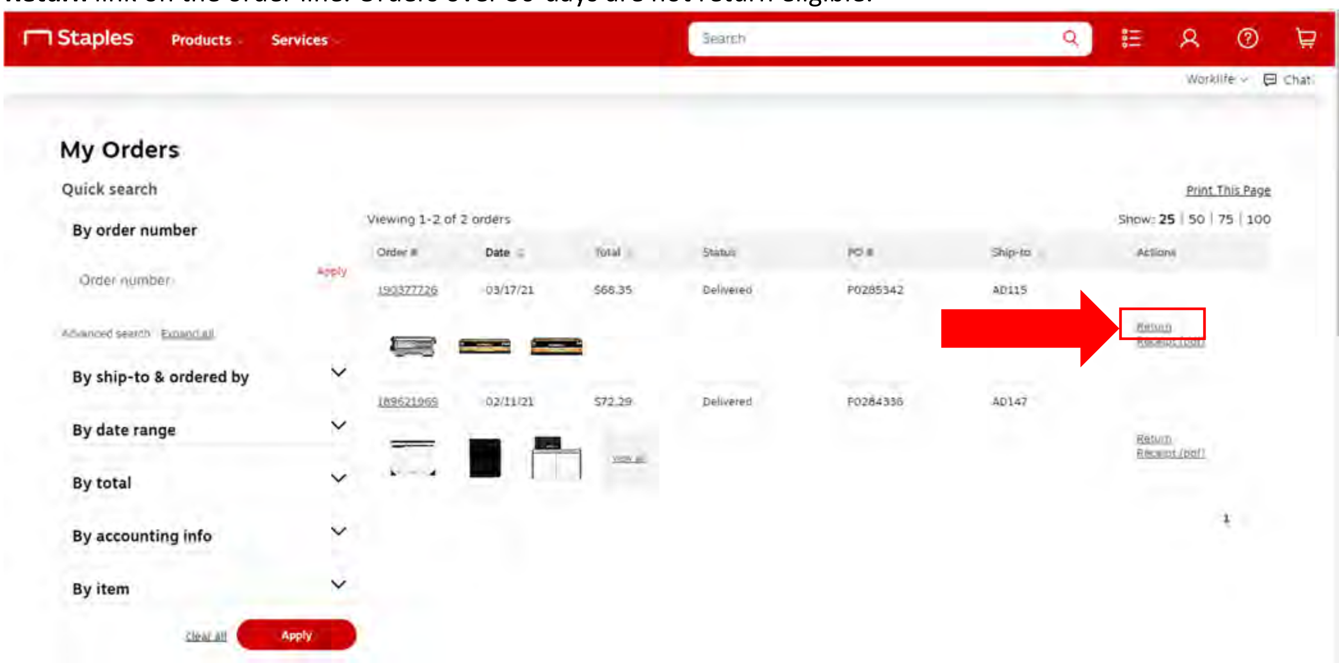
This will bring you to the shopping home page. Click on the Staples Punch Out Catalog button.



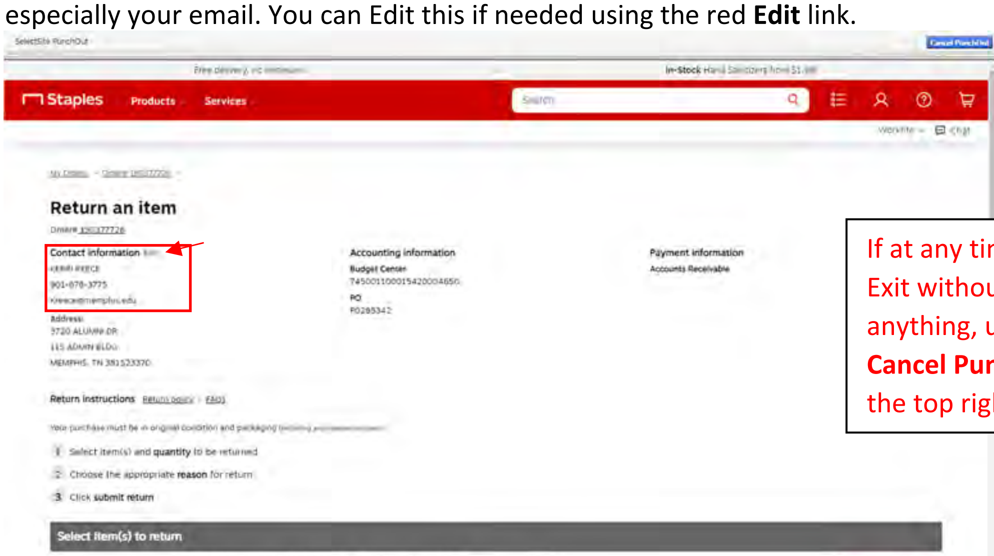
This brings up the Staples Catalog home page. Click on the person icon and choose **Order History.**



You will get a list of your previously shipped orders with pictures of the items you ordered. There are filters on the left and sort options on each column to help find your order. Once you find the order you need, click the **Return** link on the order line. Orders over 30-days are not return eligible.

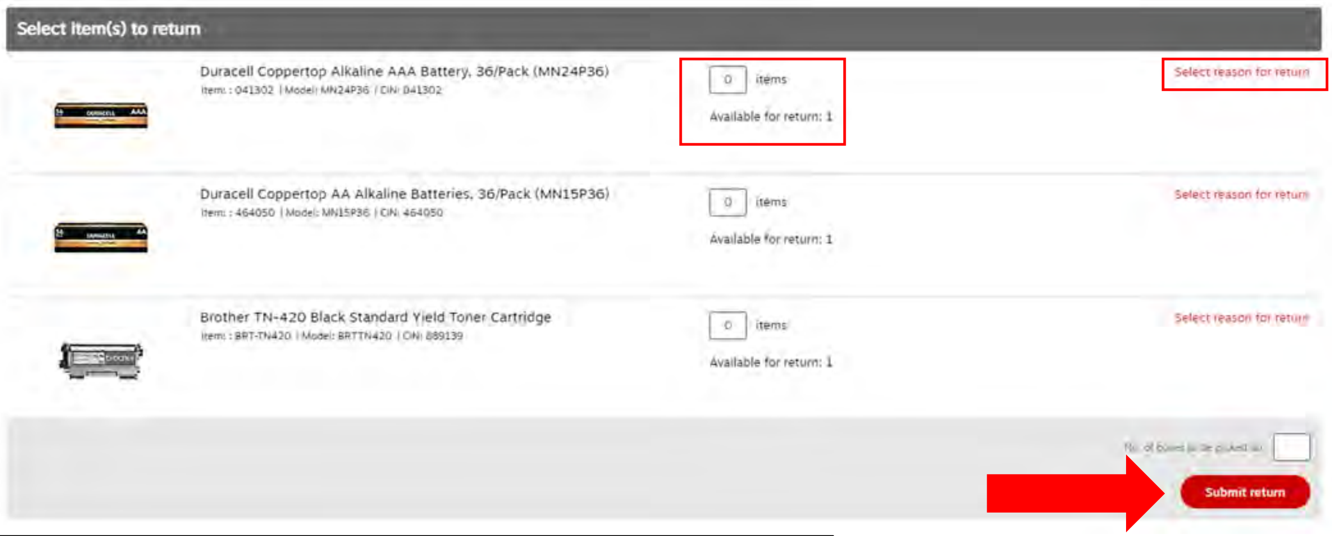


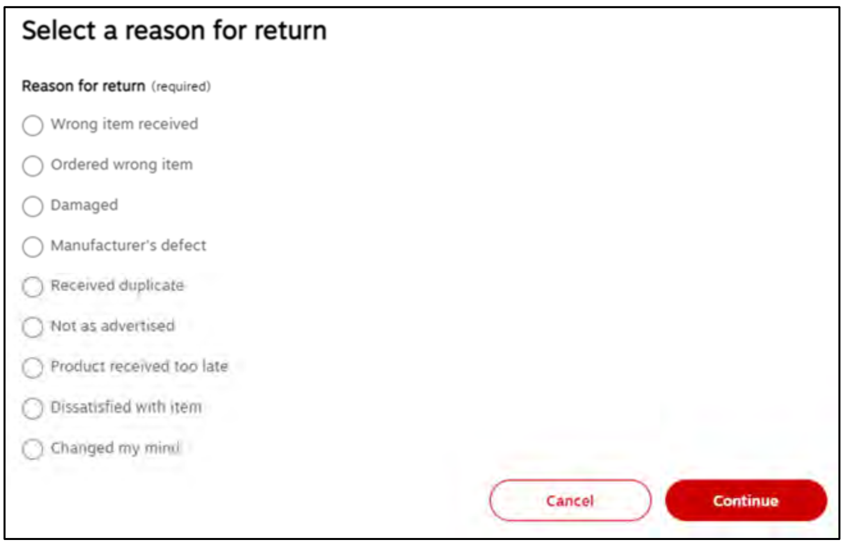
The top portion of the screen contains your information. Make sure your contact information is correct, especially your email. You can Edit this if needed using the red **Edit** link.



If at any time you'd like to Exit without saving anything, use the blue **Cancel Punchout** button in the top right corner.

Enter the number of each item you are returning and click **Select reason for return** on each line to indicate your reason for the return.

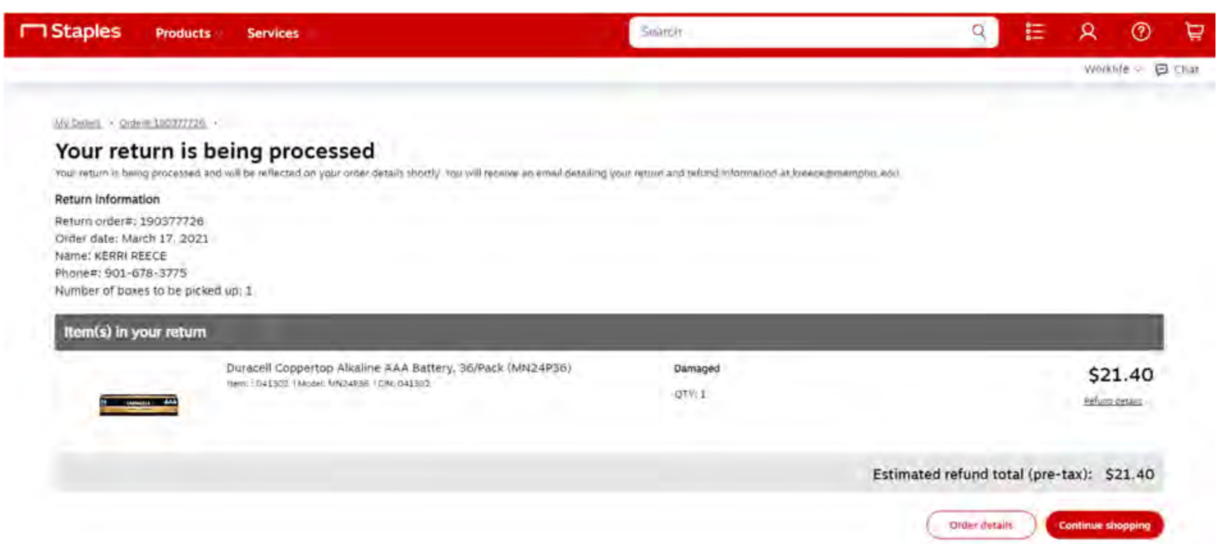




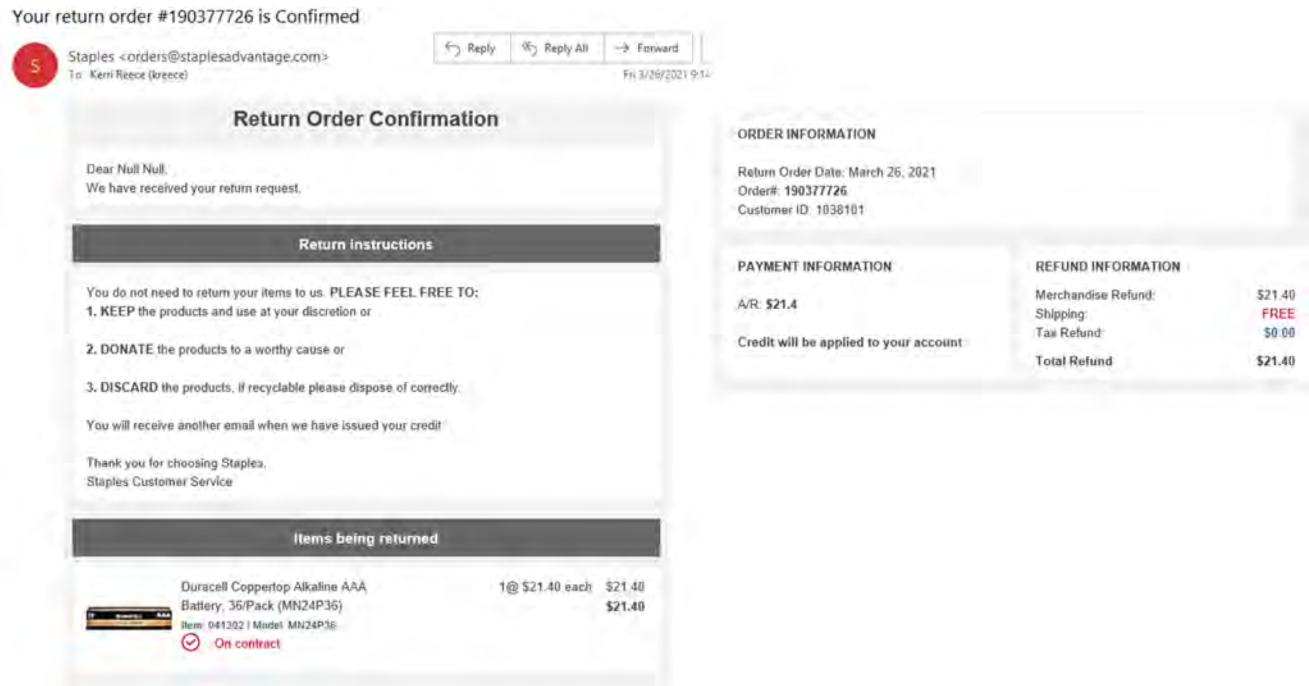
Then click **Continue.** Enter the number of boxes you are packing the return in.

Click **Submit Return** when you are finished with the lines.

You will get a screen showing your return is in progress and that you will be getting an email.

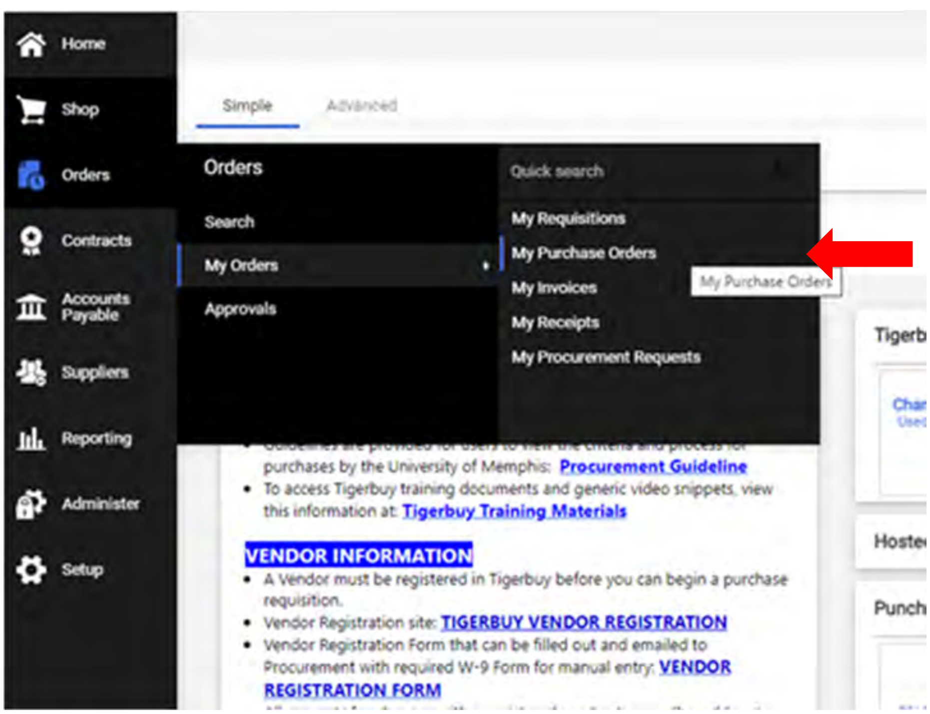


You will then receive a Return Order Confirmation email. This will contain your return instructions and refund information. You may be directed to return the item or dispose of it.

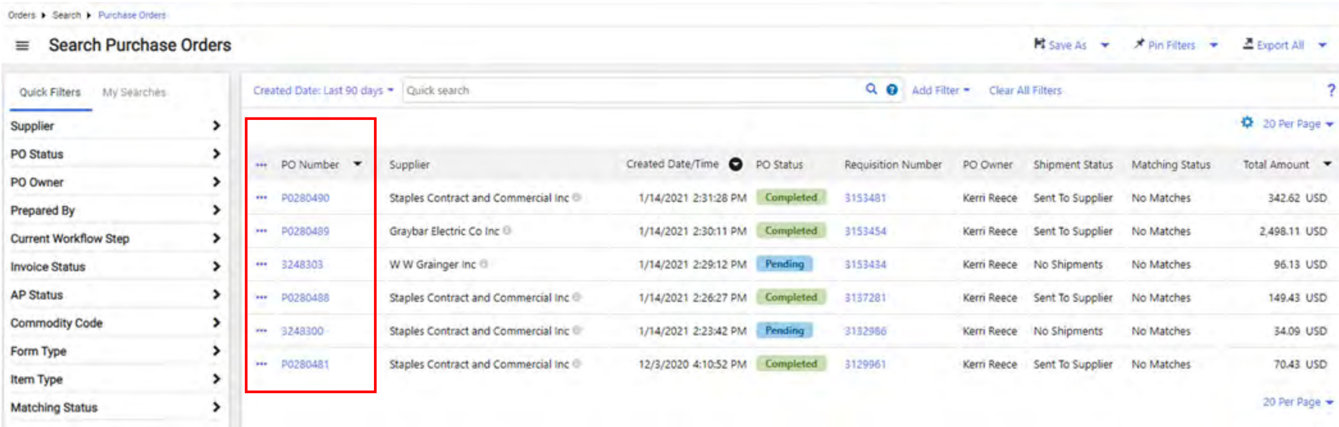


Now you need to Process the return Receipt in Tigerbuy

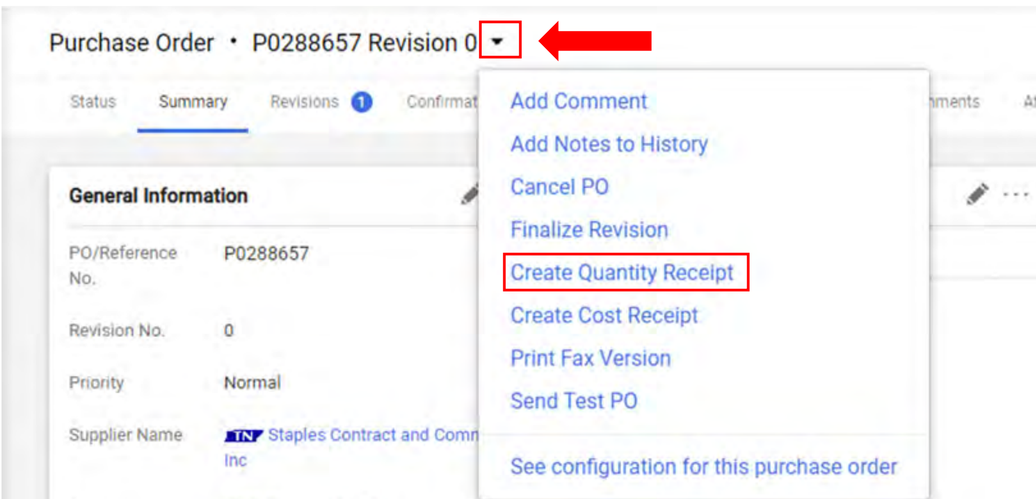
Click on **Orders / My Orders / My Purchase Orders** on the left menu.



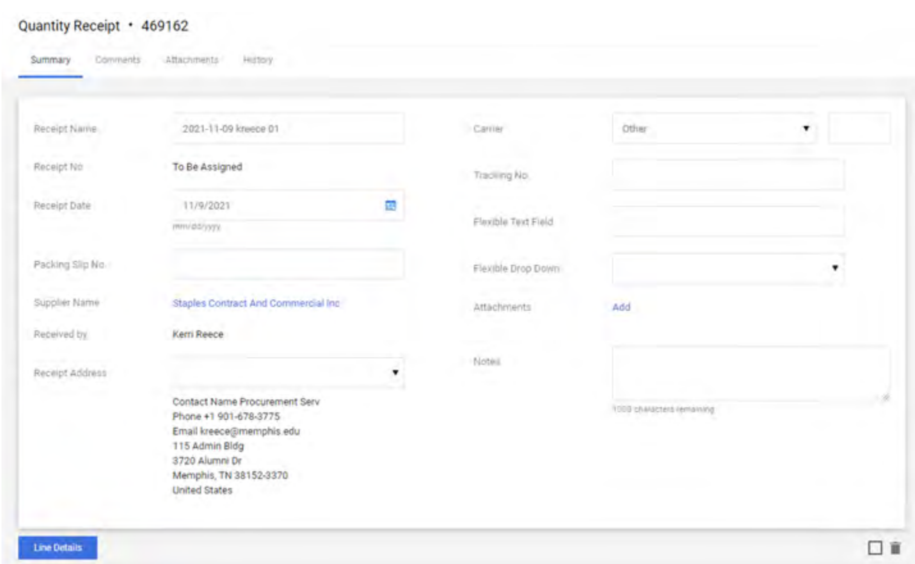
This brings up a list of your Purchase Orders in progress. The left menu contains filters that can help you narrow your search. Click on the P0 number you want to return receipt.



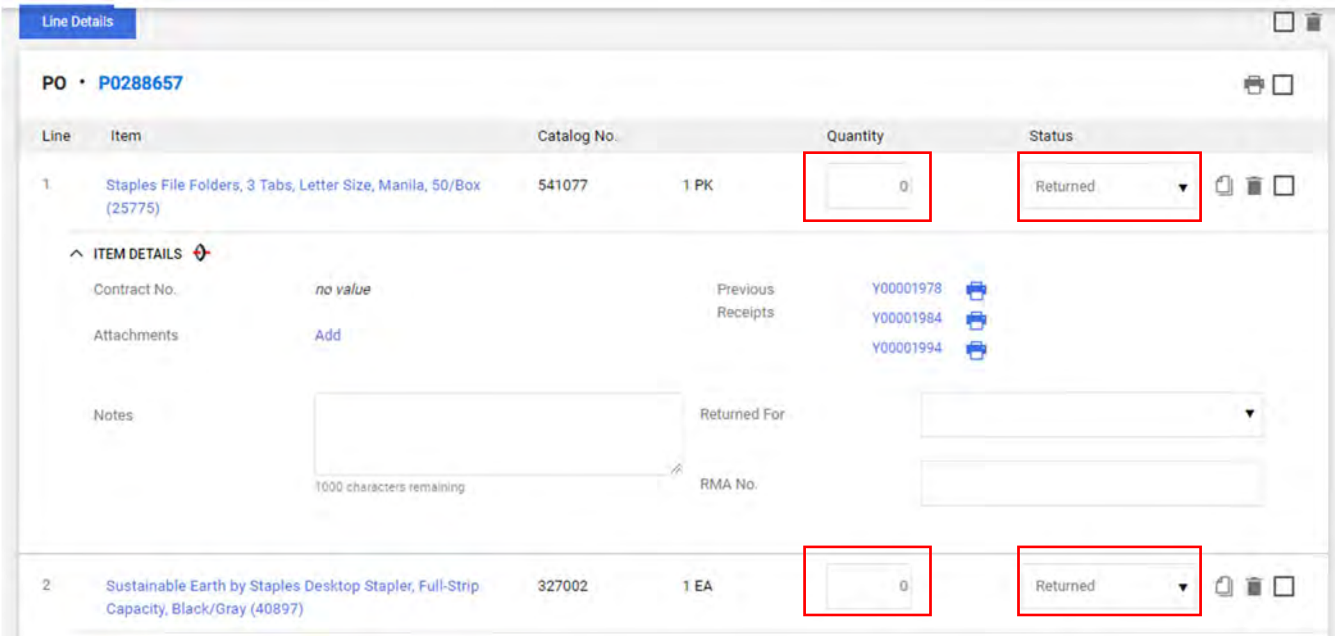
Your P0 opens. Click on the pull-down menu next to **Purchase Order** and choose **Create Quantity Receipt**.



You don't need to enter anything on the top.



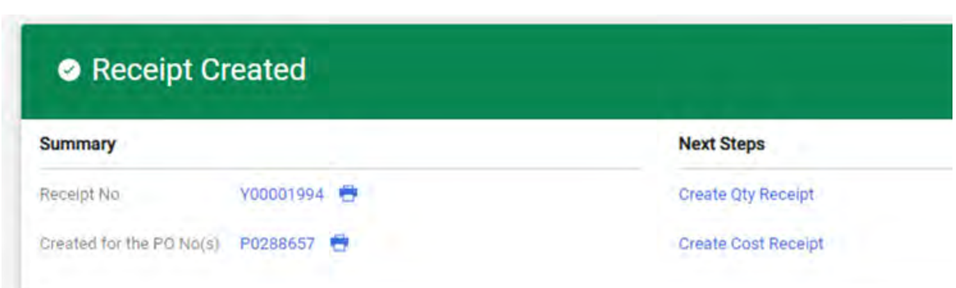
Enter the Quantity you are returning on each line and change Line Status to **Returned**.



You will want to remove the lines you aren't returning. Use the trash can on the line or select multiple lines and use the trash can above to remove the lines from the receipt you are working on. (This has no effect on the order or PO)

When all lines are correct, click Complete in the top right.

You will get a message saying your receipt has been created.



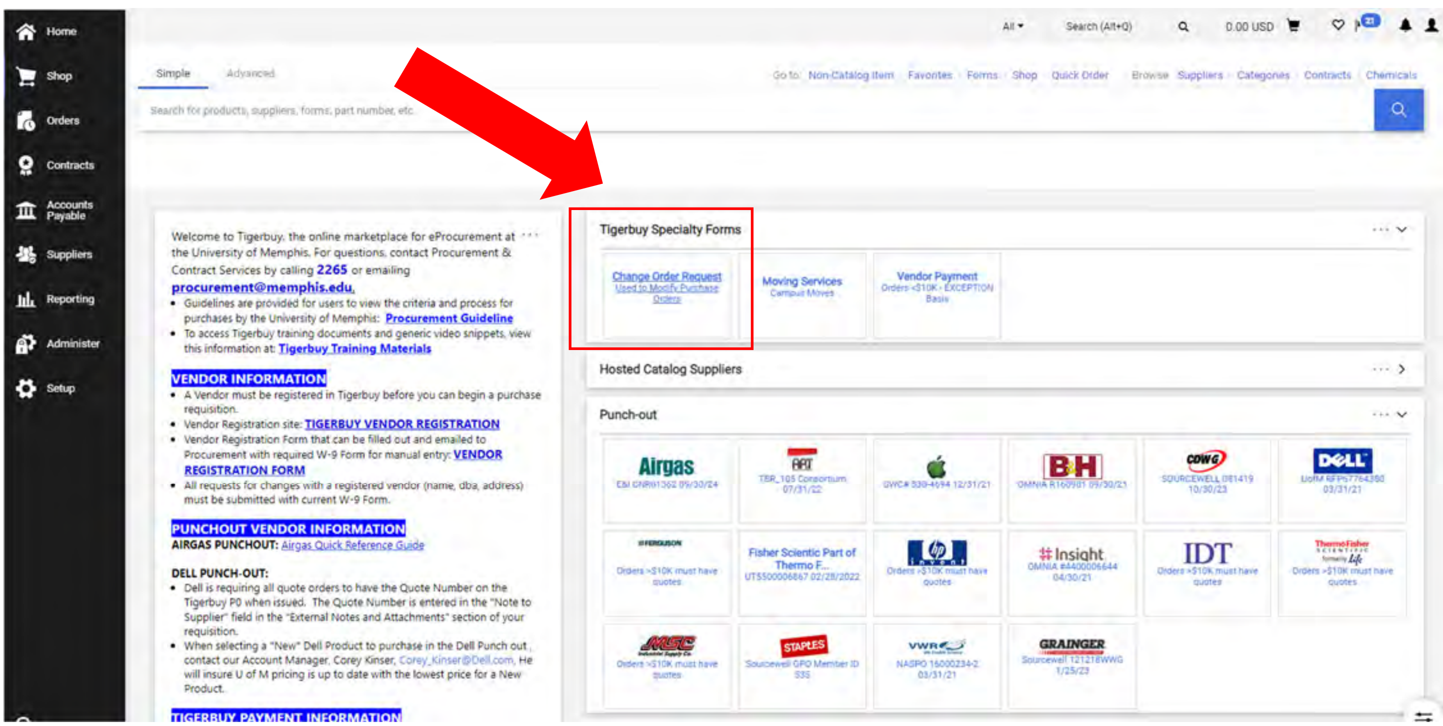
Change Order Request Instructions

Change Order Guidelines

- The Change Order Request form is a requirement of Procurement to revise a UOM Purchase Order that has been issued through Tigerbuy.
- The Change Order Request form is the communication, approval, and documentation of a revision or change required for a Purchase Order.
- Only one Purchase Order number is allowed in a Change Order Request Requisition.
- Requisitions containing a Change Order Request form cannot contain other forms or lines of purchase.

Change Order Request Form is located under Tigerbuy Specialty Forms on the Tigerbuy Home Shopping Page, shown below.

- The Change Order Request form does not perform a Purchase Order change.
- The form processes to Procurement in a Requisition.
- Procurement applies the change requested to the Purchase Order.



Change Order Form Process

The Change Order Request form goes through the same workflow process in Tigerbuy as a purchase which requires an Organization Requester and Approver, as follows:

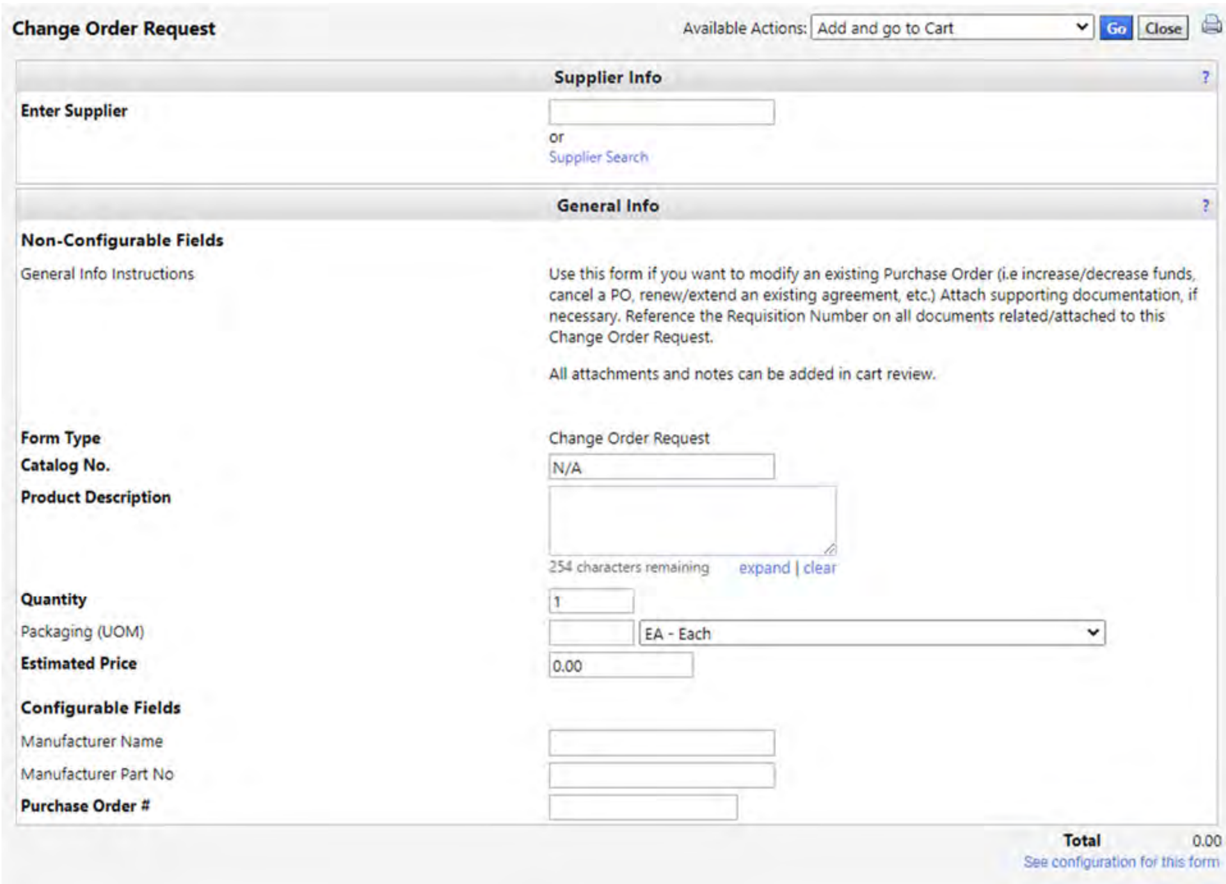
- **Requester** starts process by filling out form.
- **Requester** adds form to a Tigerbuy Shopping Cart and the Product Description area will house the form with description shown.
  - In the shopping cart cost area, there should be no cost shown for a purchase order when cost is reduced on a P0.
  - There should be cost shown when a purchase order is being increased. This cost showing is the **additional** cost only that is added to a Purchase Order. The additional cost needs budget checking to ensure funds are available for the addition.
- **Requester** continues the process to the Requisition.
  - The **Account Codes** in a Change Order Request requisition must be the same as the Purchase Order to be revised.
  - **Attachments** can be added if needed for the purchase order revision. Procurement will add the attachments to the purchase order if needed with the revision.
- **Requester** places the Requisition containing the Change Order Request form.
- Requisition process **checks budget for available funding.**
- Organization **Approver** approves the requisition.
- Change Order Request Requisition processes to **Procurement**.
- **Procurement** opens requisition to review Change Order Request form for purchase order number and change requested.
- **Procurement** opens purchase order and applies change requested. All purchase order changes are applied in **both Tigerbuy and Banner**.
- **Procurement** Approves the Change Order Request requisition.
- **Process is complete**.

Using the Change Order Request Form

- Click Change Order Request icon to open form.
- For new Users to Tigerbuy, read the instructions printed in the form, shown below.

Use this form if you want to modify an existing Purchase Order (i.e., increase/decrease funds, cancel a PO, renew/extend an existing agreement, etc.) Attach supporting documentation, if necessary. Reference the Purchase Order Number on all documents related/attached to this Change Order Request.
All attachments and notes can be added in cart review.

- The Change Order Request form has 3 sections:
    - Action Bar
    - Supplier Info
    - General Info



1-Supplier Info

Enter Supplier-Enter Vendor from the Purchase Order to be revised. Vendor Information will populate this field.

2-General Info

Below is the list of boxes/fields designating required information:

Catalog No. No Entry Required

Product Description
Describe the change required. The change can be decreasing cost or increasing cost on a P0.

- Decreasing cost means reducing the cost on an Open P0 by closing a P0 balance, canceling an entire P0, cancelling a line on a P0, reducing unit cost or quantity on a line or lines. These are examples of a cost decrease description. Always specify the Line number that will require a revision. (For example, cancel line 2 not available, cancel entire P0 backorder too far out, close balance left on P0 due to discounts.)

- Increasing cost means adding more cost to a Purchase Order. When more cost is added to a P0, funds must be available in the budget for the additional cost. Increasing cost can be adding a new line or lines of purchase, increasing quantity or cost on an existing line. (For example, Line 3 increase quantity from 2 to 5, Line 1 increase unit cost from $8.99 to $10.99, add contract end date of 12/30/21 to description, add new line for Blue face masks, Item # 456789- 300 units at $3.50 each.)

Quantity
- For P0 decreases-No entry required.
- For P0 increases- Units for the additional unit cost need to be entered.

Packaging
- First box – No entry required
- Second box - Defaults to Each (EA). Packaging can be revised by clicking on arrow to view Unit of Measure list if needed with revision.

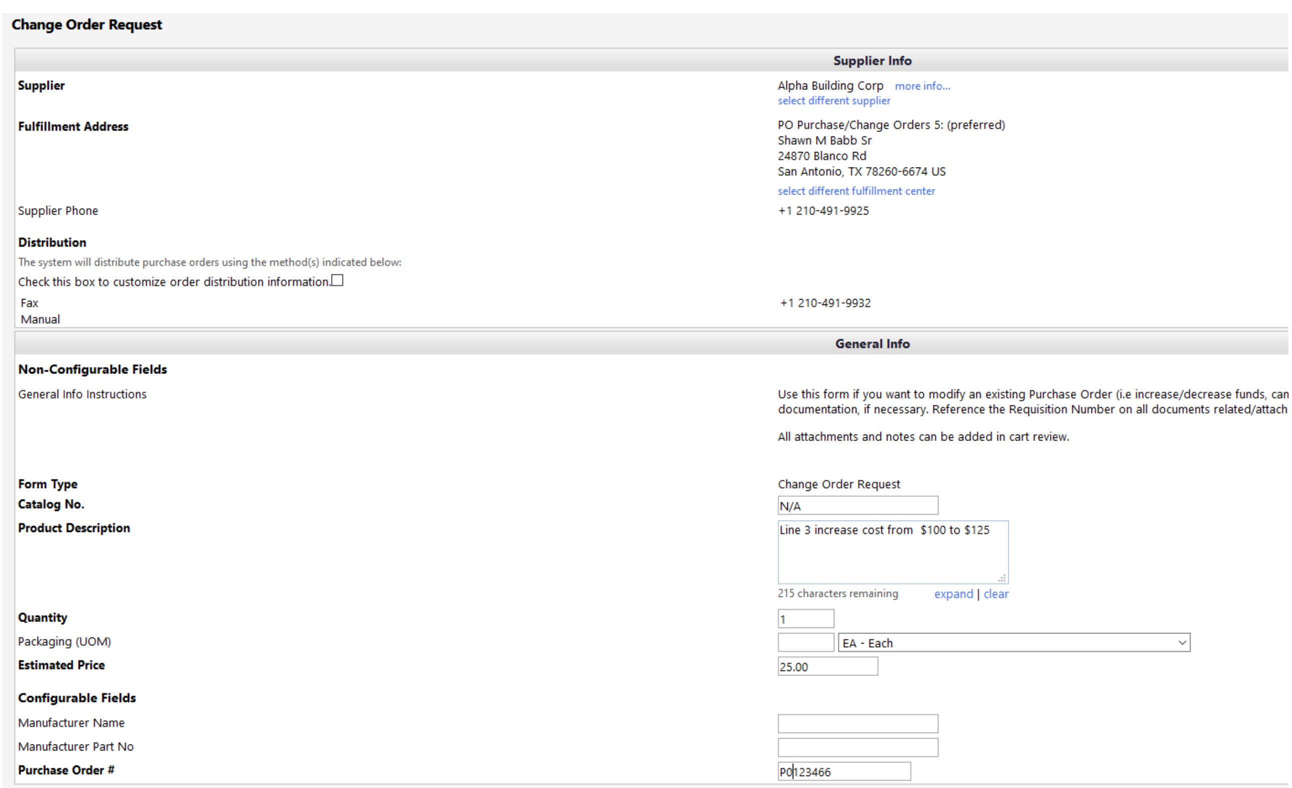
Estimated Price
- For P0 Decreases-No Entry Required.
- For P0 Increases -Unit cost for addition to P0 (This can be the new cost for a new line added, or it can be the difference between original cost and new cost if a line is increasing.

Manufacturer Name No Entry Required

Manufacturer Part No. No Entry Required

Purchase Order # P0 Number required for purchase order being revised.

Example of form filled out to revise a line.


Change Order Request

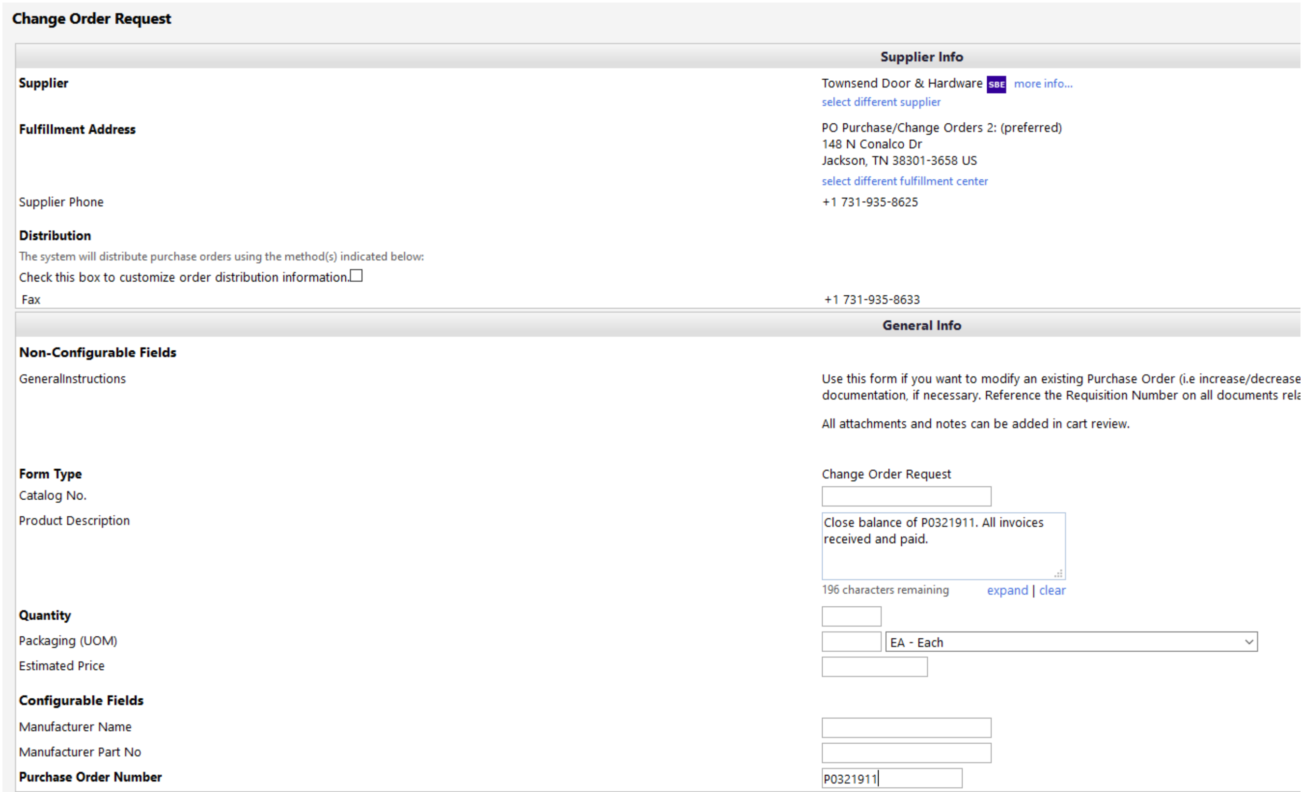
Supplier Info

Supplier	Alpha Building Corp more info... select different supplier
Fulfillment Address	PO Purchase/Change Orders 5: (preferred) Shawn M Babb Sr 24870 Blanco Rd San Antonio, TX 78260-6674 US select different fulfillment center
Supplier Phone	+1 210-491-9925
Distribution The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information.	
Fax	+1 210-491-9932
Manual	

General Info

Non-Configurable Fields	
General Info Instructions	Use this form if you want to modify an existing Purchase Order (i.e increase/decrease funds, can documentation, if necessary. Reference the Requisition Number on all documents related/attach All attachments and notes can be added in cart review.
Form Type	Change Order Request
Catalog No.	N/A
Product Description	Line 3 increase cost from $100 to $125 215 characters remaining expand | clear
Quantity	1
Packaging (UOM)	EA - Each
Estimated Price	25.00
Configurable Fields	
Manufacturer Name	
Manufacturer Part No	
Purchase Order #	P0123466

Example of form filled out to close a P0.



Change Order Request

Supplier Info

Supplier: Townsend Door & Hardware SBE more info...
select different supplier

Fulfillment Address: PO Purchase/Change Orders 2: (preferred)
148 N Conalco Dr
Jackson, TN 38301-3658 US
select different fulfillment center

Supplier Phone: +1 731-935-8625

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.
Fax: +1 731-935-8633

General Info

Non-Configurable Fields

GeneralInstructions: Use this form if you want to modify an existing Purchase Order (i.e increase/decrease
documentation, if necessary. Reference the Requisition Number on all documents rela
All attachments and notes can be added in cart review.

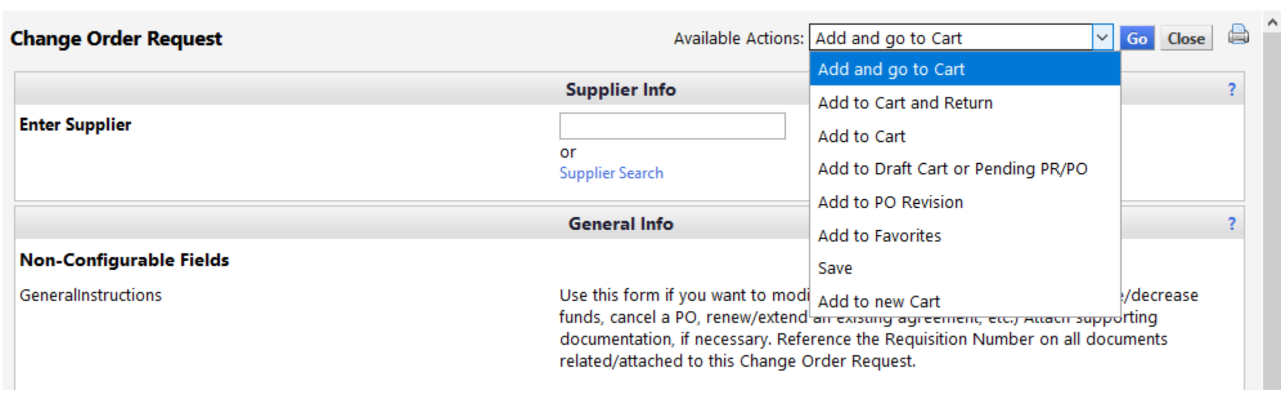
Form Type: Change Order Request
Catalog No.
Product Description: Close balance of P0321911. All invoices received and paid.
196 characters remaining expand | clear

Quantity
Packaging (UOM): EA - Each
Estimated Price

Configurable Fields
Manufacturer Name
Manufacturer Part No
Purchase Order Number: P0321911

3-Action Bar-Top Right of Form

After the form has been completed, the Requester has options in the **Available Actions** list.



Change Order Request — Available Actions: Add and go to Cart — Go — Close

Add and go to Cart
Add to Cart and Return
Add to Cart
Add to Draft Cart or Pending PR/PO
Add to PO Revision
Add to Favorites
Save
Add to new Cart

Supplier Info
Enter Supplier
or
Supplier Search

General Info
Non-Configurable Fields
GeneralInstructions: Use this form if you want to modi... /decrease funds, cancel a PO, renew/extend an existing agreement, etc.) Attach supporting documentation, if necessary. Reference the Requisition Number on all documents related/attached to this Change Order Request.

Add and go to Cart-The Change Order Request form goes directly into a Tigerbuy Shopping Cart. Requester can continue with the Tigerbuy process as described above.

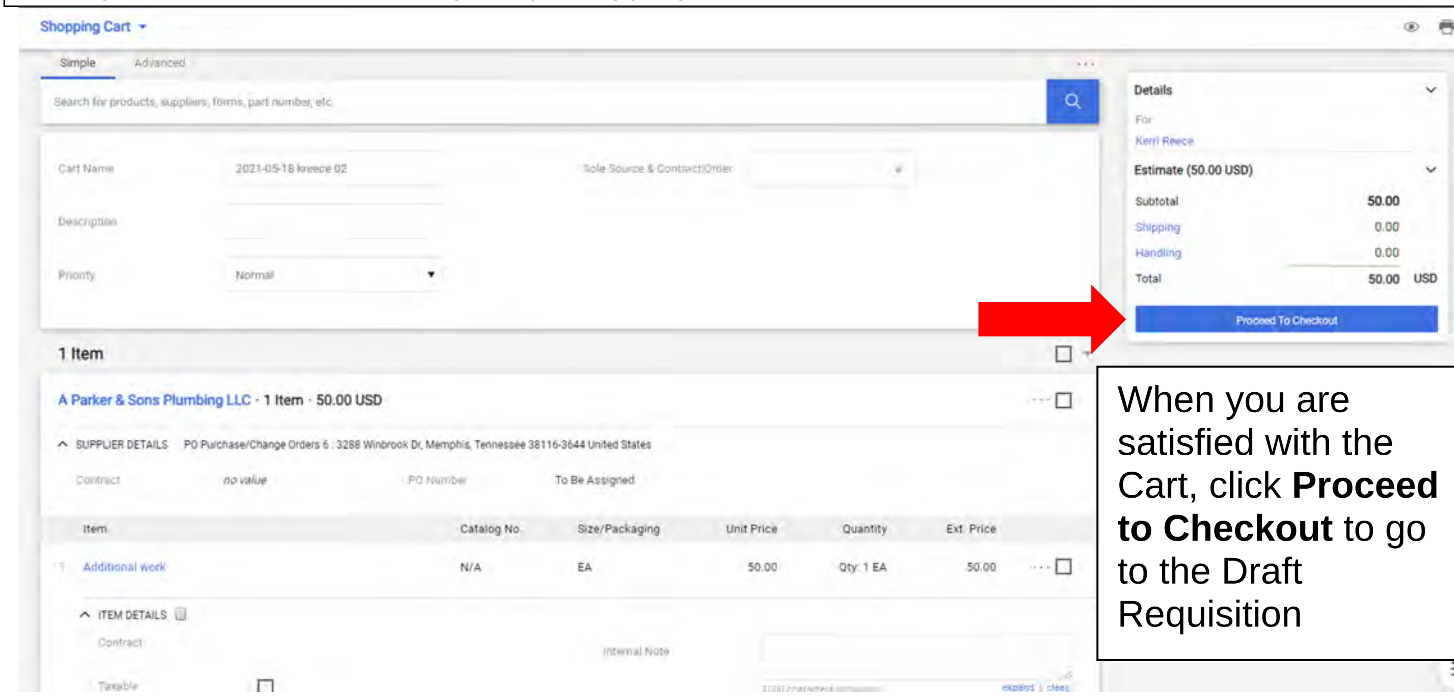
Add to Cart and Return-The Change Order Request form goes into the shopping cart and a new Change Order Request form is ready for another change request for the same P0. When multiple lines of a P0 have changes, each change can be issued on a separate form. Each form will become a separate line in the shopping cart to process through Tigerbuy.

- This is not required to use separate forms. If the information for several lines can be communicated and understood in the Product Description box, Procurement will apply all changes from the information in one form.

- If a Change Order Request is not clear, Procurement will contact the Requester for clarification.

Click **Go** after selection has been made.

Example of a revision in the Tigerbuy Shopping Cart.

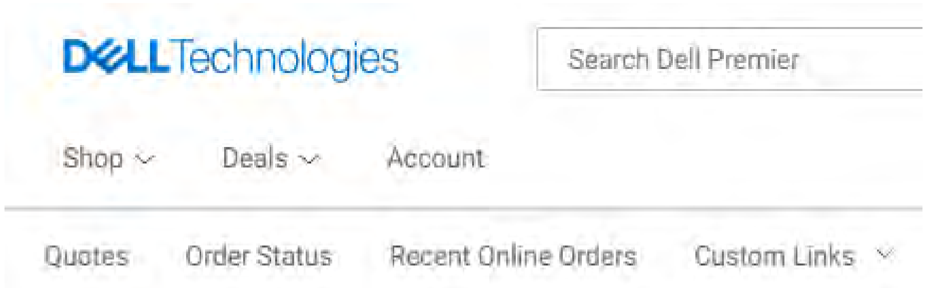


When you are satisfied with the Cart, click **Proceed to Checkout** to go to the Draft Requisition

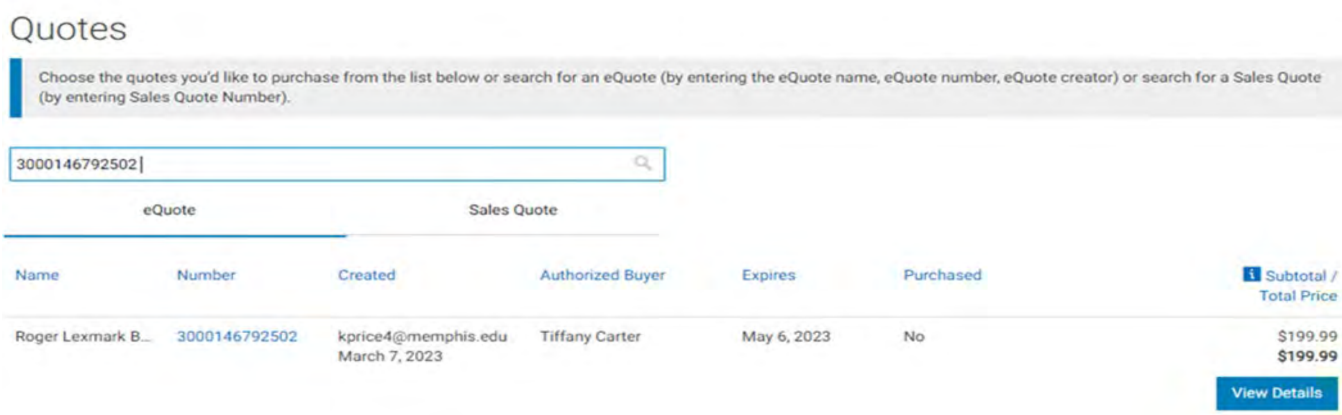
Dell Punch-out

There are multiple vendors that offer computer equipment. The following instructions are for ordering through Dell Punch-out. When ordering computer parts, printers, or laptops, you will need to get a quote from your department's LSP. Once you get a quote, you may now proceed with placing your order.

1. On the Dell Punch-out page, click on the *Quotes* tab found in the top-left corner.



2. Type or paste the quote number from the LSP and verify that the information matches what you are being quoted.

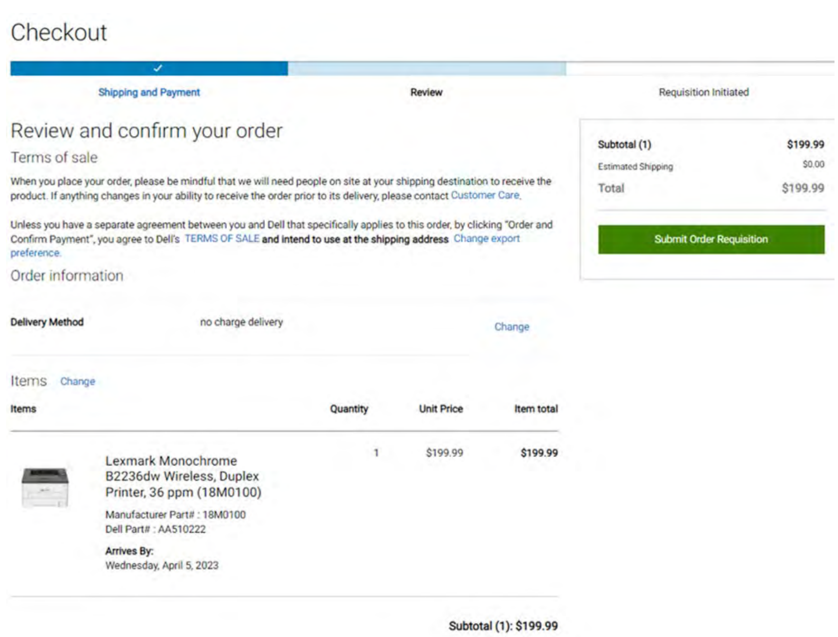


3. Select *View Details*

4. You should now be on the *Checkout* page. Select *Create Order Requisition.*

5. Select *Submit Order Requisition*, this will take you to the Tigerbuy Shopping cart.

6. Procced with the order. **Note: For equipment items over $1,500 you will need have this item tagged (see next section).** **Make sure to use the correct account code.**



Tagging Equipment

Due to pricing, certain computer equipment and furniture must be ordered using specific account numbers, which can be seen in the chart below. Additionally, items purchased within a certain financial range, also requires tagging. Tagging is the process of Accounting providing a physical tag that labels the item as property of the University of Memphis. Items under $1,500 are listed under the not tagged section. However, it's good practice to have all computer equipment tagged for accounting/inventory purposes.

The University of Memphis - Accounting Office
Computers and Equipment Account Codes

Not Tagged (Under $1,500)		
Account Number	**Account Title**	**Examples**
74500	Supplies	• IPad/Printer/Computer/AppleCare • Chairs/Monitors/Wall Mounts • USB Drive/Cables/Mouse
Tagged Equipment - Single Item/All Components (Under $1,500)		
Account Number	**Account Title**	**Examples**
74504	Controlled Equipment under $1,500	• IPad/Printer/Computer • Equipment tracking required by Grant

The University requires all office equipment and sensitive equipment (costing between $1,500 and $4,999) be tagged and maintained in the Fixed Asset System.

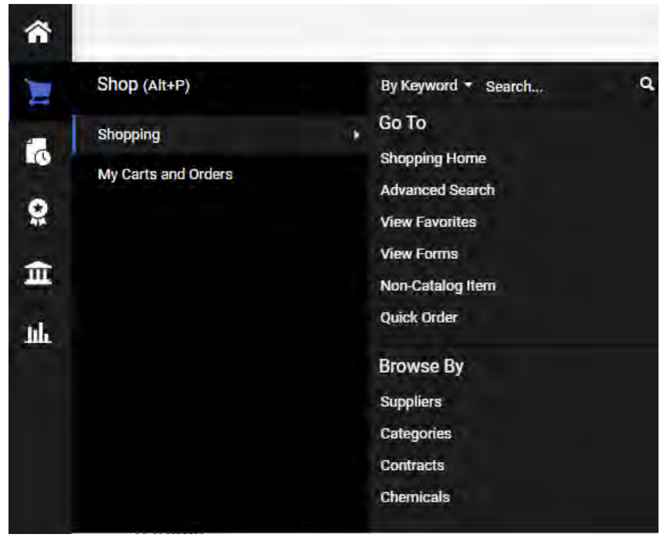
Tagged Equipment - Single Item/All Components ($1,500 - $4,999)		
Account Number	**Account Title**	**Examples**
74510	Sensitive Equipment ($1,500 - $4,999)	• Lab Equipment • Copiers
74511	Computers ($1,500 - $4,999)	• Computers

Tagged Capital Equipment - Single Item/All Components ($5,000 and Over)		
Account Number	**Account Title**	**Examples**
78110	Office Equipment	• Office Equipment • Copiers
78111	Furniture and Fixtures	• Custom Furniture/Trophy Case • Lockers
78120	Operational Equipment	• Athletic Equipment • Air Compressor/Generator • Yard Equipment
78130	Instructional Equipment	• Audio Visual Equipment • Lab Equipment
78190	Other Equipment	• Forklift • Heavy Equipment
78195	Works of Art	• Fine Art

Ordering Non-Catalog Items

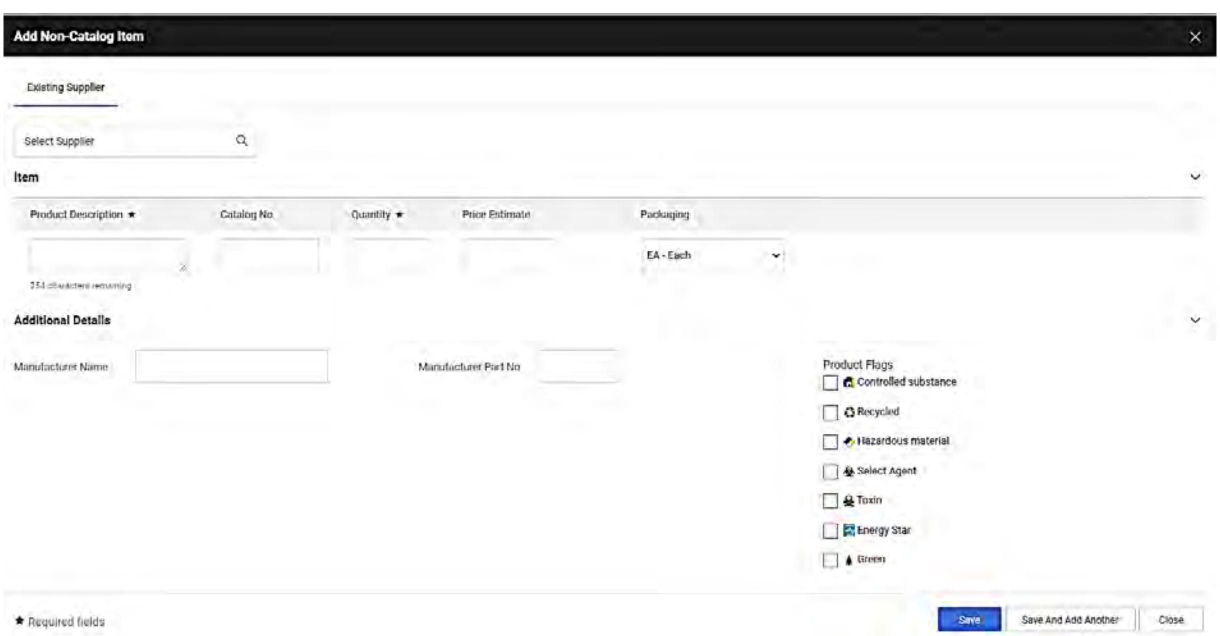
When ordering items not listed in Tigerbuy, you will need to follow a different procedure. Follow the instructions below:

- Locate the shopping tab in the far-left column of the Tigerbuy page
- Select *Shopping*
- Select *Non-Catalog Item*
- Search the supplier (If it is a supplier that is in the Tigerbuy system, the supplier's name and address should populate)
- Add the product description, quantity, and price estimate
- If this is the only item you are ordering, save and close. If not, select save and add another



- You can know view your item in your cart
- Make sure all information is correct. Select *Proceed To Checkout*

- If you have a quote or accompanying documents, select *Attachments* and upload the documents
- Go back to the checkout page, make sure all information is accurate
- Select *Complete*

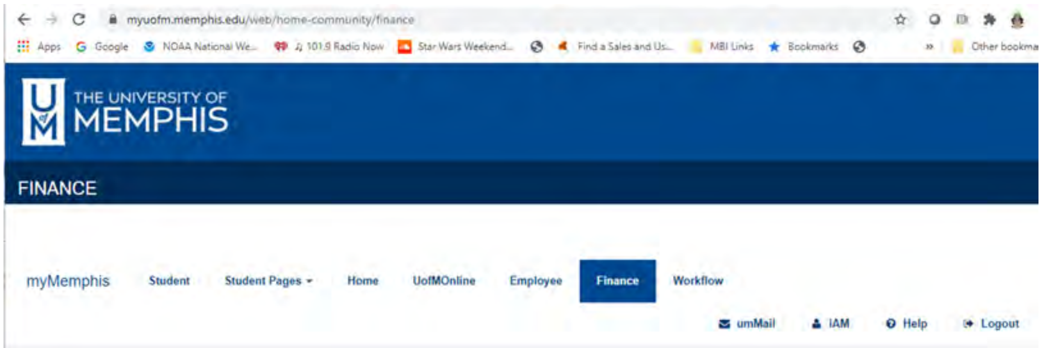


See pages 143 - 148 for instructions, (note these instructions slightly differ from the updates in Tigerbuy)

How to - Tigerbuy Non-Catalog Order

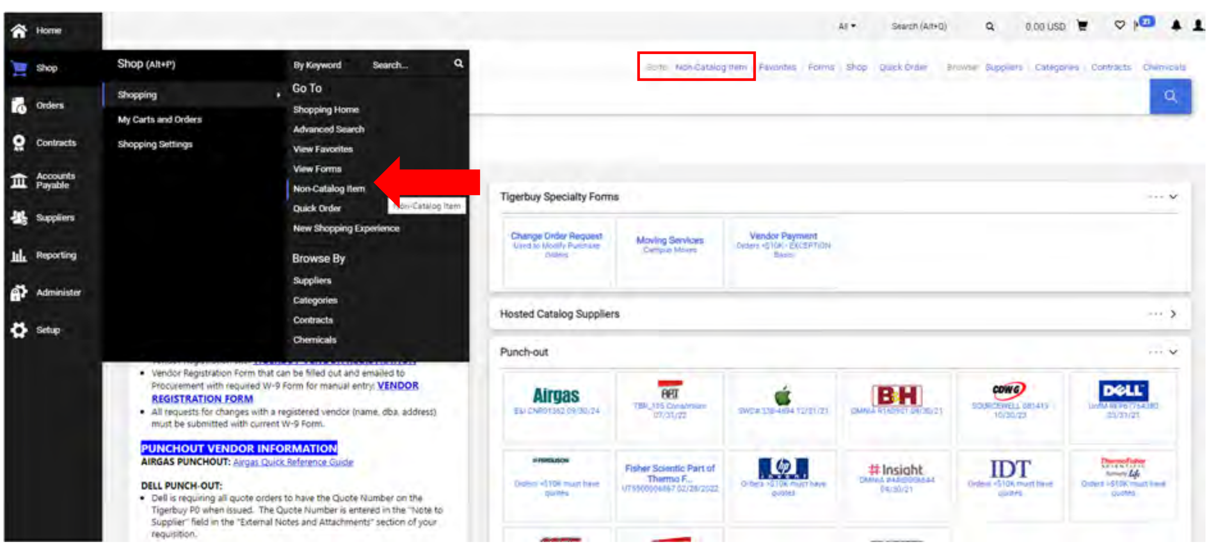
Purchase information for a Non-catalog order can be from a quote, agreement, or vendor communication. The Non-catalog process involves the Requester typing the purchase information into the form to fill a shopping cart.

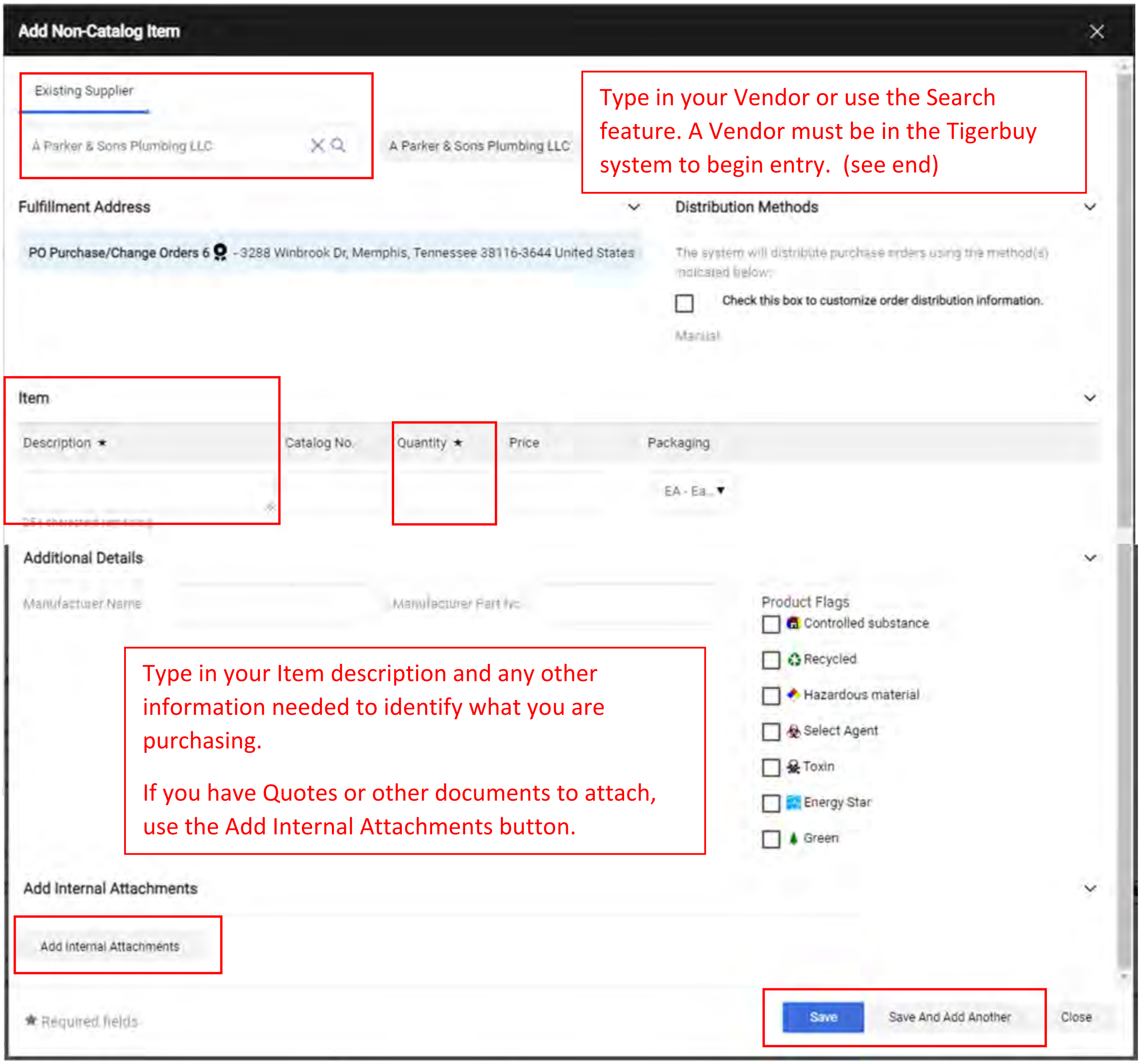
Log into My Memphis & go to the **Finance** tab:



Scroll down on the right-hand side to Tigerbuy and click on **Tigerbuy (Production)**

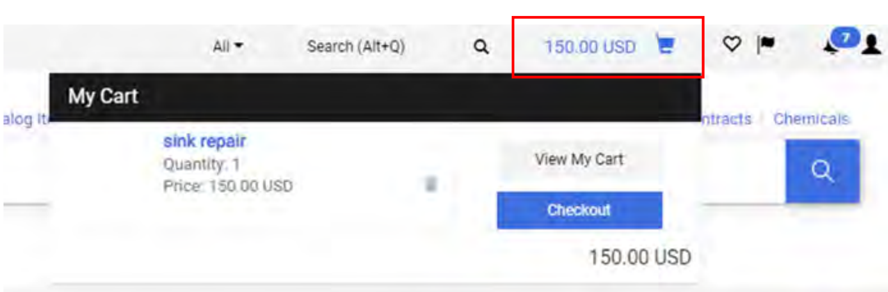
Tigerbuy opens on the Home screen. Click on **Go to: Non-Catalog item** at the top or **Shop / Shopping / Non-Catalog item** on the left menu.



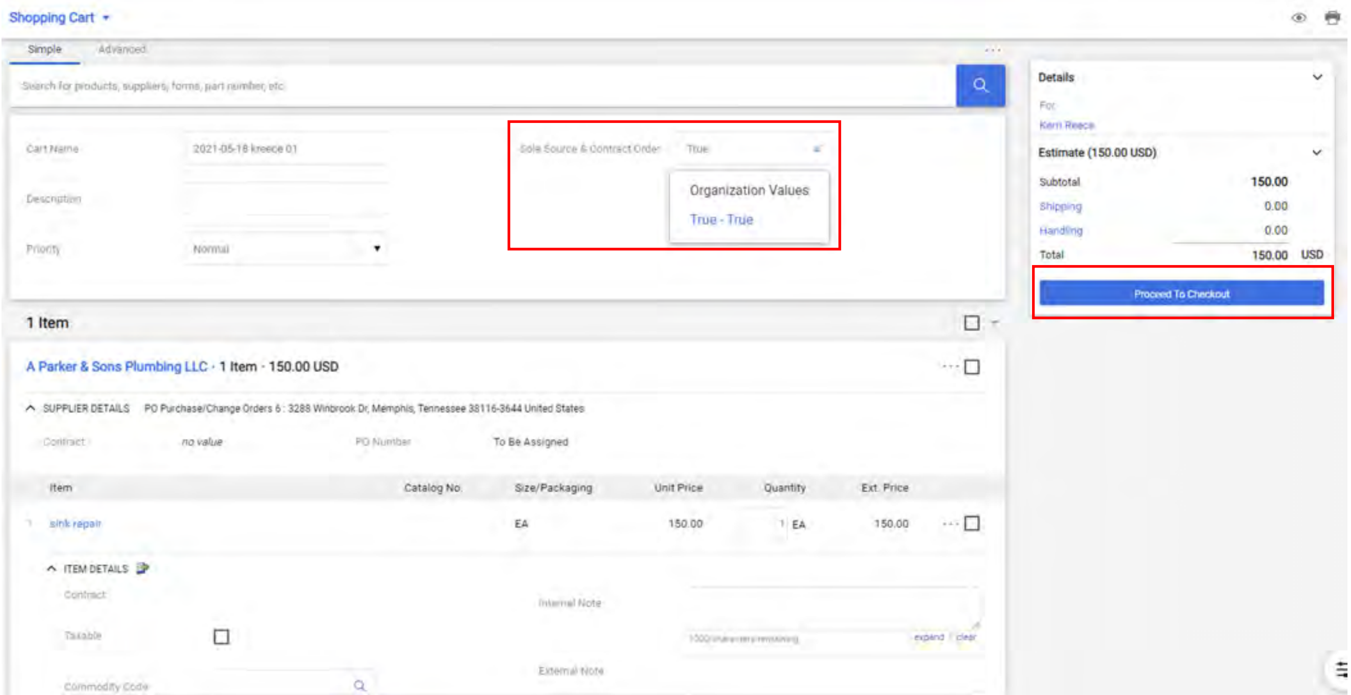


Click **Save** to send your item to the Cart or **Save and add another** to send the item to the cart and add another item. When entering information from a Vendor quote, **each line item from the quote must be entered separately**. This is required for accurate shipment, receipt of goods, and payment for each item from quote.

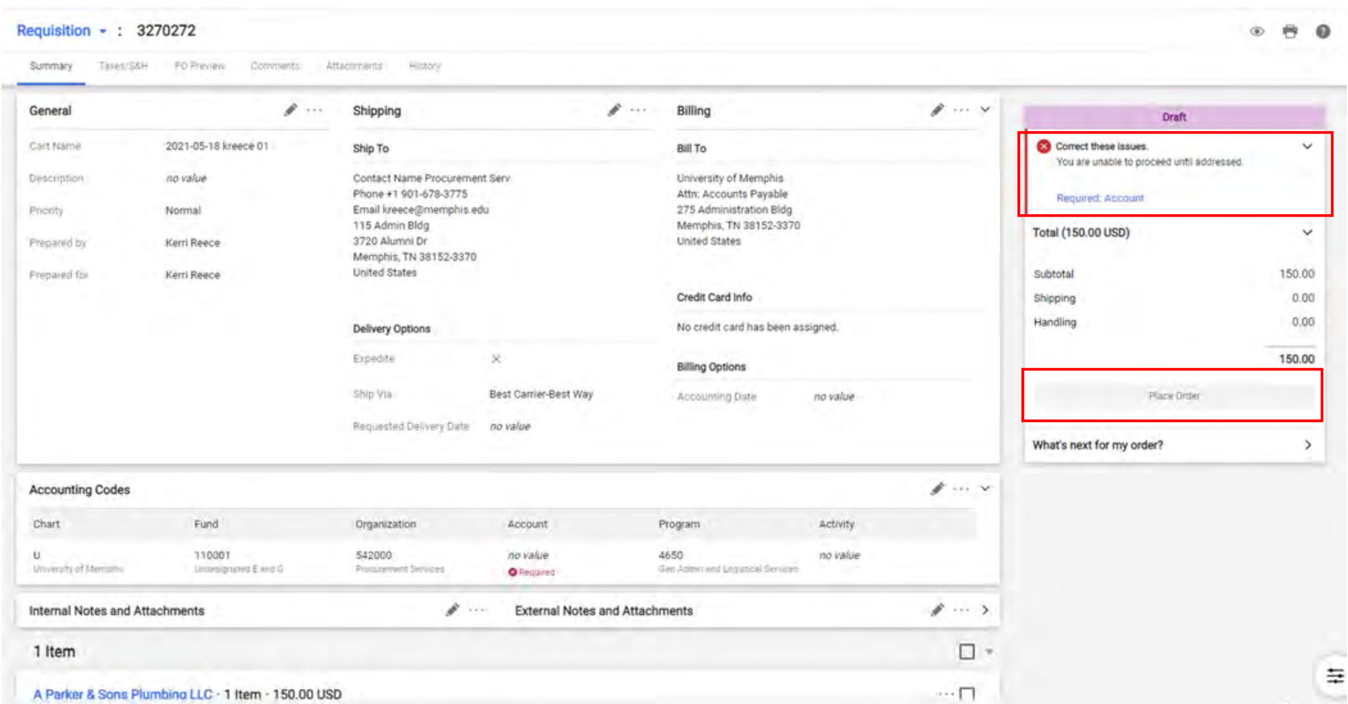
When you are sent back to the Home screen, navigate to your cart to finalize your Requisition.



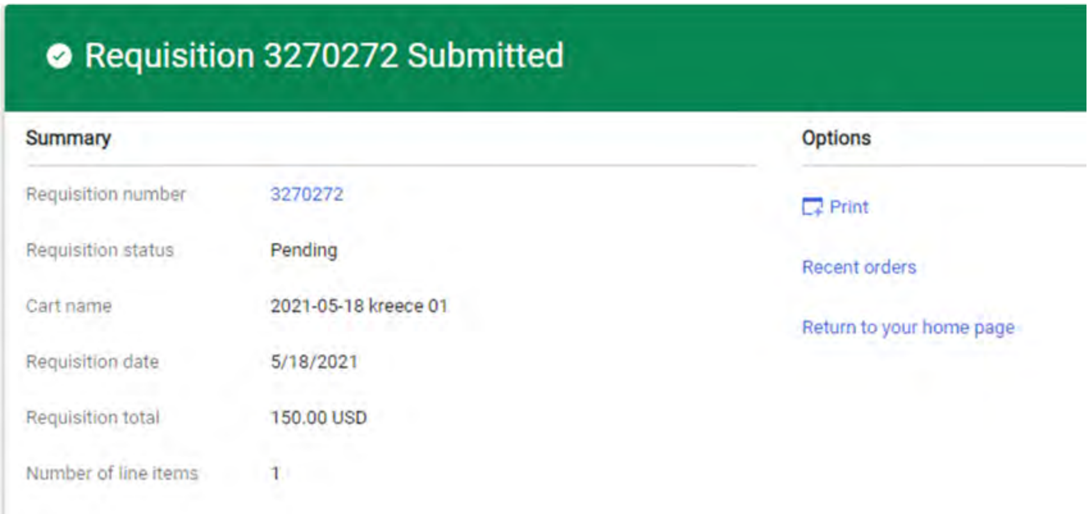
Review your cart, Make the Sole Source box say True, and click **Proceed to check out.**



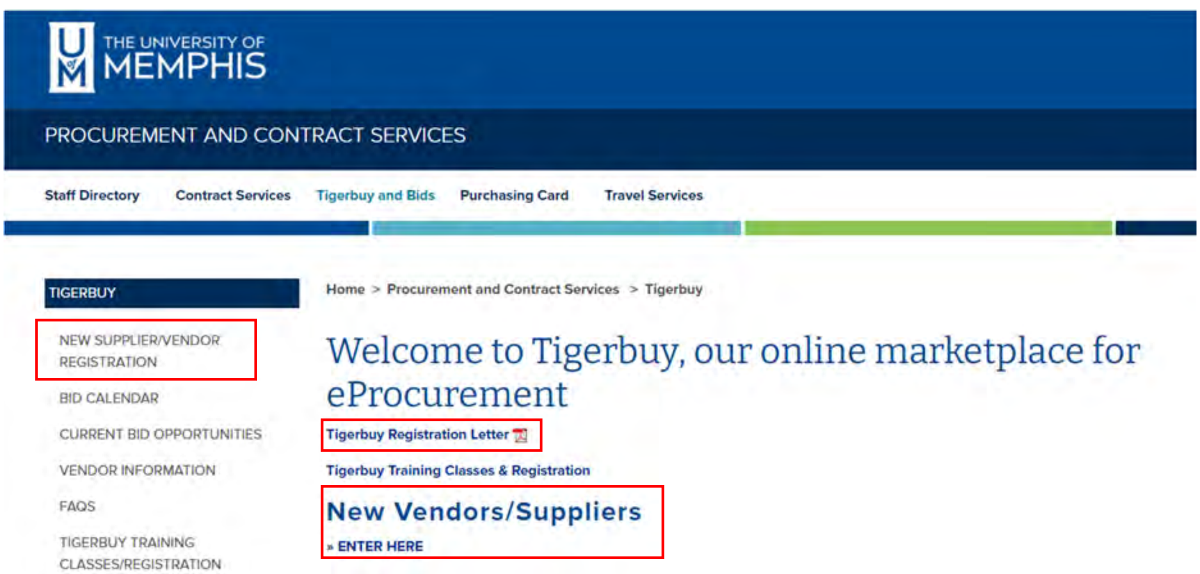
Your Draft Requisition will appear. Confirm all information, your items, and FOAP allocations. Errors will be noted on the right. Click **Place Order** to submit your Requisition for Approval.



You will get a confirmation that your Requisition has been submitted for approval.



If your Vendor is not in the Tigerbuy system, they will need to register. Please see the Procurement / Tigerbuy page https://www.memphis.edu/procurement/tigerbuy/ for current links & Instructions.



Procurement and Contract Services

115 Administration Building
Memphis, Tennessee 38152-3370

Office: 901.678.2265
Fax: 901.678.2102

www.memphis.edu/procurement

Dear Potential Vendor:

The University of Memphis invites you to become a registered vendor in our eProcurement System, Tigerbuy. Registering with the UofM allows you to receive purchase orders, contracts, and bid opportunities related to procurement transactions.

Register with us online today at https://bf.memphis.edu/tbuy/. Go to the **TOP LEFT** of the page and select the option **NEW SUPPLIER/VENDOR REGISTRATION**. The registration will begin immediately in the first tab asking for your company name and tax identification number. **Complete all areas with the RED STAR next to it, as it indicates required information.**

After completing the first two tabs, a dialogue box will appear stating check your email to **verify** your email address. Check your email. Also check your **Spam** or **Junk** mail if not in your regular Inbox. Verification of your email address is required to complete the registration process.

Click on the link provided in the email, then **CONTINUE** to the remainder of the vendor registration sections. These sections include business commodities, W-9 information and NAICS (North American Industry Classification System) codes. See the following link for more information about NAICS codes: https://www.naics.com/search/.

Click the **NEXT** button at the top of each page to move to the next section. At the end, you will see the **FINISH** button to complete your registration.

Questions regarding registering can be directed to the office of Procurement and Contract Services at 901-678-2265, or by email to procurement@memphis.edu.

We look forward to your business connection to the UofM!

Sincerely,

Procurement and Contract Services

Annual Inventory

Policy & Statute Requirements

- Annual Inventory Confirmation is required. For details, please read the Equipment Inventory Policy.
- Once a year Accounting will send a Fixed Asset Inventory report of **capital assets only** by Organization to Equipment Reps and Financial Managers.
- It is essential that you maintain accurate and up-to-date records of your department's inventory.
- State and Internal Auditors verify Inventory Confirmations as part of their normal audit produces. Failure to complete Inventory Confirmations could be reported as an audit finding.

Fixed Assets Categories

- "Capital Equipment" is a single item costing $5,000 or more.
- "Sensitive Minor Equipment" is particularly vulnerable to theft and has a cost between $1,500.00 and $4,999.99.
    - Examples of items that may be viewed as sensitive minor equipment include boats, boat motors, boat trailers, canoes, cameras, computers, audio and video equipment, microscopes, oscilloscopes, and other scientific equipment. This category is NOT included in Report this year.

- Controlled Equipment under $1,500 is not included in Report.
- Report of all assets may be obtained from Banner ePrint – Banner Finance Repository – FYFR001 - Fixed Asset Inventory Listing.
    - Per policy, "departments should take every precaution to safeguard ALL state property, regardless of cost." Therefore, we strongly recommend you take this time to inventory and confirm Sensitive Minor Equipment and Controlled Equipment (between $0 - $4,999) as well. This report would be for your use only and should not be sent to Accounting as part of the confirmation process. Only the confirmation report of capital assets should be completed and submitted to Accounting.

Annual Inventory Confirmation Process

1. Print a copy of the Confirmation and read instructions carefully.

2. Physically confirm the location of all assets.

3. If information is missing or incorrect, update asset description information (make, model, serial number, etc.) on the confirmation report, preferably using a red pen or font. Changes to description, make, model and serial number are made by Financial Reporting.

4. If Location is missing or incorrect, update it through Fixed Asset Workflow (indicate WF on confirmation). If Location is “Off Campus”, be sure to submit the Off-Campus Use/Return of University Equipment form to Financial Reporting.

5. If asset has been transferred to another Organization, update it through Fixed Asset Workflow (indicate WF on confirmation).

6. If needed, zero value assets through Fixed Asset Workflow (indicate WF on confirmation).

7. To add capital assets. complete the Items in Department Not on Inventory form and send with completed inventory confirmation.

8. Ensure you have an Off-Campus Use/Return of University Equipment completed for all Off-Campus items (112688 and 112687).

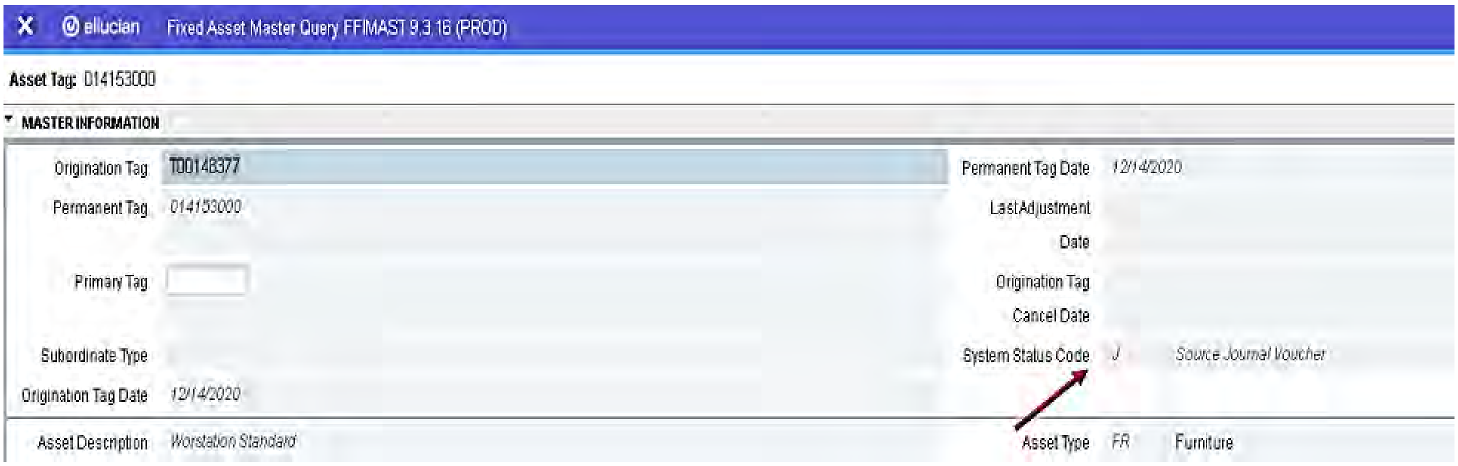
9. You must complete a Report of Lost or Stolen Property Form and file it with Police Services for all missing/lost/stolen items. Also, send a copy of the form to Financial Reporting.

10. Upon completion of confirmation of all assets on the report, forward a copy of the signed confirmation report to Financial Reporting by the designated date.

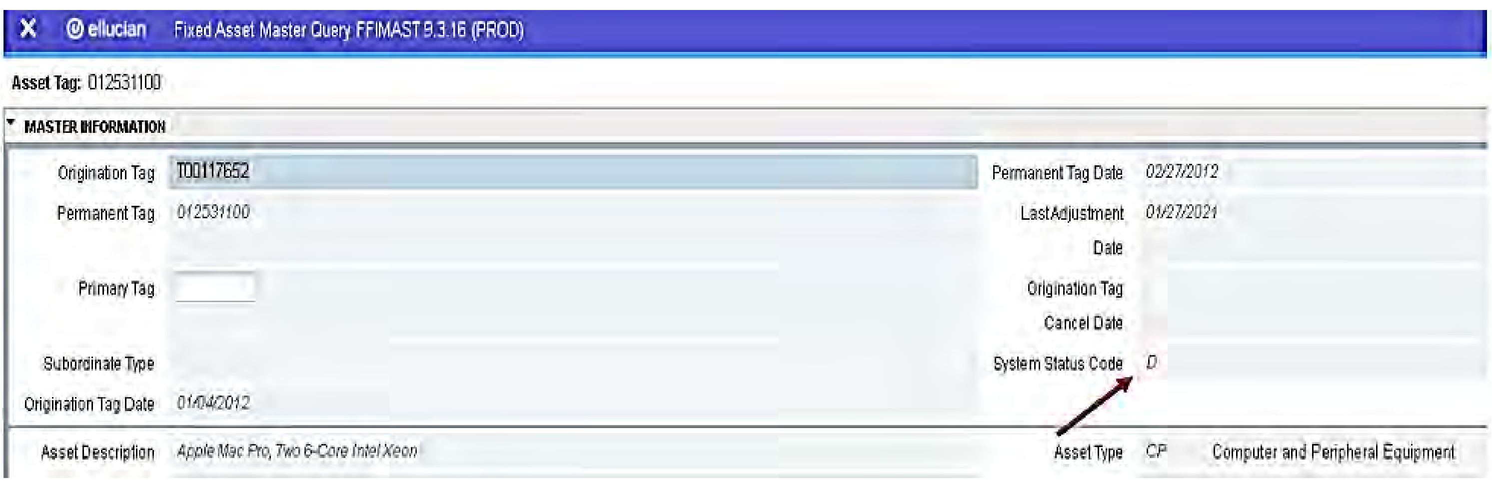
FFIMAST – Asset Status

To determine System Status Side of the asset, use the Banner INB FFIMAST page. Enter Decal # (Asset Tag), click on Go.

- Active Status – System Status Code “J” or “I”

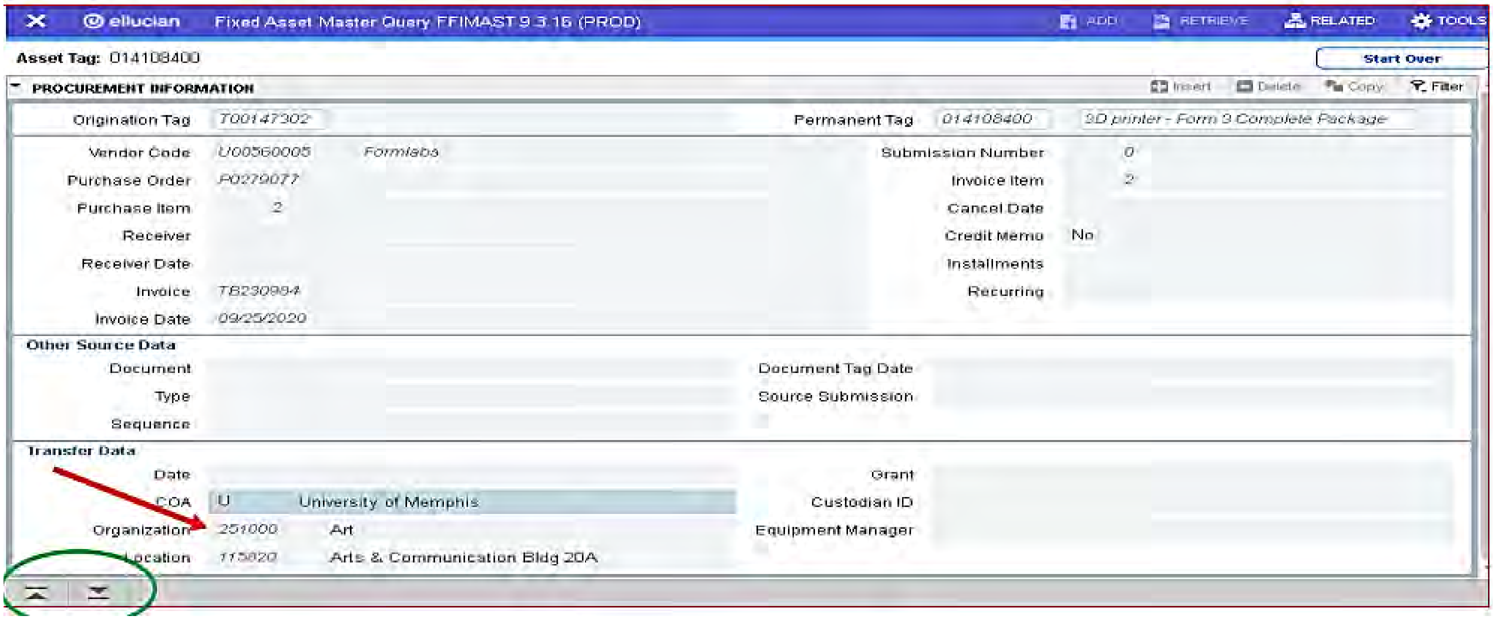


- Inactive Status – Assets that were previously zero-valued, cannibalized, or disposed are indicated by “D” or “C”



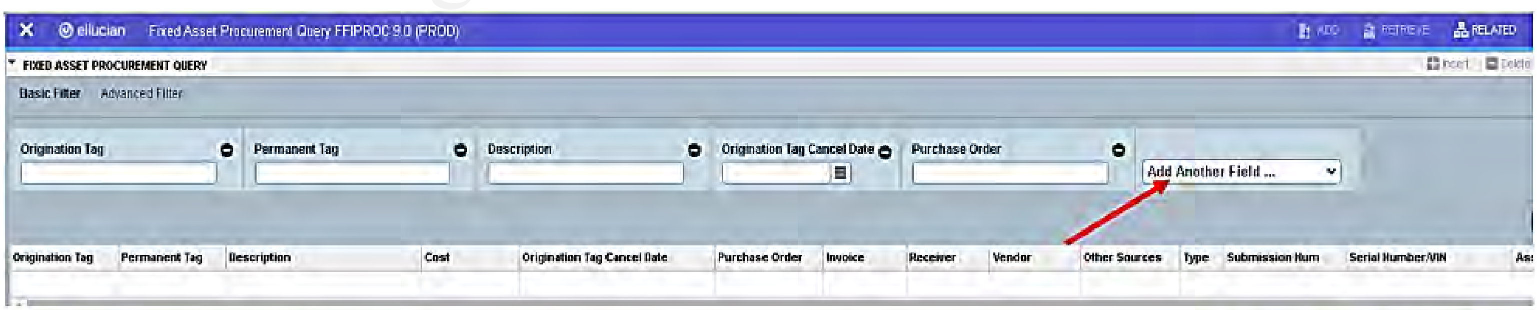
FFIMAST – Organization

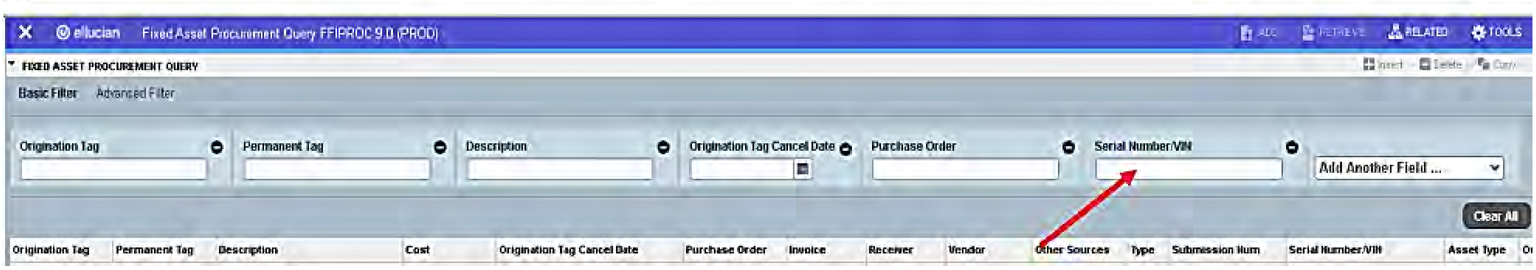
- To determine which org the asset belongs, use the Banner INB FFIMAST page. Enter Decal # (Asset Tag), click on Go, and then, click on the down arrow in the bottom left of the screen 2 times.



FFIPROC – Fixed Asset Procurement Query

- Additional information may be found using the Banner INB FFIPROC page by purchase order #, serial #, description or other.





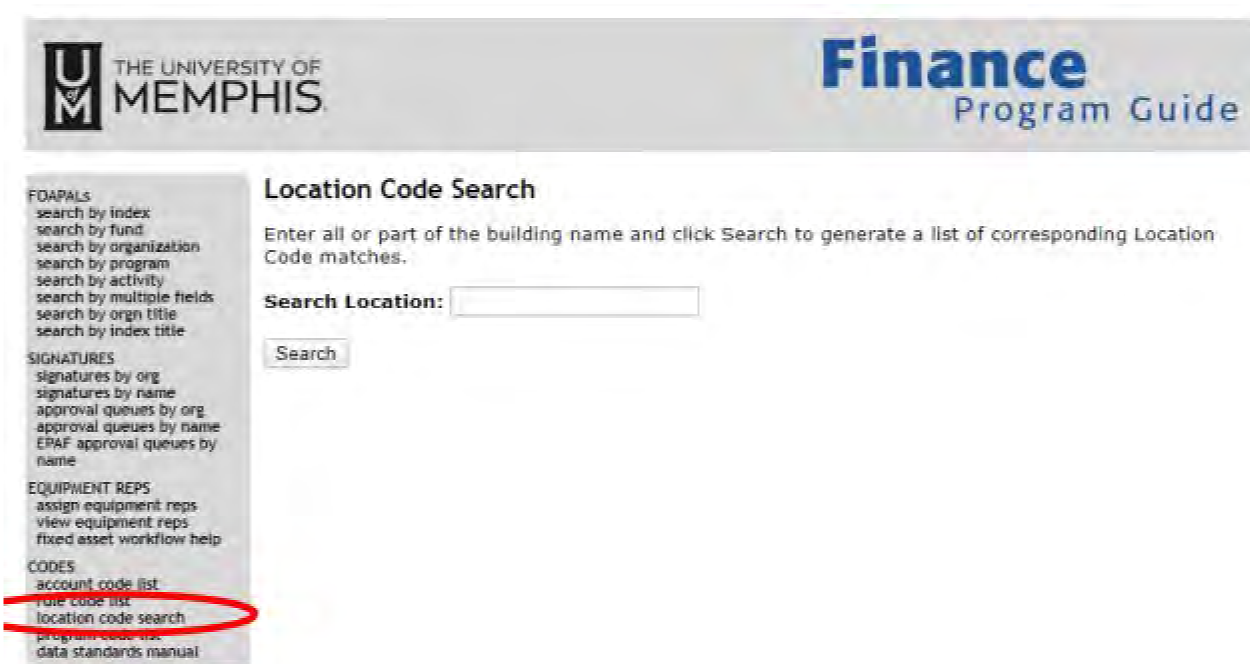
Equipment Representatives Listing

The list of current equipment representatives can be viewed at https://umwa.memphis.edu/programguides/.

Make sure that each Organization has assigned equipment representative

Location Code Search

The list of locations codes can be viewed at https://umwa.memphis.edu/programguides/ .

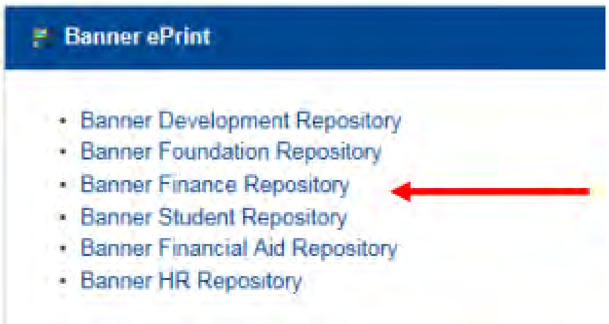


Additional Resources

- Questions/Issues
  - wf-fixedasset-admins@memphis.edu

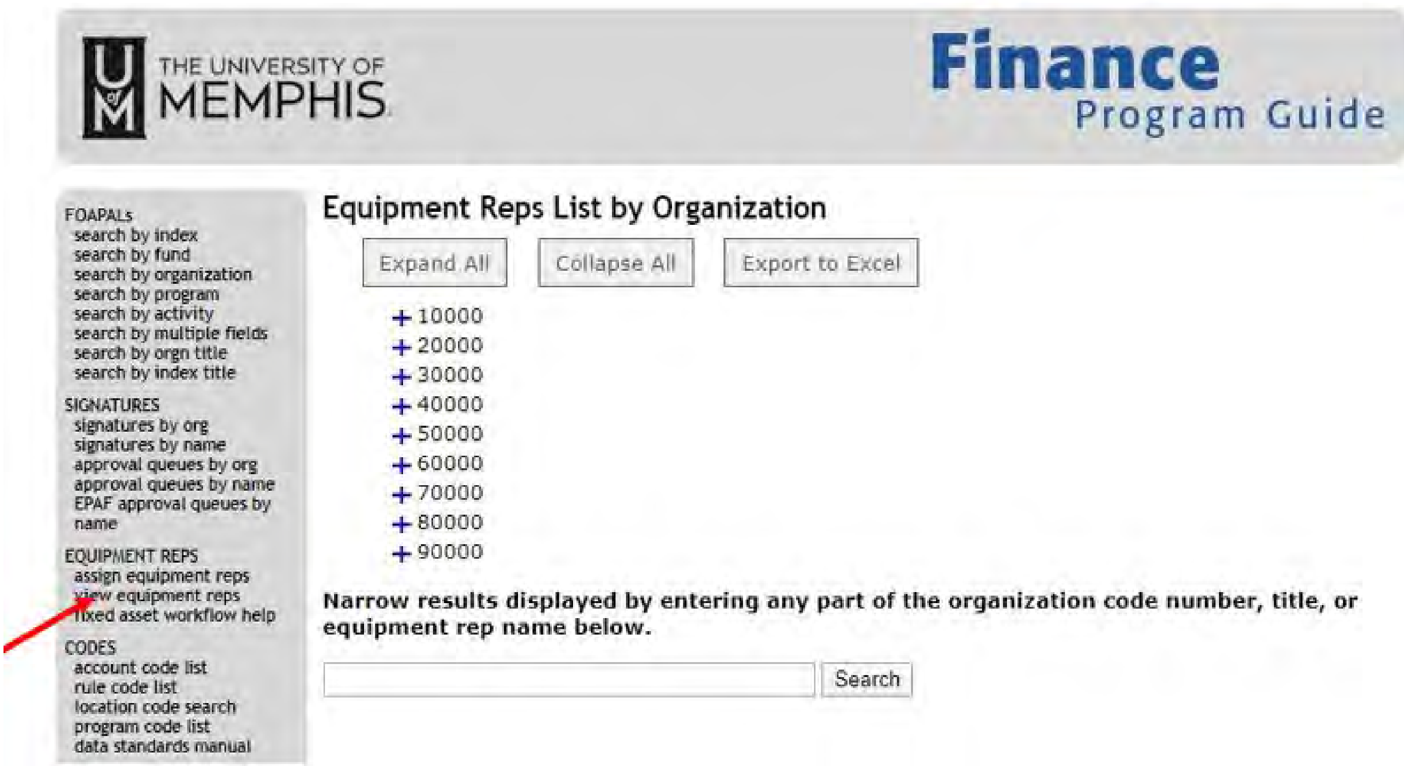
- Financial Reporting Website – Fixed Assets
  - https://www.memphis.edu/accounting/fixedassets.php

- ePrint Report – FYFR001 (Fixed Asset Inventory Listing)



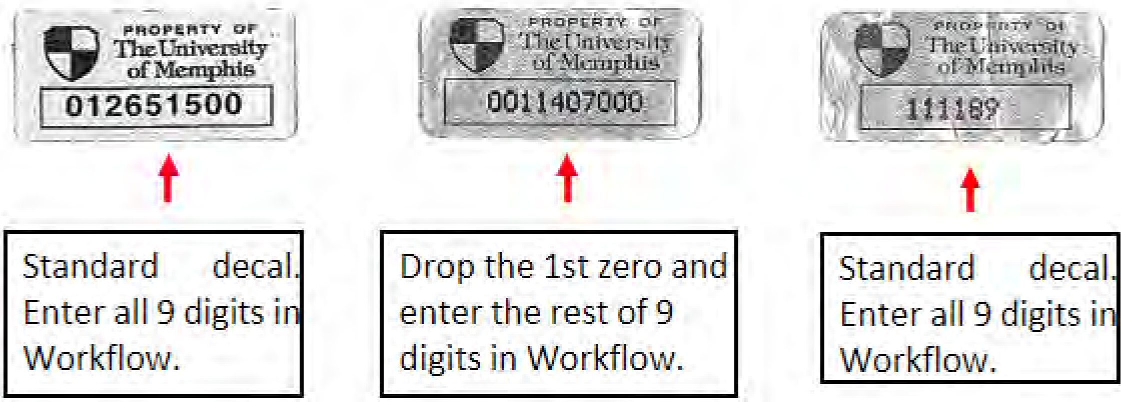
Fixed Asset Workflow

- The Equipment Transfer Workflow is an online process to Zero Value eligible equipment.
- Only Equipment Representatives (ER) can ***initiate*** a workflow.
- ERs are assigned by the Financial Manager (FM) of the organization via the Finance Program Guide.
  - *Only one equipment representative can be assigned to an organization.*
- Approvals from both the Financial Manager of the org and the Accounting Office are required to the complete workflow.
- The list of current equipment representatives can be viewed in the Finance Program Guide.



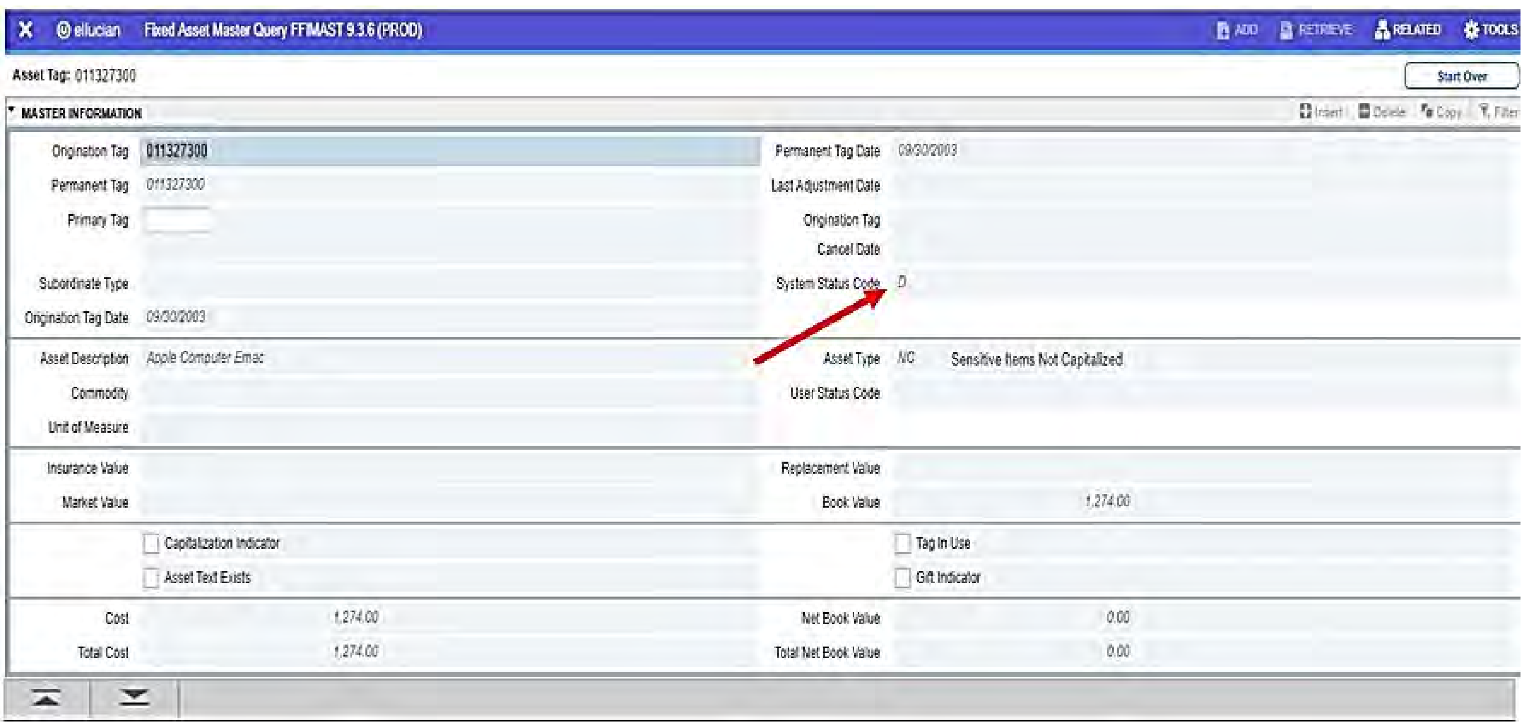
Important Notes before Starting the Workflow

- PTAG_Code is a U of M Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with U of M logo.
- A valid 9-digit PTAG Code (decal #) number is needed. Three different kinds of decals have been used.



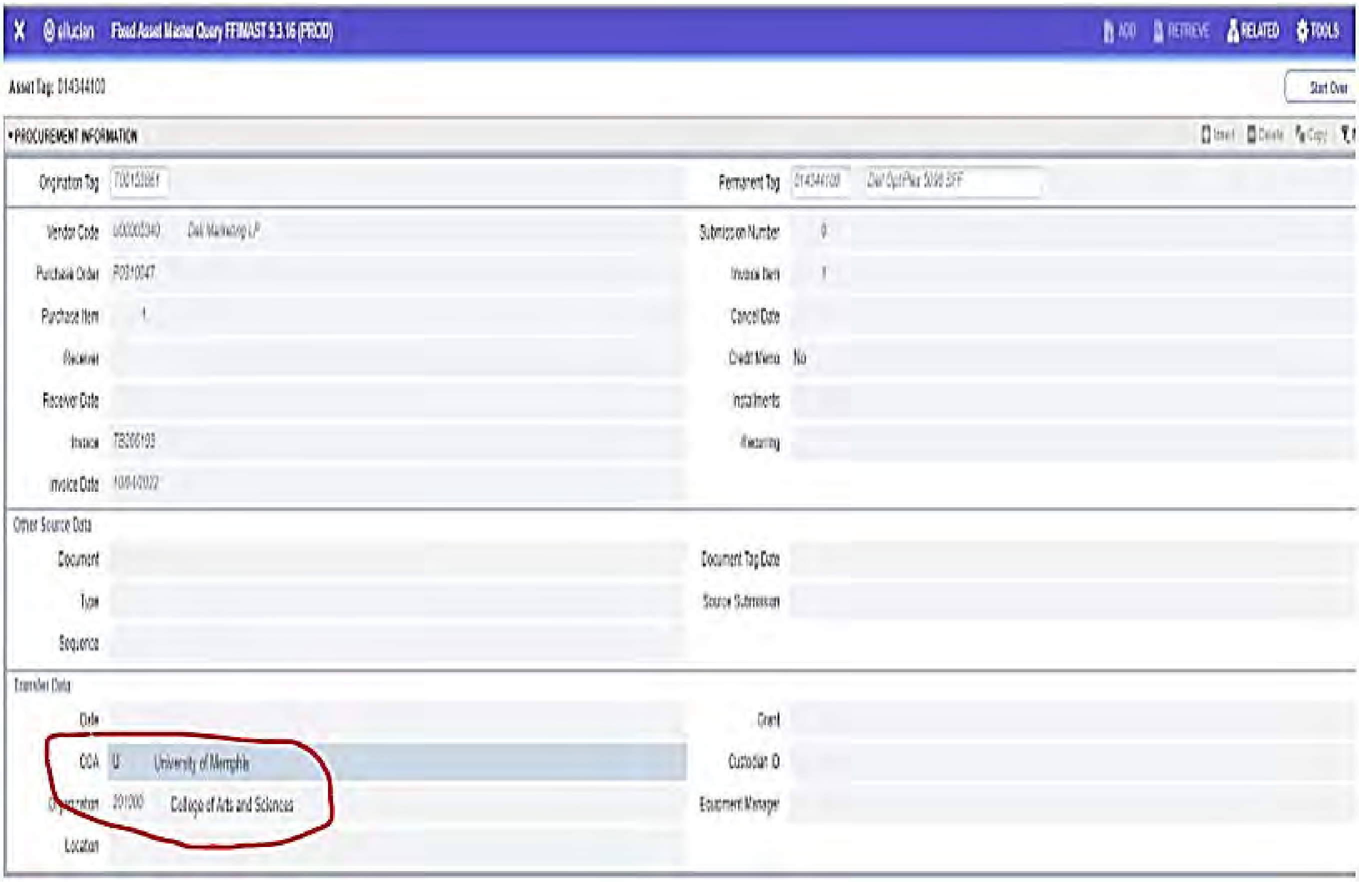
Use Banner INB screen FFIMAST to check asset status

- Assets that were previously zero-valued, cannibalized, surplused, or disposed of otherwise will have a "D" or "C" status and cannot be processed in Workflow.



Use Banner INB screen FFIMAST to check organization

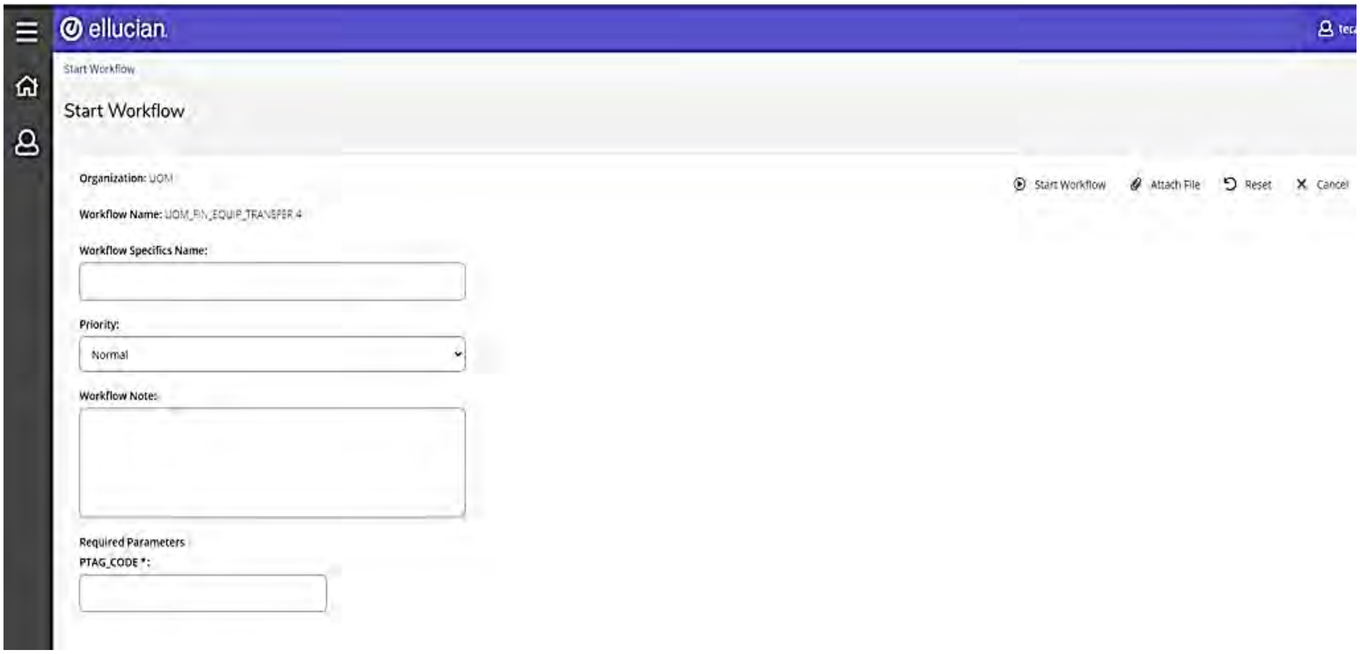
- Be sure that you are ER for the Organization listed.



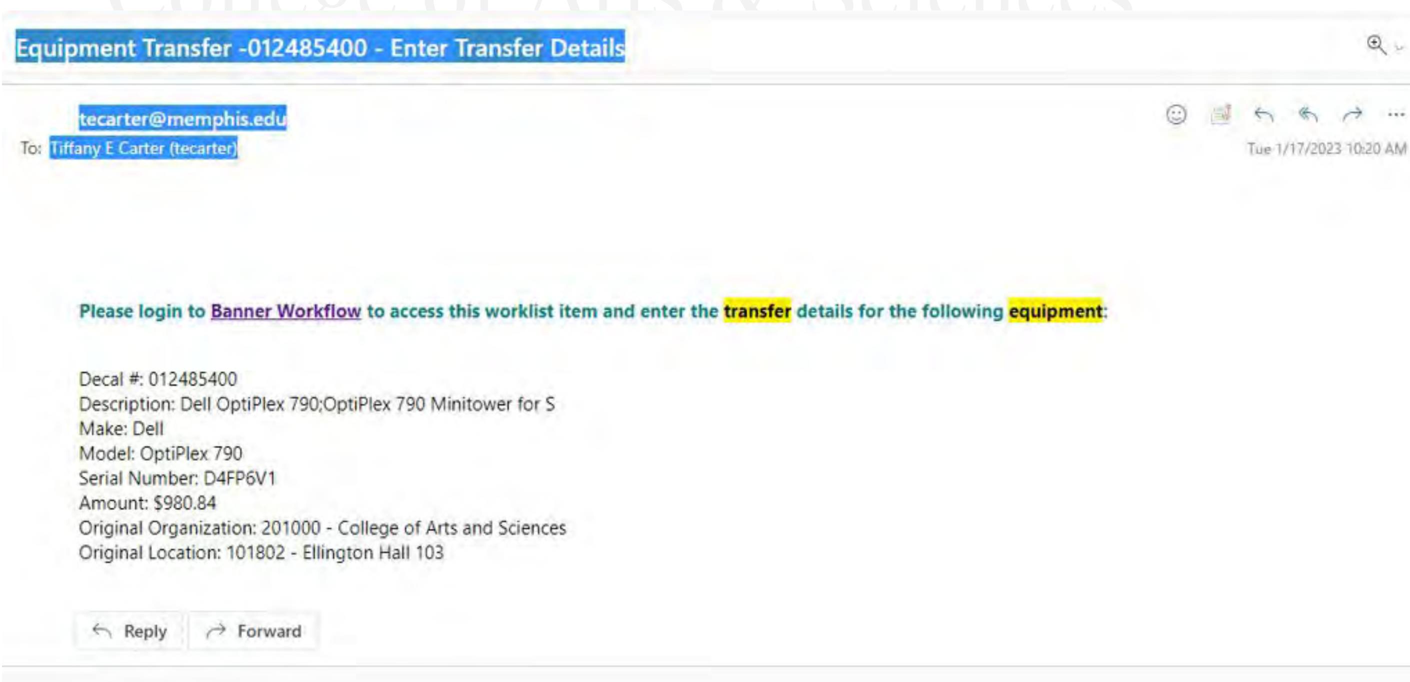
To initiate the workflow, the **Equipment Representative**:

- Log into the My Memphis Portal at http://my.memphis.edu
- Select the "Workflow" tab
- Scroll down to "My Processes"
- Select Workflow type "UOM Equipment Transfer"

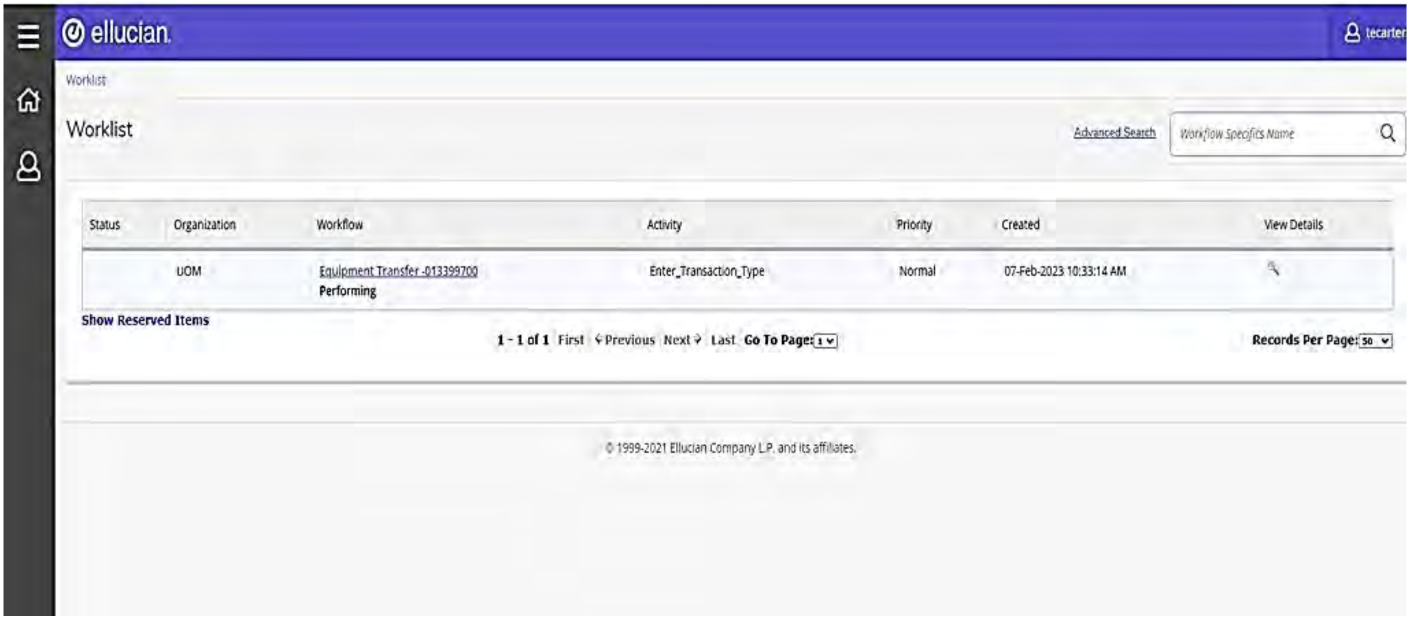
- Enter decal number in “PTAG_CODE” field then click on “Start Workflow”
  - Note1: Workflow Specifics Name and Note are not required
  - Note2: PTAG_CODE is 9 digit UOM decal number



- Click “OK” to view your Worklist OR click on the link in the email that will be sent to you



- Click the job on the Workflow Worklist to continue



- Verify the asset information, select the "Zero Value" transaction type, enter current Org. Code in "New Org. Code" field and enter transfer reason.
- Click on "Complete" to finish the workflow.

- The **Equipment Representative** will receive an email with instructions to login to workflow and complete “Data Removal Notification” process.
  - If you already received Notification from LSP or do not need one – just click on “Complete” to finish the workflow.
  - If you do not have it – contact LSP to obtain one.

Equipment Transfer -012323000 - Data Removal Notification

tecarter@memphis.edu
To: Tiffany E Carter (tecarter)
Tue 1/17/2023 10:22 AM

Important Notification: In accordance with UM Policy 1816, prior to any equipment transfer, zero value or cannibalization, University data must be securely erased (wiped) form equipment. The “wipe” process should be conducted by a Local Technical Support Provider (LSP) and may be requested by entering a Help Desk Ticket or by calling 901-678-8888.

Surplus Property Personnel will not accept computer equipment unless accompanied by the UM Data Removal Verification Form.

Please login to Banner Workflow and simply mark this notification activity 'Complete' if it does not apply to this equipment. If the policy does apply, please make sure that you have the UM Data Removal Verification form completed before you mark this activity as 'Complete'. If necessary, you can also stop this workflow process.

Decal #: 012323000
Description: OptiPlex 780 Ultra Small form Factor Base
Make: Dell
Model: Optiplex 780,Ultra Small
Serial Number: 423DLM1
Amount: $1,028.30
Original Organization: 201010 - Academic Computer Adm CAS
Original Location: 106632 - Scates Hall 120

Reply Forward

- The **Financial Manager** will receive an email with instructions to login to workflow to approve or decline the transaction.

From: dparks@memphis.edu [mailto:dparks@memphis.edu]
Sent: Friday, July 13, 2012 1:17 PM
To: Libby Shelton (ewsheltn)
Subject: Equipment Transfer -011936600 - Approve Transfer

Elizabeth Shelton,

Please log into Banner Workflow to access this workflow worklist item and approve/decline the following equipment transfer:

Transfer Type: Zero Value

Decal #: 011936600
Description: Dell Optiplex GX620
Make: Dell
Model: GX620
Serial Number: FZH1091

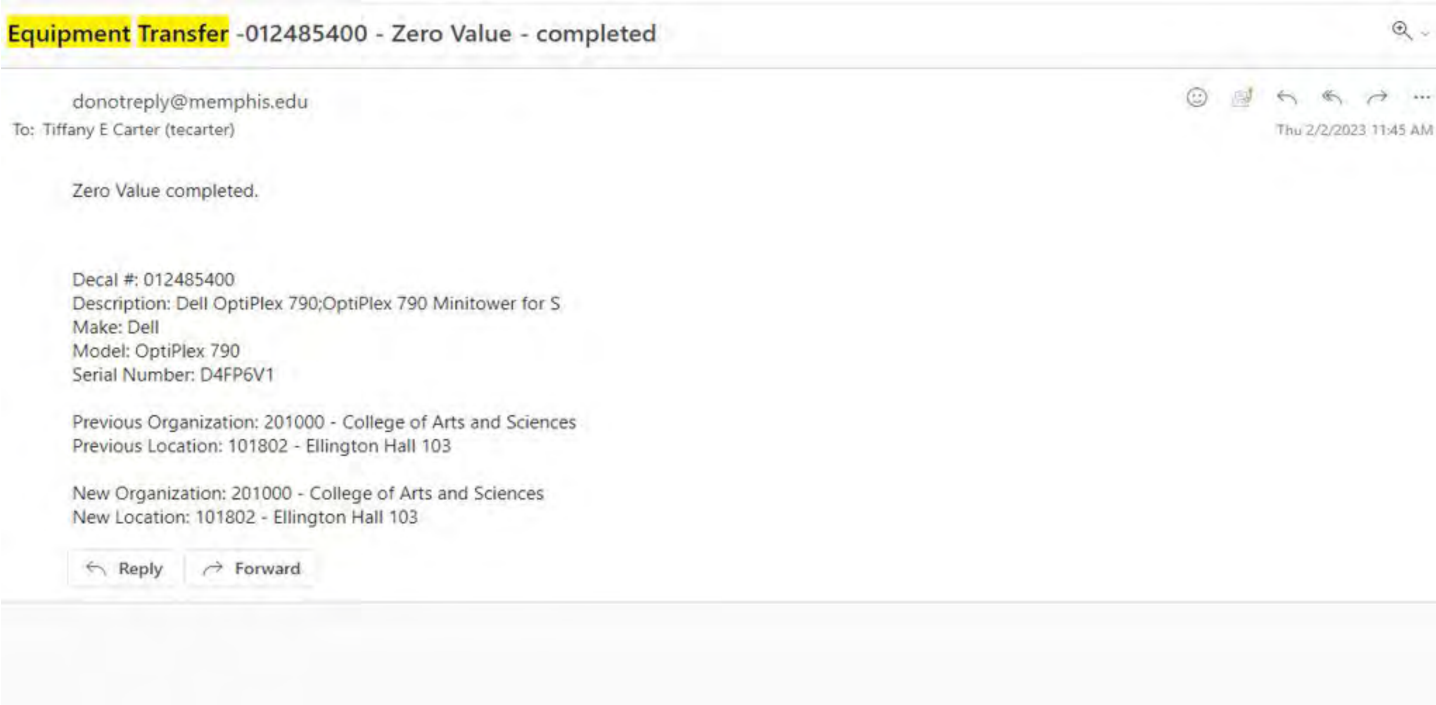
Current Organization: 511030 - Grants and Contracts Accounting
Current Location: 100252 - Administration 275

Transfer Reason: old

New Organization: 511030 - Grants and Contracts Accounting

Equipment Rep: David Parks

- If approved, the workflow will be sent to Accounting Office for final approval and update. The following notification email will be sent to the equipment rep.


Equipment Transfer -012485400 - Zero Value - completed

donotreply@memphis.edu
To: Tiffany E Carter (tecarter)
Thu 2/2/2023 11:45 AM

Zero Value completed.

Decal #: 012485400
Description: Dell OptiPlex 790;OptiPlex 790 Minitower for S
Make: Dell
Model: OptiPlex 790
Serial Number: D4FP6V1

Previous Organization: 201000 - College of Arts and Sciences
Previous Location: 101802 - Ellington Hall 103

New Organization: 201000 - College of Arts and Sciences
New Location: 101802 - Ellington Hall 103

Reply Forward

- Upon approval by the Accounting Department, the Banner Fixed Asset System will be updated. You can use Banner INB screen FFIMAST to view whether the "Disposal Method" is updated to "Zero Value".


ellucian Fixed Asset Master Query FFIMAST 9.3.16 (PROD)

Asset Tag: 012485400

ACQUISITION INFORMATION

Origination Tag	T00119692	Permanent Tag	012485400 Dell OptiPlex 790;OptiPlex 790 Minitower for S
Acquisition Method	PO Purchase Order or Invoice	Acquisition Date	07/26/2012
Make	Dell	Serial Number or VIN	D4FP6V1
Model	OptiPlex 790	Part Number or Vehicle Tag	
Manufacturer			
User Reference Number		Percentage Used	
Barcode Number		Work In Progress	
In Service Date	07/26/2012	Condition	GD Good
Last Inventory Date		Title To	UM University of Memphis
Disposal Method	ZV Zero Value	Disposal Date	02/02/2023

1 of 1 20 Per Page

Surplus

- For active inventory items (system status code – I, N, J, G) the department should complete Zero Value process via the Fixed Asset Workflow system (except vehicles).

- Only Inactive items (system status code – D or C) should be surplused.

- Use Banner INB screen FFIMAST to view whether the "System Status Code" is "D" or "C"; if yes, print the screenshot.

- University-owned computers and portable devices or media must have all confidential and official University data erased from the computer or portable device or media prior to its transfer out of University control, and/or destroyed, using current best practices.

- Obtain "Data Removal Notification" from your LSP.

- Attach screenshots of FFIMAST with "System Status Code" "D" or "C" along with "Data Removal Notification" to the asset.

- Go to Physical Plant's website and complete the work order.

- **<u>A work order</u>** should be completed for all equipment to be picked up by Physical Plant.

- Decals are to remain on the equipment.

TigerHelp Self-Service Portal (Helpdesk)

The TigerHelp Self-Service Portal or Helpdesk is a reporting system that allows issues to be routed to the appropriate department ranging from technology to financial aid, as seen below. This portal can be access in myMemphis, under the *Home* tab. It is labeled as the UMTech Service Desk.

Requests are made by navigating through the provided modules and submitting information based on your needs. Each module has subunits which allow you to send your issues to where it needs to go. Each ticket is different and requires different information. If you do not see your specific issue, select *Other Request*. You can also check your submitted requested in the *My request* module.

Office Keys

In most cases, you will have to maintain the office keys. This will include:

- assigning keys,
- collecting keys,
- repairing locks,
- and reporting lost or stolen keys.

Assigning Keys

To assign keys:

- Log into the Access Control System *(the University-wide key inventory system that keeps track of keys, and where you will report lost or stolen keys)* found on the Physical Plant's webpage
- Select *Your Inventory*
- Check the list for the key(s) you are looking to assign (there should be either a combination of numbers and letters or numbers on the key, which is known as the key code)
- Select **Reassign** under the *Action* column.
- A *Reassign Key* window should pop up. Enter the Key Code, the Access information (door or cabinet number) and the new holder's UUID.

Collecting Keys

If keys are being returned, have them log into the Access Control System account and reassign the key to you, following the same steps used to assign keys.

Ordering Replacement Keys/ Repairing Locks

To order new keys or request lock repair:

- Log into the Access Control System *(the University-wide key inventory system that keeps track of keys, and where you will report lost or stolen keys)*
- On the homepage, scroll to the bottom, select your role, and then select **Go.**
- On the request page, select **Begin a New Access Request**
- Fill out the form and submit.
- **Note:** You will need to provide an Index number, so be sure to know which account the funds will come from.

Booking Event Spaces

Campus event spaces are booked through the Virtual EMS system. After logging in with your UofM credentials, complete the following steps:

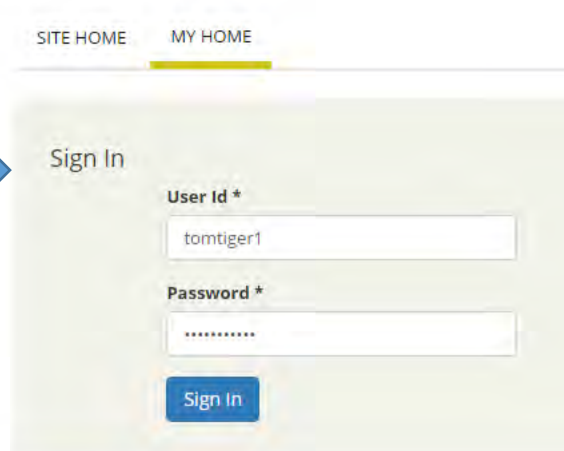
- Select **CREATE A RESERVATION.**
- On the *My Reservation Templates* page, select **Book Now.**
- Enter the event information on the *New Booking* page, then select **Next Step.**
- If the room you have selected requires additional services, you will be prompted to adjust your selection. If not, select **Next Step.**
- Fill out the *Reservation Details*, select **Create Reservation.**

EMS will email you a confirmation once your booking is confirmed. If you do not receive a confirmation, Conference & Event Services office are reviewing the booking. You should receive an email confirmation directly from their office once it has been approved. This process generally takes between 2-3 days. If not, email them at conferences@memphis.edu.

See pages 165 - 170 for detailed instructions

HOW TO SCHEDULE AN EVENT USING THE VIRTUAL EMS WEB TOOL

Virtual EMS (vEMS) is used to request event space at the University of Memphis by internal clients. It is accessible to all Faculty, Staff, and student members of designated Registered Student Organizations (RSOs). For more information, please contact scheduling@memphis.edu or call the Scheduling Office at (901) 678-2042.



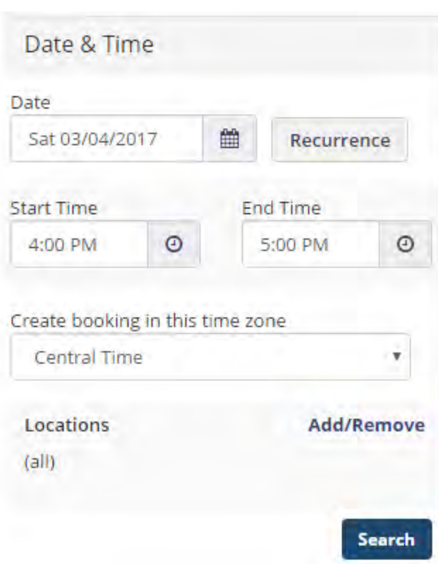
1. Using your Browser, go to http://vems.memphis.edu. ***Please note vEMS is not compatible with Mozilla/Firefox.*** Under the My Home tab, sign in using your University User ID and password.

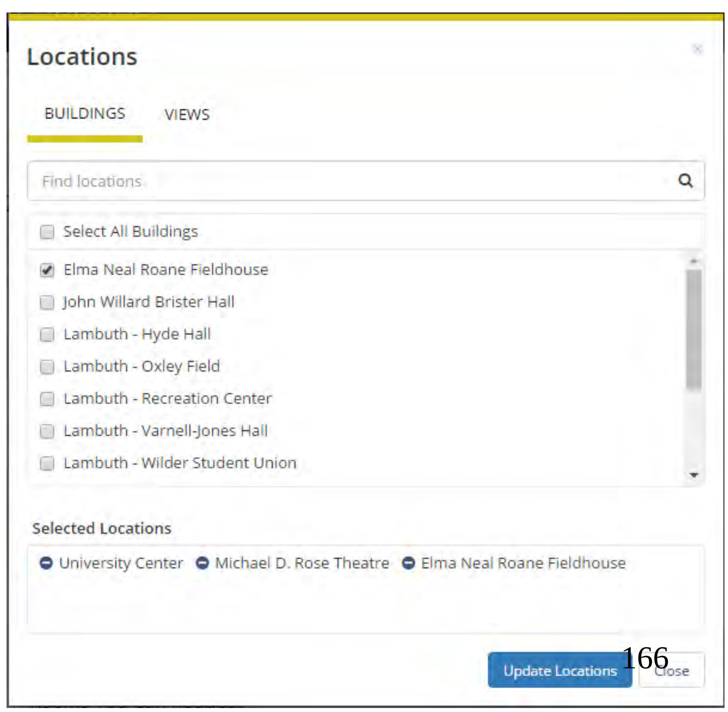
2. Click Book Now next to the role for which you are

scheduling the event. Ex: RSO Selections

3. Start with the "Date & Time" section:

   a. Under "Date," click the calendar to select a single date for your event.
   b. Next, enter the event start and end time. **It is important that the <u>actual</u> start and end time is entered.** EMS will automatically include **at least one hour** for setup and teardown.
   c. Next to "Locations," click Add/Remove and select the building(s) or location(s) you wish to search. You may select multiple buildings/locations. Your selections will be shown



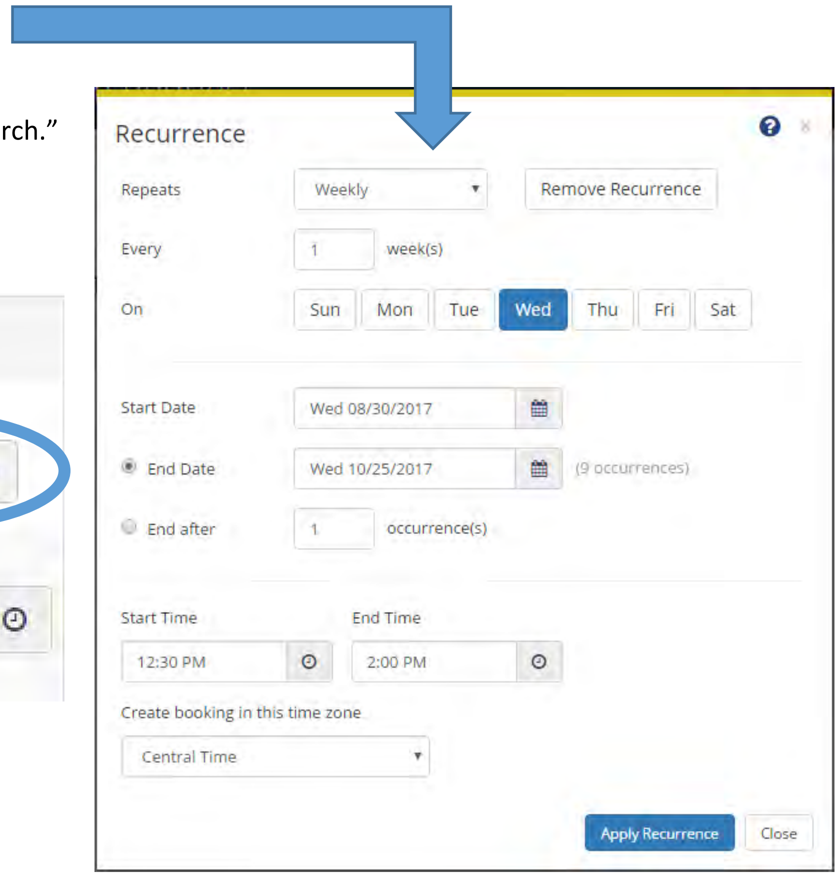


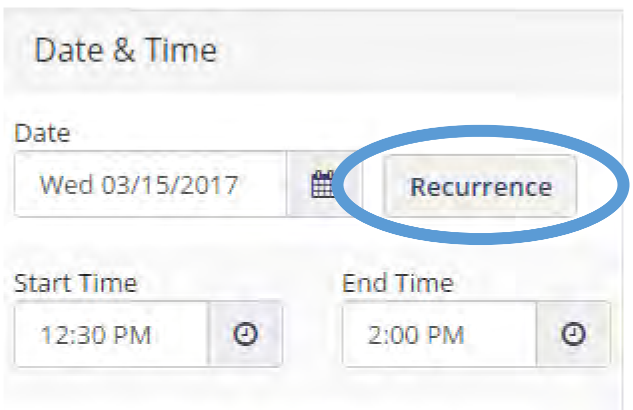
under “Selected Locations.” To remove a particular building/location, click the negative symbol next to that building/location. Click Update Locations.

d. In the event you want to book an event for the same time on a number of different days, you may go to the “Recurrence” button and select the date pattern you want the event to meet. When you use recurrence, you may limit the number of spaces available to you, because a location may be available on one date and not another.
    i. Ex: You may want to schedule a meeting every Wednesday for several weeks starting August 30.

e. Click Apply Recurrence

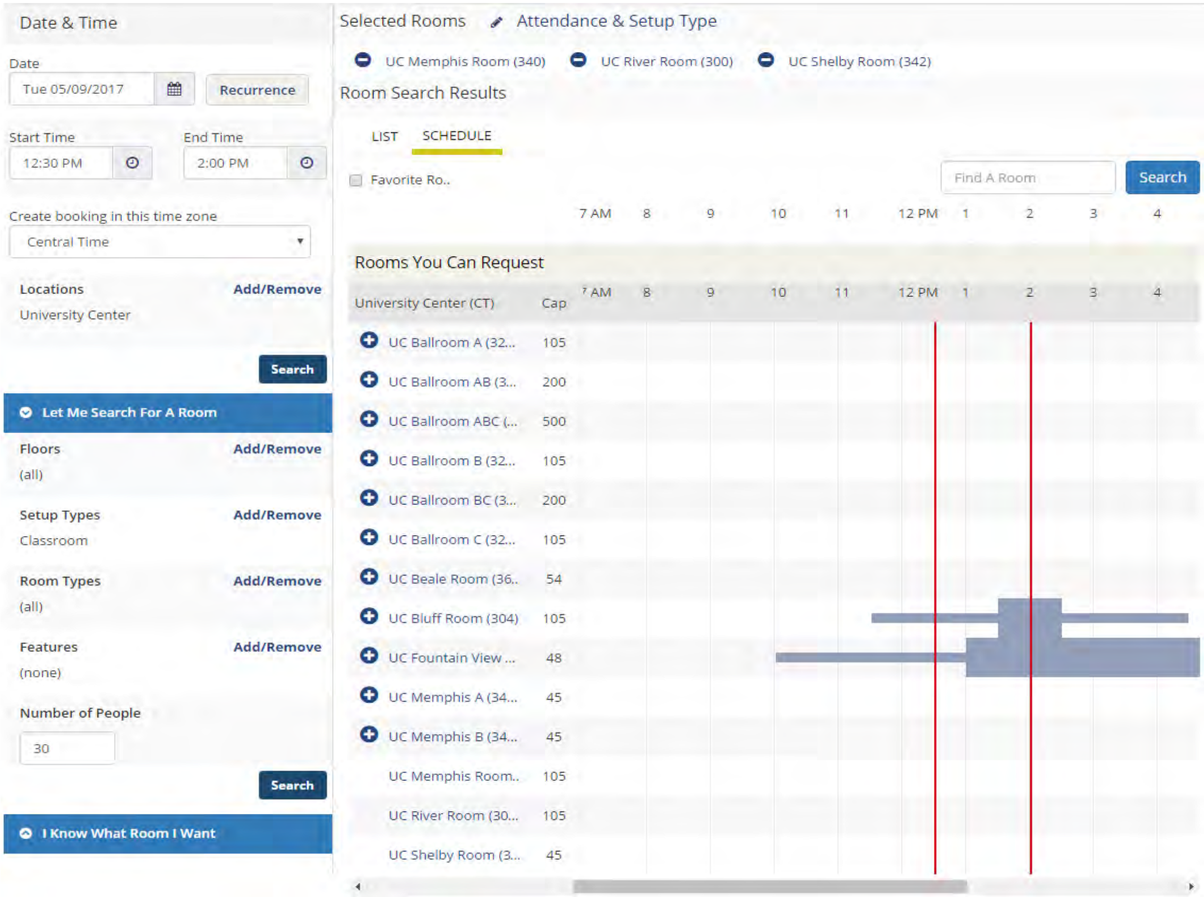
f. If a Location has not been added, do so and click “Search.”





4. To narrow down your search, you can find a room by entering your preferred setup type and number of people expected/anticipated to attend the event. It is not necessary to select a Floor, Room Type, or Features – those selections can be left at “all/none.” Click “Search.”

5. For a single event date, you’ll see a **schedule** of available (and unavailable) rooms you can request. The event start and end time will be between two red lines. To get more information about a particular room, click on the room name in **blue lettering**. Select the room(s) that meets your setup/attendance requirements by clicking the blue plus (+) sign. Your choice(s) will move to the Selected Rooms portion toward the top of the page.



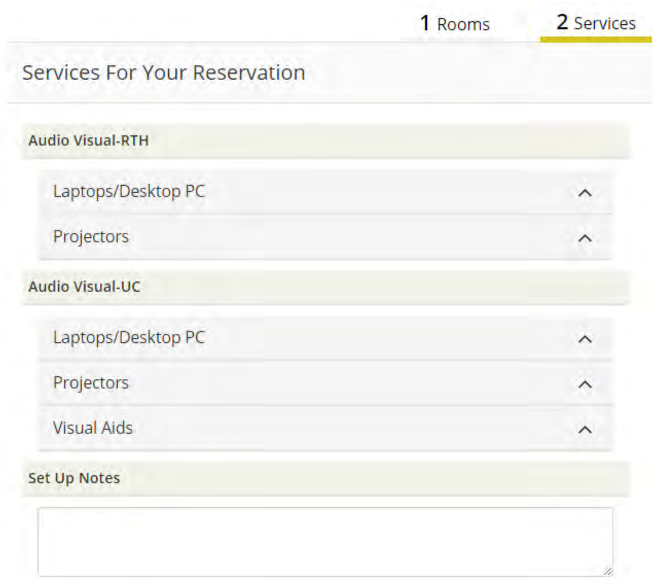
a. Notice the blue minus (-) sign next to your selected room(s). If you change your mind and wish to remove a room, click the negative sign.
b. The thin blue lines are the setup and teardown times for an event.
c. You may change any data in your request and search for available space(s) in other buildings on different dates and/or times.

6. For multiple event dates, instead of a schedule, you'll see a **list** of available rooms you can request. Under the 'Available' column, there are two numbers. The second number is the amount of dates you are requesting space for, while the first number is the amount of days that are available for that particular space. If you select a room that is not available for all of the dates you are requesting, the system will automatically update with available rooms for the remaining dates of your request.

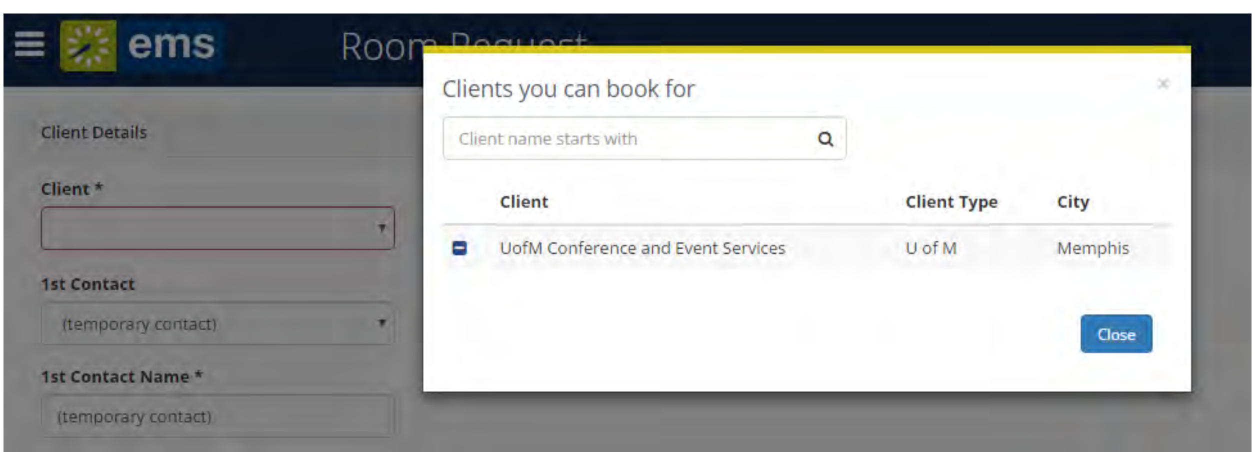
Room	Available	Location	Floor	TZ	Cap	Price	Match
Rooms You Can Request							
UC River Room (300)	6/9	University Center	3rd Floor	CT	216		
UC Bluff Room (304)	6/9	University Center	3rd Floor	CT	216		
UC Memphis Room (340)	7/9	University Center	3rd Floor	CT	216		
UC Fountain View Round (350)	7/9	University Center	3rd Floor	CT	100		
UC Poplar Room (308)	6/9	University Center	3rd Floor	CT	60		
UC Ballroom A (320A)	1/9	University Center	3rd Floor	CT	250		

7. Once you have your selected room(s), click "Next Step" toward the top of the page to continue.

8. The second step in reserving a room is adding services to your request. Here, you can add a desktop/laptop computer, projector, and any visual aids, if needed. If there is a resource that you would like to request that you do not see as an option in this step, please list it in the Setup Notes box before continuing to the next step. Once all needed resources are selected, click "Next Step."
    a. Note: Audio Visual – RTH are compatible resources for the Rose Theatre, while Audio Visual – UC are compatible resources for the University Center.



9. The third and final step in the reservation process is the Reservation Details.
    a. Event Details: Enter a name for your event and select an Event Type from the drop down menu. Please be advised that if you choose "Meeting-Private," your event **will not** show on the Master Calendar (this might not always be advisable).
    b. Client Details: If this is your first time scheduling an event, you will need to add your organization as a client. Click the magnifying glass next to the Client dropdown. **All University of Memphis departments/student organizations will begin with "UofM."** In the search box, type "UofM" and at least the first part of your department/organization name. The system will begin to auto-filter results as you type.
        i. **Note to Student Organizations**: Your client name will read similar to what is listed in Tiger Zone. For example, if your organization name is 'The University of Memphis Coloring Book Club', your client name would read "UofM Coloring Book Club."



ii. Once the client name has been selected, it will add it as a client you can book for. Close the pop-up window and select the client name from the dropdown.
iii. Whomever is making the reservation should be selected as the First Contact from the dropdown. The Second Contact is optional for University departments, but **the Faculty/Staff advisor must be listed as the Second Contact for all Registered Student Organizations**.
1. If you do not see your name listed from the contact dropdown, please contact the Scheduling Office.

c. Additional Information: Fill in information as it may apply.
i. If your VIP isn't listed from the dropdown or you have more than one VIP attending, select "Other/Multiple" and list them in your event description.
ii. Your event description should be such and should not be the same as your event name.
iii. Posting your event to the Master Calendar will be included on the University's calendar on the main website.
iv. There are multiple catering options to choose from for your event. If you are unfamiliar with what these options mean, please review the FAQs from our website at http://www.memphis.edu/conferences/internal_scheduling/index.php
v. If you are scheduling an event **outdoors** and would like to amplify sound, please select one of the available options for outdoor amplification. Permission to have sound outdoors will be approved/denied before your reservation is confirmed. Permission is not required from 12:30-1:30pm on Fridays.
vi. **For University departments only**: Please enter an appropriate Index Code before submitting your reservation request. Any charges incurred will be included in your reservation confirmation.
vii. Check that you read and agree to the terms and conditions, then click "Create Reservation" to submit your request.

PLEASE NOTE: After submitting your request, you will automatically receive an email notification of your reservation request summary. **This email does not serve as reservation confirmation**. If a confirmation is required, a reservation confirmation email will come from the approver of the particular building/area you have requested space.

10. You may view your upcoming, past, and cancelled reservations by clicking on the 'My Events' tab on the left side of the page. To review the reservation details for a particular event, click on the reservation event name. From this page, the following can be done:
    a. Cancel Reservation – under Reservation Tasks near the top, right side of the page.
    b. Cancel Booking – listed above the single or series of dates requested for particular reservation.
    c. Add Booking to Current Reservation – click 'New Booking' (across from Cancel Bookings, mid-page, right side).

11. From the left side of the page, you can also browse Events, Locations, and People/Groups. Filters are available to narrow down your search.

Chartwells Catering

The University of Memphis' official food vendor is Chartwells. Ordering food from outside restaurants or vendors is strongly discouraged. Chartwells does not have single-user authentication; therefore, you will need to register.

Registering

- Select a Location
- Select Account (SIGN IN / REGISTER)
- Fill in your information

Creating an Order

- Sign into the Chartwells website
- Select your Location
- Select **Account**
- Select **Create a New Order** *(Note: once you've made some orders, you'll be able to manage and repeat orders.)*
- Browse the different menus/items; find the items that you like, add them to your cart. There are curated box lunches, specialized menus and individual items that can be added to your order.
- Add your order information as directed, review your cart and order.

Note: you will be charged for table linens, so deselect this if you do not want this charge. Also, make sure that you specify that you want plasticware.

Paying Chartwells

Chartwells will invoice you for payment. Fill out a Foundation Expenditure Request form to process.

Chartwells contact information:

901-678-2046
901-678-2325

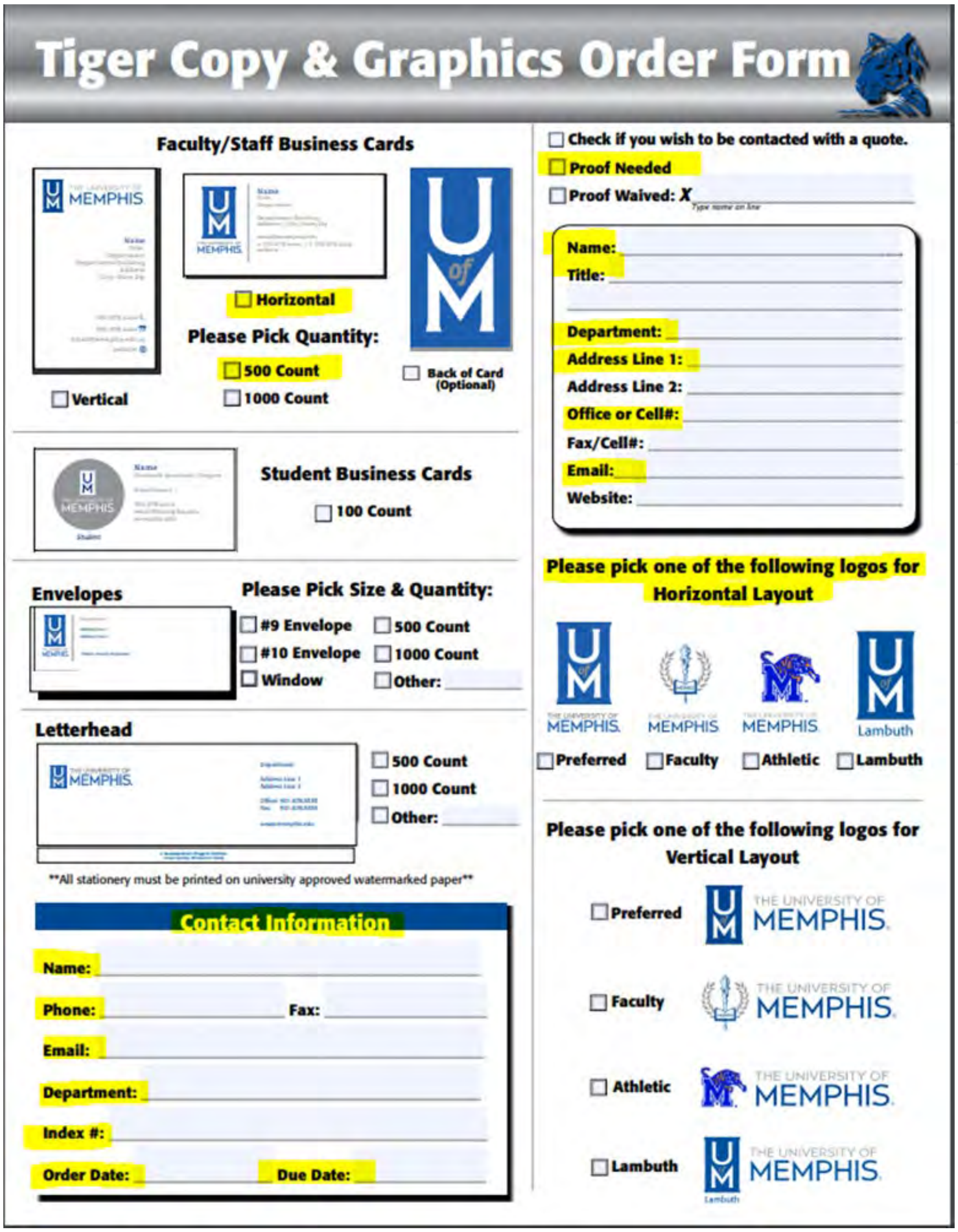
How to Order Online Video: Tutorial Video

Ordering Business Cards

Business cards and other campus affiliated items such as letterheads and envelopes are ordered through Tiger Copy & Graphics . When ordering, you will need to download and fill out the Tiger Copy & Graphics Order Form . Once the form is completed, email it to tigercopygraphics@memphis.edu. Once your items are ready, you will receive an email to pick up your order at the Tiger Copy & Graphics office, which is located above Starbucks in the Tiger Bookstore. The invoice will be sent directly to the Accounting office.

Note: For business cards, be sure to check *Proof Needed* to receive a prototype of the card before printing.

Highlighted below is the information needed for your order to be processed based on horizontal cards.


Tiger Copy & Graphics Order Form

Faculty/Staff Business Cards

☐ Vertical

☐ Horizontal

Please Pick Quantity:

☐ 500 Count

☐ 1000 Count

☐ Back of Card (Optional)

Student Business Cards

☐ 100 Count

Envelopes

Please Pick Size & Quantity:

☐ #9 Envelope ☐ 500 Count

☐ #10 Envelope ☐ 1000 Count

☐ Window ☐ Other:

Letterhead

☐ 500 Count

☐ 1000 Count

☐ Other:

All stationery must be printed on university approved watermarked paper

Contact Information

Name:

Phone: Fax:

Email:

Department:

Index #:

Order Date: Due Date:

☐ Check if you wish to be contacted with a quote.

☐ Proof Needed

☐ Proof Waived: X

Type name on line

Name:

Title:

Department:

Address Line 1:

Address Line 2:

Office or Cell#:

Fax/Cell#:

Email:

Website:

Please pick one of the following logos for Horizontal Layout

☐ Preferred ☐ Faculty ☐ Athletic ☐ Lambuth

Please pick one of the following logos for Vertical Layout

☐ Preferred

☐ Faculty

☐ Athletic

☐ Lambuth

Physical Plant WORQ Orders

Physical Plant handles the operation and maintenance of the physical facilities, as well as the landscape of the University. All changes to University landscape or physical facilities is coordinated through the Physical Plant Department.

Physical Plant request are made using the WORQ orders form. The form is straightforward. Fill in the information as best as you can. The following shows the different request you can send via the WORQ orders form.

NOTE: Be sure to write down the provided reference numbers once the request has been submitted. This will allow you to check the status later. For copy machine repairs, you will contact the distributor. The number can be found on the machine.

Office Hours:
Monday thru Friday, 8 a.m. to 4:30 p.m.

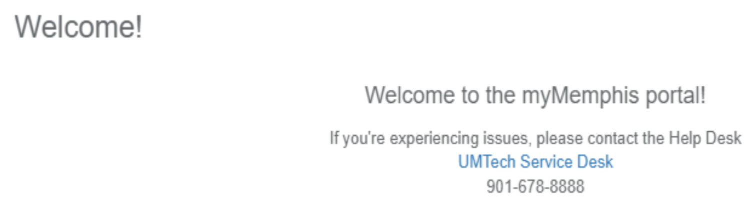
Phone: 901.678.2699 | Fax**:** 901.678.4888 | E-mail**:** pp@memphis.edu
Physical Plant: https://www.memphis.edu/pp/
WORQ Request Form: WORQ Request form

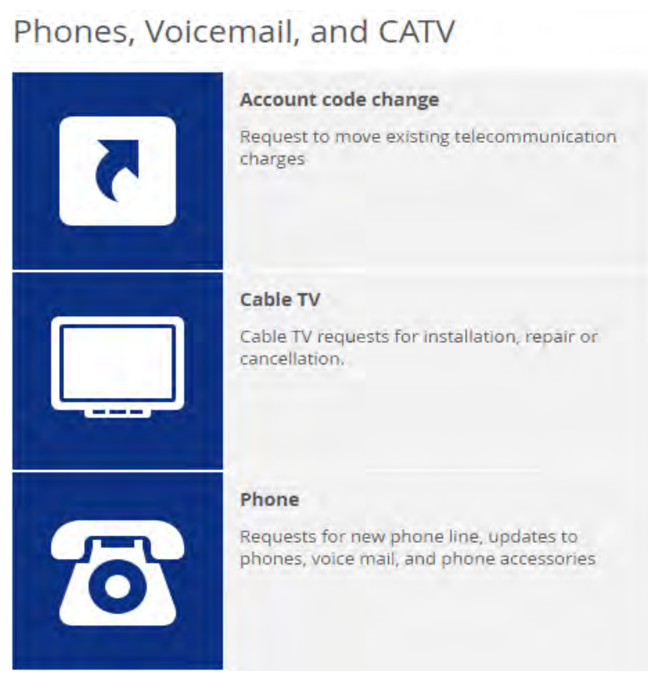
Landline Office Phones

<u>The University of Memphis is phasing out the TigerLine phone service and will be switching to RingCentral in 2024.</u> For more information on RingCentral visit, the [RingCentral webpage](). Here are some helpful tips.

All phone service matters are handles through UMTech Service Desk or Helpdesk. Sign-in to myMemphis and go to the *Home* tab. In the right columns, you will see a "*Welcome!*" here you can access UMTech Service Desk. You should now be in the *TigerHelp Self Service Portal*. Select *Phones, Voicemail, and CATV*; from here select *Phone*. In this portal you will be able complete the following:

- Install a new phone
- Change display
- Delete/ Move existing extension
- Phone Accessories
- Phone Trouble
- Voicemail Add/Change/Remove
- Request a TigerLine Code (long distance)





Thank you for your contributions to the College of Arts & Sciences!
We hope that this information support you in completing your role within the University.
If you have any questions, please contact the Dean’s Office at 678-5454.

This handbook was curated by Iesha Williams in the CAS Dean’s Office.