Welcome to Focus on Finance & HR!
June 16, 2020
Agenda

• Electronic Offer Letters for Faculty in WorkforUM
• University Volunteers
• Conflict of Interest
• Year End Reminders
• Adjustment Time Sheets
• International Request & Payment to Contractor
• Announcements & Deadlines
Electronic Offer Letters for Faculty in WorkforUM

Danny Linton
Associate Director, Human Resources
Electronic Offer Letters for Faculty in WorkforUM

• Beginning August 1, 2020, all offer letters sent to faculty will be handled electronically within WorkforUM.

• A new “Offer Letter” tab will appear on the candidate’s hiring proposal.

• The department level, the dean level, and the Provost level all can edit this letter.
Electronic Offer Letters for Faculty in WorkforUM

- Departments/deans will have 13 choices of potential letters 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
Electronic Offer Letters for Faculty in WorkforUM

• Templates only provide a rough draft of the letter; you will need to fine tune the text to make sure it reflects what needs to be stated.
• Certain fields from the hiring proposal, such as salary, are automatically populated into the letter.
• 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.
• All parties will be notified when a response from the candidate has been received.
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 an 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 84.0013, 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.
Electronic Offer Letters for Faculty in WorkforUM

• Remember, for any faculty hires after August 1, all letters will be electronic in WorkforUM and YOU WILL NOT SEND A PAPER LETTER IN THE U.S. MAIL.

• These letters have be used for staff hires in the future, but they would be created at the HR step, not within the departments.
QUESTIONS?
University Volunteers

Kristil Davis

Director, HR Strategic Initiatives & Talent Management
University Volunteers

- All volunteers utilized in any University program must be registered with the Tennessee Board of Claims.
- Registration is necessary for both the volunteer and the University to be protected from liability for claims arising out of the volunteer’s service on behalf of the University. Registration is also necessary to ensure that volunteers and/or the University will be reimbursed for the cost of defense in the event of such a claim. T.C.A. §9-8-307 (h)
University Volunteers

- Volunteers may include, but are not limited to, members of the community serving on University committees and students who provide services for various departments or programs. Student leaders (e.g. SGA president) as well as unpaid persons in athletics and other areas are considered volunteers.

- Graduate assistants and other student workers who receive wages from the University do not need to register.

- In addition, volunteers in the medical profession who are providing direct health care are considered "state employees" under the defense reimbursement provisions for purposes of medical malpractice. T.C.A. §8-42-101(3) (B).
University Volunteers

- The Office of Legal Counsel has handled volunteers in the past, but this function will transition to Human Resources beginning July 1, 2020.
- A DocuSign form has been created to help with the registration process. The form is to be initiated by the volunteer’s supervisor, and routed to the department head, the volunteer, and HR.
University Volunteers

• Questions? E-mail volunteers@memphis.edu.
Conflict of Interest

Vicki Deaton
Chief Audit Executive
Conflict of Interest

• In our audits and investigations, we look for situations where an employee may appear to or actually allow their personal interests to affect their judgment.

• These situations are governed by GE2021 Conflict of Interest.
Example of Conflicts of Interest

- Self-dealing – employee appears to or actually influences a UofM decision that personally benefits the employee or their family
- Inappropriate use of students or support staff
- Inappropriate use of State owned resources
- Failure to disclose intellectual property
- Nepotism
Potential Conflict of Interest Seen By UofM Internal Audit

• UofM purchases from a vendor related to an employee or their family
• Acceptance of gifts/favors from vendors or possible vendors
• Related employees – supervision by a relative or approval of transactions involving self or family members
• Self-dealing – employee appears to or actually influences a UofM decision that personally benefits the employee or their family
What Does Internal Audit Do?

Internal Audit recommends compliance with UofM Policy.

GE2021: Persons who believe that a conflict of interest may exist either for themselves or with respect to another person should make a written disclosure of the facts and circumstances on the Conflict of Interest Disclosure Form. (A potential or actual conflict of interest does not necessarily mean that the conflict must be eliminated.)
Other Policies Providing Guidance

- HR5055 Nepotism and Personal Relationships Policy
- HR5011 Extra Compensation and Outside Employment
- RE7003 Disclosure of Financial Interests Related to Sponsored Research
- RE7004 Intellectual Property
- RE7001 Research Misconduct
- AA3016 Faculty Authored Educational Material
GE2021 Disclosure Requirements

• The Conflict of Interest Disclosure Form is completed and submitted to the Office of Legal Counsel.

• The University’s Conflicts Review Committee reviews the information and makes a recommendation to the President’s Office on managing or eliminating any conflict of interest.
Questions
Year End Reminders

Shan Arnold
Assistant Controller
Things To Do Before Year End

• Complete all travel claims
• Settle supply and travel advances
• Review and request de-obligation of purchase orders (Travel and Goods/Services)
• Ensure that all invoices for goods and services are forwarded to Accounting
Things To Do Before Year End

• Complete all Transfer Vouchers
• Ensure FY-20 fixed asset purchases are properly tagged
<table>
<thead>
<tr>
<th>Activity</th>
<th>Accounting Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Airfare Reservation via Travelennium for Travel in FY20</td>
<td>N/A</td>
</tr>
<tr>
<td>Cancel, Adjust, De-obligate Remaining Balances on FY20 Requisitions</td>
<td>Friday, June 19, 2020</td>
</tr>
<tr>
<td>Time Sheet for BW13 Biweekly Payroll (June 6th - June 19th)</td>
<td>Friday, June 19, 2020</td>
</tr>
<tr>
<td>Complete Staples Purchase Orders</td>
<td>Monday, June 22, 2020</td>
</tr>
<tr>
<td>Settle Travel Advances for FY20</td>
<td>Monday, June 15, 2020</td>
</tr>
<tr>
<td>Submit Claims for Petty Cash Reimbursement</td>
<td>Monday, June 22, 2020</td>
</tr>
<tr>
<td>Online Budget Revisions between Account Pools</td>
<td>Monday, June 22, 2020</td>
</tr>
<tr>
<td>Submit Invoices, Travel Claims, &amp; Reimbursements to Accounting (FY20)</td>
<td>Thursday, July 2, 2020</td>
</tr>
<tr>
<td>Submit Transfer Vouchers to Accounting</td>
<td>Thursday, July 2, 2020</td>
</tr>
<tr>
<td>Time Sheet for Split BW14 Biweekly Payroll (June 20th - July 3rd)</td>
<td>Thursday, July 2, 2020</td>
</tr>
</tbody>
</table>
QUESTIONS?
Adjustment Time Sheets

Russ Teague
Manager, Payroll
Adjustment Time Sheets
What’s New?

- ALL Adjustment Timesheets are now submitted via DocuSign.

- NO paper timesheets will be accepted any longer.

- Simply go to forms on the Payroll website and click on Adjustment Time Sheet and fill out as explained in this presentation.
Adjustment Time Sheets

• Used for Biweekly paid employees only
• Adjusts time submitted on the Web Time Sheet after the deadline or payroll has passed
• Submit time for a past payroll
• Total of top section must equal total of bottom section
• Top section tells type of earnings being adjusted and bottom tells hours by day
Adjustment Time Sheets

- Payroll ID is BW
- Payroll Number and the dates of the payroll periods may be found on the Payroll Schedules website for the current Fiscal Year (2019-20) ([http://www.memphis.edu/payroll/schedules.php](http://www.memphis.edu/payroll/schedules.php))
- E.C. to the far left hand side of form is used to enter an earnings code that is not already listed or one that is listed at the box on the lower right hand side
- Most common earnings codes:
  - 009 – Regular pay for benefit eligible employees
  - 014 – Graduate Assistant – Doctoral
  - 015 – Graduate Assistant – Master’s
  - 019 – Hourly Temporary Employees
  - 025 – Work-Study Students
  - 026 – Regular Student Worker
  - 032 – Overtime 1.0 (Straight OT)
  - 035 – Overtime 1.5 (Premium OT)
  - 150 – Holiday
  - 152 – Inclement Weather
  - 170 – Annual Leave
  - 180 – Sick Leave
  - 420 – Leave without Pay
Adjustment Time Sheet Examples

- Regular employee, John Doe, reported time as Regular but actually was out on sick leave
Student worker, Jane Smith failed to turn in time for the BW21 pay period, but did work.
Hourly temporary employee, Alex Fall, stayed over to help with project after BW22 time was submitted and approved. Overtime was not reported.
• Student worker, Emily Johnson, reported and turned in time that she was going to be at work on the 2nd Friday of the time period, but she did not show up for work.
Questions
International Request & Payment To Contractor

LaTisha Williams
Assistant Manager of General Accounting
International Request and Payment to Individuals or Contractors

• Please acquire a W8BEN for all new International Request for Payments
• Please acquire a W8BEN-E for all new International Organizational Entity Request for Payments
• Once U numbers are established in Banner, additional copies of W9s, photo ID’s, W8BEN-E’s or W8BENs are no longer required unless requested by Accounting
• All International Vendors must be reviewed by Tax Compliance – Laurie Whiteside
• Payments cannot be made to any University or State employee which includes full or part-time faculty and staff under the Payment to Individual or Contractor Agreement
• Payments to the same individual or contractor for $5,000.00 or more during a calendar year (whether fragmented or paid in a lump sum) require an obligated contract established through Procurement and Contract Services
Announcements & Deadlines
Announcements & Deadlines

• Don’t forget to review the University’s current job openings at workforum.memphis.edu.
• Subscribe to our Twitter feed at @umemphisjobs!
• Follow us on Instagram! @uofmhr
Announcements & Deadlines

• Changes to Fall 2020 Academic Calendar
  – Semester now begins August 17, with faculty returning August 10
  – No Fall Break
  – Classes end before Thanksgiving Break
  – Labor Day holiday still in effect
  – Faculty contract ends with service on December 7
Announcements & Deadlines

• Effects on E-Contracts, New Faculty Orientation
  – E-Contracts that populate service dates will now have the new service dates for Fall 2020

• New Faculty Orientation will be held a week earlier via Zoom
  – Monday, August 10, 2020: 9am - 11am
  – Tuesday, August 11, 2020: 3pm - 5pm
  – Wednesday, August 12, 2020: 2pm - 4pm
  – Thursday, August 13, 2020: 8:30am - 10:30am
  – Friday, August 14, 2020: 8:30am - 10:30am

• New nine-month faculty will still receive first paycheck September 30
Announcements & Deadlines

• Special COVID-19 EAP Sessions on Zoom
• Register in Learning Curve
  – June 30
    COVID-19: Preparing You and Your Family to Return to Work
    10-11am
  – July 28
    COVID-19: Coping with Traumatic Events
    2-3pm
  – August 6
    COVID-19: Building Resilience
    10-11am
REMINDER:
As employees return to work, be sure to request the reinstatement of parking deductions prior to returning to campus, if previously deactivated.
Announcements & Deadlines

• Org Charts available at
  https://www.memphis.edu/hr/orgcharts.php will be getting a facelift on June 30
• No loss in functionality
• Data will continue to update nightly
Announcements & Deadlines

• Chrome River Trainings
  – New Travel & Expense System (Goes live July 1)
  – Thursday, June 25
  – 9-11am
  – [https://memphis.zoom.us/j/99330903154](https://memphis.zoom.us/j/99330903154)
  – Registration not required
Announcements & Deadlines

• System Trainings via Zoom: Sign up in Learning Curve
  – Extra Compensation
    June 17, 2020 at 2pm
  – Student Employment Appointments
    June 17, 2020 at 3pm
  – WorkforUM
    July 29, 2020 at 1:30pm
Announcements & Deadlines

- Finance & HR Trainings can be held via Zoom, dependent upon demand.
Announcements & Deadlines

• REMINDER: Records Inventory and Holding Report Due August 6
• Need someone added to the Focus on Finance & HR mailing list?
• Don’t forward to them—forward to us!
• hr@memphis.edu
Announcements & Deadlines

NEXT MEETING
July 21, 2020
2:30pm via Zoom
Thank you for virtually attending!
memphis.edu/focus