Welcome to Focus on Finance & HR!
July 21, 2020
Agenda

• Stipends Vs. Grants and Scholarships
• ADA Accommodations vs Telecommuting/Flextime Requests
• Current Return to Campus Plans
• Announcements & Deadlines
Financial Aid/USBS: Stipends vs. Grants and Scholarships

Dr. Rob S. Kniss
Director, Student Financial Aid

Greg Atkins
Executive Director, USBS
Funds to be Provided to Student

• Source of the Funds
• Intent of the Funds
• Accounting and Reporting of the funds
• Provide additional information (Taxable Reporting) based the awarding of the funds
Stipends

• Awarded for research or work performed
• Do not count against a student’s Federal, State, and Institutional Aid
• Reported through University Accounting services
• If determined as a Stipend, the stipend payments would be handled through Accounts Payable
Institutional Grants and Scholarships

• Not awarded for work or research
• Must be accounted for within a student’s Cost of Attendance
• Will affect other Federal, State, and Institutional Aid
• Federal regulation. These all must be reported to The Office of Student Financial Aid
USBS Processing Refund or Payments

• IF - Institutional Grants and Scholarships
• Funds will be applied to the student account and any eligible refund would be processed
• To Best Serve the students, we always recommend that they have their refund selection set up to e-Refund/Direct Deposit
• If no selection, then a paper check would be issued
Announcements and Deadlines

- Fall 2020 Payment Due Date – 08/10/2020
- Early Installment Payment Plan OPEN
- Financial Aid will begin to disburse on 8/11/2020
- Refunds will begin to process on 8/11/2020
- E-Refunds/Direct Deposit – Best Option
- PAPER CHECKS will be sent on 8/24/2020
Questions?

Dr. Rob S. Kniss
Director of Student Financial Aid
rskniss@memphis.edu

Greg Atkins
Executive Director – USBS
gatkins2@memphis.edu
ADA Accommodations vs. Alternative Work Arrangement Requests

The Staff of Human Resources
Given the current pandemic, employees may be looking to request a medical accommodation under the Americans with Disabilities Act (ADA). Other employees may wish to request a non-medical accommodation. Let’s discuss the difference and which accommodation request requires what documentation. Remember, requests are not automatically approved.
ADA Accommodations vs. Telecommuting/Flextime Requests

ADA Accommodation Requests

Self

Medical

COVID

- Work Questions
  - HCP for COVID

Not COVID

- Work Questions
  - HCP for ADA

Non Medical

Family

Alternative Work Arrangement

Alternative Work Arrangement
ADA Accommodations (Non-COVID)

“I threw my back out and can’t stand up.”

• This is the “standard” request for a medical work accommodation FOR YOURSELF (not a family member.)

• Accommodation must be reasonable and not present an undue hardship.

• Requires physician certification form.

• Complete an **ADA request** to initiate.
“I have an underlying health condition which makes me more susceptible to complications from COVID-19.”

- Because of the pandemic, the University is offering a second type of ADA request related specifically to COVID.
- This accommodation is limited by date.
- Requires physician certification.
- Complete an ADA request to initiate.
Alternative Work Arrangements: Telecommuting

“I need to work from home two days a week for a non-medical reason, such as child care.”

• Telecommuting generally alters the location of your work, not the time.
• Work duties must be able to be performed generally equivalent to what would have been performed on site.
• Complete a DocuSign request to initiate.
Alternative Work Arrangements: Flextime

“I need to work from 7-3:30 instead of 8-4:30 for a non-medical reason.”

- Flextime generally alters the time of your work, not the location.
- Work duties must be able to be performed generally equivalent to what would have been performed during a standard schedule.
- Complete a [DocuSign request](#) to initiate.
Accommodation Information

- Human Resources is currently accepting COVID-related accommodations through the end of 2020.
- If you need to continue an accommodation during the spring semester, an extension can be requested then.
- In general, we cannot process accommodations with a stop date of “until the end of the pandemic,” so an end date of December 31st will be used in these situations.
Current Return to Campus Plan

The Staff of Human Resources
Current Return to Campus Plan

• All of the following information is subject to change!
• Faculty are scheduled to return for the fall semester on August 10, 2020.
• By this target date, staff should either:
  – Return to work on campus
  – Work remotely as directed by his/her supervisor
  – Be working under an established ADA accommodation or an approved alternative work arrangement
• Communicate with your supervisor before August 10th!
• Before returning to campus, all current employees have been asked to view two short safety videos and certify that they have watched them.
• We’re including those videos in this presentation.
• You should still utilize the links in the official e-mail for these videos.
• Don’t forward your e-mail to another employee; each URL is employee-specific and can only be used once.
Stay Home if You or Family Members are Sick
Safety Videos
Current Return to Campus Plan

• Remember to alert your supervisor and HR Business Partner if you have been exposed to COVID-19 so that appropriate actions may be taken.
• Work with your supervisor to finalize your area’s work schedules (staggering shifts, alternating days, etc.)
• **Contact HR** for any official accommodation requests.
• Wear a mask in all public spaces.
• Maintain at least six feet of social distance whenever possible.
• If applicable, don’t forget to restart your parking permit deduction through parking@memphis.edu.
Return to Campus Checklist

Q&A
Announcements & Deadlines
Announcements & Deadlines

• First-Time Attendees at Focus on Finance & HR
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
Records Management Reminders

- Records Inventory Submittals: Due Aug. 6
- Basic Records Management Training: July 29 at 10am
- Refresher Records Management Training: August 5 at 11am
# Announcements & Deadlines

## Accounting Month End Deadlines (FY21)

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Announcements & Deadlines

• REMINDER: Online faculty offer letters go live in WorkforUM on August 1, 2020.

• Beginning on that date, all new faculty offers of employment for positions in WorkforUM should use electronic offer letters, not paper letters in the mail.
Announcements & Deadlines

• Be on the lookout soon for a routable DocuSign version of the Position Prioritization Request Form (PPR).

• The new version is being developed now.
Announcements & Deadlines

• **REMINDER:** Part-time faculty e-contracts will populate 12/1/2020 as the service end date for Fall 2020 classes.

• Grades are not due until the following week, but most PTF will have entered grades by 12/1.

• Manual extensions can be granted on as needed basis.
Announcements & Deadlines

• University password expiration guidelines for Universal User ID (UUID) accounts are changing. Effective July 1, 2020, UUID password expiration is no longer required for individuals who utilize multi-factor authentication (Duo). Additional information related to password security and guidelines is located at memphis.edu/its/security/password.php.

• Students are encouraged to enroll in multi-factor authentication to obtain additional security protections and take advantage of this change. Information about enrolling in multi-factor authentication is provided on the Duo information page located at memphis.edu/its/security/duo.php.

• To assist with a smooth transition toward the fall semester, all UUID password expirations are temporarily paused. UUID password expirations will resume on Sept. 1, 2020 for any individuals who are not utilizing Duo multi-factor authentication.

• For assistance, please contact the Service Desk by calling 901.678.8888, emailing umtech@memphis.edu, or visiting umhelpdesk.memphis.edu.
Announcements & Deadlines

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

• Need someone added to the Focus on Finance & HR mailing list?
• Don’t forward to them—forward to us!
• hr@memphis.edu
Announcements & Deadlines

• There will be no August FOF&HR meeting.
• Meetings for the fall semester will be scheduled soon.
NEXT MEETING
September 15, 2020
2:30pm via Zoom
(subject to change)
Thank you for virtually attending!
memphis.edu/focus