Welcome to Focus on Finance & HR! September 10, 2019
Agenda

• Focus on Finance & HR Membership
• Staples Vendor Presentation
• Meet Your New HR Team
• Annual Benefits Open Enrollment Period
• Fall Budget
• Announcements & Deadlines
• Spin the Wheel!
Focus on Finance & HR Membership

Danny Linton
Associate Director, Human Resources
Focus on Finance & HR Membership

• The combined memberships of both Focus on Finance and HR Partners contain 246 members.

• We need to identify those areas who are both over-represented and under-represented to get this list more manageable.

• Please review the sign-in sheets being passed around the room and help us with this information.
Staples Vendor Presentation

Janet Samples & David Kight

Staples
Furniture Solutions
FOR EVERY SPACE, SCOPE AND STYLE
Why Choose Staples?

• As one of the largest commercial furniture dealers in North America, we provide you with products and services no matter where you are
• Our dedicated staff of professional project managers and designers have years of experience
• Our relationships with over 250 manufacturers enable us to offer the right products at the right price
• Our range of experience means we can meet the needs of many industries – from healthcare to government to education and legal
...Staples makes it simple – One point of contact for all of your furniture needs
Two Resources for Furniture

**STAPLES ADVANTAGE WEBSITE**
- Online ordering.
- Very Price Conscious.
- Product typically in stock and available within days.
- Warranties often limited to 1 – 5 years.
- Limited options. Black, black or black...

**STAPLES FURNITURE SOLUTIONS**
- Most products not online.
- More of an investment of assets.
- Product made to order. Lead times range from 4-6 weeks.
- Warranties are usually Limited Lifetime Warranty.
- Endless options. Black, Blue, Grey, Blue & Grey...
We work with the right partners and suppliers to get you what is right for your project.

More national agreements than any other dealer

Access to over 250 manufacturers nationally

Leverage the buying power of Staples for the best prices

Key suppliers include:

- Allsteel®
- Gunlocke®
- NATIONAL
- HON®
- Global

Staples
Visit our website:
StaplesAdvantage.com/furniture

Janet Samples
Territory Account Manager
Janet.Samples@Staples.com
901-541-8343

David Kight
Furniture Account Executive
David.Kight@Staples.com
901.482.2133
Meet Your New HR Team!

Kristil Davis

Director, HR Strategic Initiatives & Talent Management
Meet Your New HR Team!

HR Service Center
Your first point of contact

Kameron Lurry
HR Service Center Associate
678.3573 | E-Mail

Chris Powell
HR Service Center Associate
678.3573 | E-Mail

Andrea Spencer
HR Service Center Associate
678.3573 | E-Mail
Meet Your New HR Team!

Kristil Davis
Director, Strategic HR Initiatives & Talent Management
678.3573 | E-Mail
Meet Your New HR Team!

LaToya Andrews
Senior HR Business Partner
678.3573 | E-Mail

Primary responsibilities:
Housing & Residence Life
Physical Plant
Meet Your New HR Team!

Haneefah Broome
Senior HR Business Partner
678.357.31 E-Mail

Primary responsibilities:
Business & Finance (excluding Physical Plant and Housing & Residence Life)
Graduate Programs
Information Technology Services
President’s Units (including FedEx Institute of Technology, Government & Community Relations, Internal Auditing, Office for Institutional Equity, Office of Legal Counsel)
Research & Innovation
Meet Your New HR Team!

Lindsey Hammer
Senior HR Business Partner
678.3573 | E-Mail

Primary responsibilities:
College of Communication & Fine Arts
College of Education
College of Professional & Liberal Studies
Fogelman College of Business & Economics
Helen Hardin Honors College
Herff College of Engineering
Loewenberg College of Nursing
Meet Your New HR Team!

Robynn Hopkins
Senior HR Business Partner
678.3573 | E-Mail

Primary responsibilities:
- Athletics
- Advancement
- Alumni Relations
- External Relations
- Student Academic Success
- UofM Foundation
Meet Your New HR Team!

Joe Simmons
Senior HR Business Partner
678.3573 | E-Mail

Primary responsibilities:
Cecil C. Humphreys School of Law
Educational Initiatives
Enrollment Services
Innovation in Teaching & Learning
Lambuth Campus
School of Hospitality & Resort Management
School of Communication Sciences & Disorders
School of Health Studies
School of Public Health
University Libraries
Student Wellness & Dean of Students
Meet Your New HR Team!

Vacant
Senior HR Business Partner
678.3573 | E-Mail

Primary responsibilities:
College of Arts & Sciences
(while position is vacant, please contact Lindsey Hammer)
Meet Your New HR Team!

Dean Lewis
HR Business Partner
678.3573 | E-Mail

Winter Wright
HR Business Partner
678.3573 | E-Mail
Meet Your New HR Team!

Office of the Chief Human Resources Officer

Maria Alam  
Chief Human Resources Officer  
678.2867 | E-Mail

Danny Linton  
Associate Director, Functional Online Solutions  
678.4970 | E-Mail

Paige Richmond  
Human Resources Coordinator  
E-Mail
Meet Your New HR Team!

Employee Engagement, Learning & Development

Melanie Drisdale
Director, Employee Engagement, Learning & Development
678.3076 | E-Mail

Katrina Heard
Employee Engagement, Learning & Development Coordinator
678.4231 | E-Mail
Meet Your New HR Team!

Employee Relations & Compliance

Tameka Bonds
Associate Director, Employee Relations & Compliance
678.3540 | E-Mail
Meet Your New HR Team!

Employee Benefits & Data Management

Amanda Clarkson
Associate Director, Employee Benefits & Data Management
678.2382 | E-Mail

Suprena Grear
Employee Benefits Specialist
678.3958 | E-Mail

Angela Wheeler-Lester
I-9 Compliance Coordinator
678.3338 | E-Mail

Vecant
Human Resources Analyst
678.4380 | E-Mail

The University of Memphis
Meet Your New HR Team!

Lauren Byrd
Data Management Clerk
678.3573 | E-Mail

Betrophia Holt
Data Management Clerk
678.3573 | E-Mail

Jasmine Brown
Data Management Clerk
678.3573 | E-Mail
Meet Your New HR Team!

Meet the New HR TEAM

THURSDAY, SEPTEMBER 12
1:30-3 PM
1st floor of the Administration Building
Light refreshments will be provided
Annual Benefits Open Enrollment Period

Amanda Clarkson
Associate Director,
Employee Benefits & Data Management
Annual Benefits Open Enrollment Period

- September 30-October 11
- No major changes to any plans or premiums
- Check Learning Curve for informational sessions
- Benefits Fairs coming soon (week of 9/30)
  - Includes free flu shots w/insurance card
Fall Budget

Deborah Keeney
Associate Director, Financial Planning
Key Dates – October Budget

• Revenue Projections ~ Due Friday, September 27, 2019
  o Email with instructions will be sent out Friday, September 20, 2019
  o Financial Planning Office will be available for individual meetings
    Tuesday, Sep 24th and Wednesday, Sep 25th budget@Memphis.edu

• Expenditure Projections ~ Due Tuesday, October 1, 2019
  o Email with instructions will be sent out Friday, September 20, 2019
  o Departments can process OnLine Budget Documents till Friday, October 4, 2019

• Position Budget Revisions ~ Due Tuesday, September 24, 2019
  o Current & Base Budget Revisions to be included in Fall Budget

• Capital/R&R/Facility Projects ~ Due Friday, September 27, 2019
Advice on Revenue Budgeting

Office of Financial Planning
Telephone: 901-678-2117
https://www.memphis.edu/budget/index.php
Email: budget@Memphis.edu
Budget by Organization shows:

- Only Revenue (No expense information)
- Actuals from the previous year
- Budget for the Current Year
- Actual Receipts YTD for the Current Year
- Base Budget for the future year
Revenue Process

- Revenues are updated each budget cycle (Spring & Fall)
- All Revenue Budget Revisions must be submitted on paper
- Round Revenue Budget to 100s
- In the Fall, you need to review Actual and align current year and base per analysis
- Estimates & future projections should be realistic to reflect the activity you expect
- Return revenue worksheets to Financial Planning (Note, Academic Affairs return to the Provost Office)
Revenue Process

- UMFoundation budgets are managed by Grants Accounting
- Internship budgets are managed by Grants Accounting
- Residual Balance budgets are managed by Grants Accounting
- Employee Award budgets are managed by Grants Accounting
# FYBR001 Revenue Budget Estimate/Worksheet by Organization

**University of Memphis**  
Revenue Budget Estimate / Worksheet by Organization  
10-Sep-2019 09:05 AM

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Actual Prior Yr</th>
<th>Adjusted Budget Current FY</th>
<th>Receipts YTD Current FY</th>
<th>Final Estimate Current FY</th>
<th>Future / Base Next Yr</th>
<th>Proposed Budget Next Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>58878</td>
<td>Other Sales - Taxable</td>
<td>255,487.00</td>
<td>260,800</td>
<td>64,589.00</td>
<td></td>
<td>260,800</td>
<td></td>
</tr>
<tr>
<td>58882</td>
<td>Sales Tax Paid</td>
<td>-22,548.70</td>
<td>-26,100</td>
<td>-6,458.90</td>
<td></td>
<td>-26,100</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>232,938.30</td>
<td>234,700</td>
<td>58,130</td>
<td></td>
<td>234,700</td>
<td></td>
</tr>
</tbody>
</table>
### FYBR001 with EXCEL Worksheet

**Report:** Revenue Budget Estimate / Worksheet by Organization

**Periods:**
- Prior FY: 19
- Current FY: 20
- Next FY: 21

**Fund:** 123456  Tom The Tiger Museum
**Organization:** 234560  Tom The Tiger
**Program:** 3570  Other Museums and Ga Actv Code:

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Actual Prior Yr</th>
<th>Adjusted Budget Current FY</th>
<th>Receipts YTD Current FY</th>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>232,938.30</td>
<td>234,700.00</td>
<td>58,130.10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sam Spade**

Financial Manager  
25-Sep-2019  

Print Layout set for Department to be able to use FYBR001 Page to print-out above analysis on.  
Note: Round Revenue Budget to nearest 100's
Revenue Budget Revision

- All Revenue Budget Revisions must be submitted on paper.

The example FYBR001 Revenue Worksheet requires two Budget Revisions due to projection of:

\[(60 \text{ Tickets} \times 240 \text{ Days}) \times \$2.00 = \$28,800 \text{ annual}\]

However, increase effective January 1st (6 Months)

Must have The Reason for requesting this revision. . .

Note: Round Revenue Budget to 100s
BD02 Base Revenue Budget Revision

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Fiscal Year:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Mary Blue</td>
<td>2020</td>
<td>September 25, 2019</td>
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<tr>
<td>Department:</td>
<td></td>
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<tr>
<td>Tom the Tiger Museum</td>
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Temporary Current Year/This Fiscal Year Request for BD04 Budget Revision

<table>
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<tr>
<th>Index</th>
<th>Org Title or Index Title</th>
<th>Fund</th>
<th>Org</th>
<th>Account Code</th>
<th>Program</th>
<th>Activity</th>
<th>Expense Budget Amount (+)</th>
<th>Expense Budget Amount (-)</th>
<th>Revenue Budget Amount (+)</th>
<th>Revenue Budget Amount (-)</th>
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<tr>
<td>01</td>
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<td>123456</td>
<td>234560</td>
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<td>02</td>
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<td>234560</td>
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<td></td>
<td>2,900</td>
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<tr>
<td>03</td>
<td>Tom The Tiger Museum</td>
<td>123456</td>
<td>234560</td>
<td>74000</td>
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<td>25,900</td>
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<td>57,600</td>
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The Reason for requesting this revision is as follows:

To increase the admission ticket price by $2.00 for Tom The Tiger Museum effective January 1st.
**The University of Memphis**

**Temporary Current Year Budget Revision (BD04)**

<table>
<thead>
<tr>
<th>Name:</th>
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<th>Date:</th>
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<tr>
<td>Mary Blue</td>
<td>2020</td>
<td>September 25, 2019</td>
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**Department:**
Tom the Tiger Museum

<table>
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<tr>
<th>Index</th>
<th>Org Title or Index Title</th>
<th>Fund</th>
<th>Org</th>
<th>Account Code</th>
<th>Program</th>
<th>Activity</th>
<th>Expense Budget Amount ($)</th>
<th>Revenue Budget Amount ($)</th>
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<tr>
<td></td>
<td>Tom The Tiger Museum</td>
<td></td>
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<tr>
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<td>58882</td>
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<td>14,400</td>
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<td></td>
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<tr>
<td>03</td>
<td>412345</td>
<td>123456</td>
<td>234560</td>
<td>74000</td>
<td>3570</td>
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<td>1,500</td>
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**Temporary Current Year/This Fiscal Year Request for BD04 Budget Revision**

<table>
<thead>
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<th>Expense Budget Amount ($)</th>
<th>Revenue Budget Amount ($)</th>
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<td>12,900</td>
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<td>1,500</td>
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**Net Change**

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**Document Total**

28,800

The Reason for requesting this revision is as follows:

Current Year Reversal due to effective date:
To increase the admission ticket price by $2.00 for Tom The Tiger Museum effective January 1st.
Budget Forms

https://www.memphis.edu/bf/forms/cfo.php

Financial Planning

Finance Forms

- Temporary Budget Adjustment BD04 (Current): Web | Excel
- Permanent Budget Adjustment BD02 (Base): Web | Excel

Position Forms

- Temporary Position Budget Adjustment BD04 (Current): Web | Excel
- NBPABUD Permanent Position Budget Adjustment BD02 (Base): Web | Excel
- FY20 Reversal Calendars
- Form FP-02: New Position (Pooled)
Use Windows Internet Explorer

The Web forms do not print correctly with Google Chrome or Firefox
How to Print Budget Web Forms

**Right Click in the Form**

User ID: [Enter User ID]
Name: [Enter Name]
Department: [Enter Department]

Back
Forward
Go to copied address
Ctrl+Shift+L
Save background as...
Set as background
Copy background
Select all
Paste
E-mail with Windows Live
Translate with Bing
All Accelerators
Create shortcut
Add to favorites...
View source
Inspect element
Encoding
Org Title or Index Title

**Print**
Print preview
Refresh

Note:
Turn off Headers/Footers

Turn headers and footers on or off (Alt+E)
### Example – BD04 Web Form

**Temporary Current Year Budget Revision (BD04)**

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

**Name:** Angela Fair  
**Department:** College of Education

<table>
<thead>
<tr>
<th>Index</th>
<th>Org Title or Index Title</th>
<th>Fund</th>
<th>Org Account Code</th>
<th>Program</th>
<th>Activity</th>
<th>Expense Budget Amount (1)</th>
<th>Expense Budget Amount (2)</th>
<th>Expense Budget Amount (3)</th>
<th>Expense Budget Amount (4)</th>
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<td>5,000</td>
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**Net Change**

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<tr>
<td>Document Total</td>
<td>10,000</td>
</tr>
</tbody>
</table>

**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

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**Banner Description:**

AccessLex Institute UoM Edu LSSSE
NYBR005 Comparison Annual Salary to Base Budget by Org

• Positions by FOAPAL
• Employee Name / ID / Eclass
• Budget Profile
• Job Title
• Position Annual Salary
• Position Base Budget
• Base Budget for the future year
• Only Reports Differences
Research Related Expenses

- Charge research costs to FOAP combinations with 2500-2699 program codes
  - Grants - Program codes are set up automatically when the account is established – Codes (i.e. Research) should reflect scope of work
  - IDCR accounts - coded as research
  - E&G Department Research Index
    Fund Code – 110001
    Organization Code - 2XXXXX
    Program Code - 2600

- Expense Types to Consider
  - Travel – Is the purpose of travel related to presenting research findings? You may want to charge this to your research coded index if not grant funded.
  - Equipment – Purchases of large pieces of equipment used for research should be charged to accounts designated as research.
  - Graduate Assistants
    - Type of work – What will the GA be doing? Research, Teaching, Administrative work – This helps decide whether you will charge a research, instruction, or administrative related index.
    - Stipend and Fee Waiver – These should be charged to the appropriate coded index based on the type of work.
    - Question – What if my budget (stipend or waiver) is in an instruction coded index? Online budget transfers can be processed by the department to ensure budget for the year is moved to where expenses should be charged.

- Use carryforward dollars strategically this year to invest in research as much as possible.
### NYBR005 Comparison Annual Salary to Base Budget by Org

**Program ID:** NYBR005  
**Run Date:** 08/10/2019  
**Orgn:** 230456 Red Bird  
**Fund:** 110001  
**Program:** 230456  
**Activity:** General Academic Instruction  
**Comparison of Annual Salary to Base Budget for Single Position**  

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>ID</th>
<th>EC</th>
<th>Job Title</th>
<th>Annual Salary</th>
<th>Base Budget</th>
<th>Difference</th>
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<tbody>
<tr>
<td>018314</td>
<td>Meadows, Melissa M.</td>
<td>U00056789</td>
<td>F9</td>
<td>Assoc Professor Chair</td>
<td>92,000.00</td>
<td>92,020.00</td>
<td>20.00</td>
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<tr>
<td>154321</td>
<td>Rabbit, Roger R.</td>
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<td>Instructor</td>
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<td>001777</td>
<td>Farmer, Frank F.</td>
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<td>CL</td>
<td>Office Assistant</td>
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<td>800.00</td>
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<tr>
<td>L23456</td>
<td>Purple, Peggy P.</td>
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<td>CL</td>
<td>Administrative Secretary</td>
<td>31,800.00</td>
<td>1.00</td>
<td>-31,799.00</td>
</tr>
</tbody>
</table>

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**Notes:**  
- Department to Submit BD04 Current Year Position Budget Revision  
- BD04 Current Year Position Budget Revision has been processed / posted for Limited Position  
- Department to submit a Base NBAPBUD Budget Revision
### NBAPBUD – Permanent Base Budget Revision

**The University of Memphis**

**NBAPBUD - Permanent Base/Future Year Position Budget Revision (BD02)**

<table>
<thead>
<tr>
<th>Index Number</th>
<th>Org Title or Index Title</th>
<th>Fund Code</th>
<th>Organization Code</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Activity Code</th>
<th>Current Distribution %</th>
<th>Proposed Distribution %</th>
<th>Proposed Budget NAP/BUD</th>
<th>Existing Budget NAP/BUD</th>
<th>Proposed Budget NAP/BUD</th>
<th>Expense Budget Amount ($)</th>
<th>Expense Budget Amount ($)</th>
<th>Revenue Budget Amount ($)</th>
<th>Revenue Budget Amount ($)</th>
<th>Position Number/Employee Name</th>
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<tbody>
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**TOTAL**

|                |               |           |                   |              |              |                |                      |                         |                         |                         |                           |                             |                             |                             |
|----------------|---------------|-----------|-------------------|--------------|--------------|---------------|---------------------|------------------------|------------------------|------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------------------|
|                |               |           |                   |              |              |               | 820                 | 820                   | -                      | -                      |                           |                             |                             |                             | Pos001777 F. Farmer           |

**Net Changes:**

<p>| | | | | | | | | | | | | | | | |</p>
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</tbody>
</table>

**Document Total:**

|                |               |           |                   |              |              |                | 1640                 | 1640                   | -                      | -                      |                           |                             |                             |                             | Pos001777 F. Farmer           |

The reason for requesting this revision is as follows:

To adjust Base Budget for new hires per NYSR005 Comparison Annual Salary to Base Budget.
# 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Sally Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>2020</td>
</tr>
<tr>
<td>Date</td>
<td>September 20, 2019</td>
</tr>
<tr>
<td>Department</td>
<td>Red Bird</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Index</th>
<th>Org Title or Index Title</th>
<th>Fund</th>
<th>Org</th>
<th>Account Code</th>
<th>Program</th>
<th>Activity</th>
<th>Expense Budget Amount (())</th>
<th>Expense Budget Amount (())</th>
<th>Revenue Budget Amount (())</th>
<th>Revenue Budget Amount (())</th>
<th>Position Number Employee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Red Bird Instruction</td>
<td>110001 230456 61210 2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40,000</td>
<td></td>
<td></td>
<td></td>
<td>PosL54321 R. Rabbit</td>
</tr>
<tr>
<td>02</td>
<td>Red Bird Instruction</td>
<td>110001 230456 74000 2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40,000</td>
<td></td>
<td></td>
<td></td>
<td>PosL54321 R. Rabbit</td>
</tr>
</tbody>
</table>

**Net Change**

\[
\text{Net Change} = (J-K)(N-M) = 0
\]

**Document Total**

\[
\text{Document Total} = (J+K) + (M+N) = 80,000
\]

**Total**

<table>
<thead>
<tr>
<th></th>
<th>Expense</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expense</td>
<td>40,000</td>
<td>40,000</td>
</tr>
<tr>
<td></td>
<td>Revenue</td>
<td>Revenue</td>
</tr>
</tbody>
</table>

The Reason for requesting this revision is as follows:

To fund Limited Position L54321, Instructor – Roger Rabbit.
Benefit Fringe Rate

• Benefits FY20 Fringe Rate *(Approved May 14, 2019)*
  ▪ 35.6% Salaried Employees
  ▪ 51.2% Hourly Employees
  ▪ 8.1% Temp Employees – No Insurance
  ▪ 31.7% Temp Employees – With Insurance
  ▪ 0.8% Student / GA
Questions
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!
September Salary Increase Information

• Effective Sept. 1, the University implemented a four-tier flat amount increase based on salary levels, as well as distribute a salary pool to be used for merit, equity and/or compression.

• Effective Sept. 1, 2019 the new minimum wage increases to $11.11/hour

• Electronic salary notifications are scheduled to be sent on Sept. 17th and will be available in the MyMemphis portal.

<table>
<thead>
<tr>
<th>Tiers</th>
<th>Flat Amount Increase</th>
<th>Earnings Criteria</th>
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</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>$1000</td>
<td>$30K or less</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$850</td>
<td>$30.1 - $64.9K</td>
</tr>
<tr>
<td>Tier 3</td>
<td>$700</td>
<td>$65 - $149.9K</td>
</tr>
<tr>
<td>Tier 4</td>
<td>$550</td>
<td>$150K or more</td>
</tr>
</tbody>
</table>
With continued efforts toward reducing administrative costs and providing more efficient tools for students, faculty and staff, the University has contracted with Chrome River Technologies for their Travel and Expense module.

Upon implementation, there will be a paperless, streamlined travel and expense process that is user-friendly and will decrease the turnaround time for reimbursements. The Chrome River Travel & Expense system will also allow improved enforcement of travel policies.

Watch for a demo of Chrome River at next month’s meeting.
Announcements & Deadlines

COMING SOON!

• Student Worker Appointments (both regular and work study) are scheduled to move to an e-Contract this fall for appointments beginning Spring 2020.
• Student worker appointments for fall should continue to be done on paper.
• Stay tuned for more info and training announcements!
Announcements & Deadlines

• Status of Onboarding
Announcements & Deadlines

WILL PLANNING
Planning for the largest transfer of wealth you will ever control

Presented by Dan H. Murrell
Director of Planned Giving for the University of Memphis

THURSDAY, SEPTEMBER 19
3–4:30 PM
ADMINISTRATION BUILDING | ROOM 177B
Announcements & Deadlines

• Customer Service Training
  September 10, 2019 - 2:00pm
  AD177B

  September 24, 2019 - 10:30am
  AD177B
Announcements & Deadlines

• Banner Navigation
  Online Training being developed to replace instructor-led training

• WorkforUM Training
  September 25, 2019  - 1:30pm
  AD178
Announcements & Deadlines

• E-Contract Trainings
  – Part-Time Faculty: October 29, 2019  2:00pm  AD178
  – Graduate Assistants: October 30, 2019  2:00pm  AD178
  – Extra Compensation: October 31, 2019  2:00pm  AD178
Announcements & Deadlines

NEXT MEETING
October 8, 2019
UC340
Thank you for attending!
memphis.edu/focus