Welcome to Focus on Finance & HR!

October 20, 2020
Agenda

- Student Scholarships and Stipends
- Policy Review Updates
- Accounting Departmental Emails
- Web Time Holiday Hours
- Tiger Copy and Graphics
- COVID-19 Updates
- Announcements & Deadlines
Student Non-Wages Payment
Scholarships and Stipends

Lofton S. Wilborn
Associate Director, Financial Aid & Scholarships
Agenda

- Issue
- Solution
- Process
- Deadlines
- Questions
Issue

• Stipends or Grants were previously being paid through Accounts Payable

• In doing so, Stipends or Grants are not included in the students Cost of Attendance if process through Accounts Payable

• Stipend are treated as estimated financial assistance because it is not considered/related to employment and should be included in student Cost of Attendance
Solution

- Process Improvement worked with key stakeholders to develop an electronic Process via DocuSign
- Stipends and Grants are now being processed by the Scholarship Office
Process

• Department will submit a DocuSign Powerform including information such as:
  • Scholarship or Grant Program Name
  • Student information
  • Funding Source
  • Financial Manager Name and Email
<table>
<thead>
<tr>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Payment for Student Non-Wages (US Citizen/Permanent Resident)</td>
</tr>
</tbody>
</table>

**Form Due Dates:** Fall-June 1, Spring-November 1, Summer-March 1

**Section I: Student Information**

- **Student Name:**
- **Student Banner ID:** U
- **Student UUID:**
- **@memphis.edu**

**Type of Request:**
- -- select --
- Original
- Revised

**Note:** If student is on the International form.
### Section II: Program and Funding Information

<table>
<thead>
<tr>
<th>Is this request for teaching, research or other services? No – Continue with Form</th>
<th>Yes-Click here to cancel. Complete E-Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Funded?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>For Tuition/Fees only?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Program Budgeted Amount: $_____/year</td>
<td>Original Budgeted Amount ☐ Revised Budgeted Amount ☐</td>
</tr>
<tr>
<td>Program Name:</td>
<td>Program Payment Begin Date:</td>
</tr>
<tr>
<td>Program Description:</td>
<td></td>
</tr>
</tbody>
</table>

---

Note: Fill out the form with the appropriate information for your program and funding details.
Process

Section III: Student Payment Information - Select the appropriate checkbox to open the additional required fields.

- Scholarship Term(s)/Amounts: Fall $ _________  Spring $ _________  Summer $ _________  Total $ _________
- Stipend Schedule:
  - # payments: ___
  - For: $_________ = Total $_________
  - Payment Effective Date: __________
  - Student’s Total Amount Requested: $_________ 0.00

Index: _______  Fund: _______  Org: _______

Account: Scholarship 79710
Account: Stipend 79717

Program: _____  Activity: _____
Program: _____  Activity: _____
Process

- Automated Routing for review and approval to included the following contacts:
  - Funding Financial Manager
  - Finance Tax Office - International Students Only
  - Scholarship Office
  - Grants Accounting
Process

• Forms located on Business & Finance Forms Website
• Request Payment for Student Wages form available for the following Student Types:
  • US Citizens and Permanent Residents
  • International
• A separate form must be submitted for each student
• Cancellation request available as well
Deadlines

• Fall Forms – June 1
• Spring Forms – November 1
• Summer Forms – March 1
Contact Information

Lofton S. Wilborn
Associate Director
lwilborn@memphis.edu
UNIVERSITY POLICY UPDATES FROM THE POLICY REVIEW BOARD

Melanie Murry
Chief Legal Counsel & Chair, Policy Review Board
University Policy Updates

- HR 5017 – Furloughs and Reductions in Compensation
- Interim GE2040 – COVID-19 Health and Safety
- BF4035 – Travel Cards
- BF4001 – University Travel
- GE2039 - Interim Sexual Harassment & Sexual/Gender-Based Misconduct Policy
- GE2005 - Use of University Seal and Logos
Accounting Departmental Email In-Boxes

Barbara Brooks
Accountant II
Accounting Departmental Email In-Boxes

In order to avoid any delay with responding, please address your inquiry to the appropriate email box only. (i.e. please do not email one in-box and cc the other nor an individual as this could result in duplications)

The email in-boxes are routinely monitored throughout the day.

• Accounts Payable Inbox (accountspayable@memphis.edu)

• BF-Accounting Inbox (accounting@memphis.edu)
Information AP Inbox Should be Receiving:

1. Invoices and Invoice Inquiries
2. Cash and Meal Reimbursements
3. Check Requests
4. Wire Payment Requests
5. Vendor Inquiries
6. Cancel Check Memo / Stop Payment and/or Reissue
7. Setup of W-9
8. Vendor Change of Address
Information BF-Accounting Inbox Should be Receiving:

1. Transfer Vouchers

1. De-obligation of Travel Purchase Orders

2. Tax Exempt Certificates & W-9 Requests for University of Memphis

3. Financial Reporting Information
Web Time Entry Holiday Hours
Bi-Weekly Paid Employees

Russ Teague, Payroll Manager
All regular full-time and part-time employees in an active pay status (not in Leave Without Pay) will qualify for holiday pay. Regular part-time employees receive the holiday benefit on a pro rata basis.

The following provisions apply:

1. Employees who are in an active pay status on the work days immediately preceding and following a holiday will receive payment for the holiday.
2. Any holiday falling within a period of an employee's sick, annual, or other leave with pay shall be considered holiday leave and recorded as such.
A standard University work week is 37.5 hours.

Overtime is calculated weekly on a Saturday through Friday basis.

On a weekly basis an employee qualifies for:

- **Straight overtime when total hours exceed 37.5.**
- **Premium overtime when hours worked exceed 40.**
• Hours worked are recorded in Regular Bi-Weekly Pay until hours equal 37.5, less leave taken. (37.5 – 15 = 22.5)
  ➢ 7.5 hours Annual Leave. (Employee leave does not count as hours worked, e.g. annual, sick, jury duty, inclement weather.)
  ➢ 7.5 hours Holiday is included in hours worked when computing overtime.

• After 37.5 total hours, any additional hours worked are recorded in Overtime 1.0 up to 40 hours worked. (40 hours – Regular Hours - Holiday Pay = Overtime 1.0  ***  40 - 22.5 - 7.5 = 10.0)

• Hours worked in excess of 40 hours are recorded in Overtime 1.5.
### Time Sheet - Holiday Pay, Worked Holiday & Overtime

- **Worked 5 hours on the Holiday** – Record 7.5 Holiday Pay and 5 hours Regular Bi-Weekly Pay.  
  **NOTE:** Holiday Pay hours are included in hours worked for calculation of overtime.
- **Daily hours worked** are recorded in Regular Bi-Weekly Pay until hours equal 30. \((37.5 - 7.5 \text{ Holiday} = 30 \text{ Hours Worked})\)
- **After 37.5 (including Holiday Pay), hours worked up to 2.5 hours are recorded in Overtime 1.0.**
- **Hours worked in excess of 40 hours are recorded in Overtime 1.5.**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Saturday Feb 02, 2018</th>
<th>Sunday Feb 04, 2018</th>
<th>Monday Feb 05, 2018</th>
<th>Tuesday Feb 06, 2018</th>
<th>Wednesday Feb 07, 2018</th>
<th>Thursday Feb 08, 2018</th>
<th>Friday Feb 09, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Bi-Weekly Pay</td>
<td>1</td>
<td>0</td>
<td>30</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>5</td>
<td>10</td>
<td>10.3</td>
<td>4.7</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Holiday Pay</td>
<td>1</td>
<td>0</td>
<td>7.5</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>7.5</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Interim Assignment - Hourly</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Overtime 1.0</td>
<td>1</td>
<td>0</td>
<td>2.5</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Overtime 1.5</td>
<td>1</td>
<td>0</td>
<td>7.8</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
</tr>
<tr>
<td>Bereavement</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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</tr>
<tr>
<td>Military Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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</tr>
<tr>
<td>Jury Duty</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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<td>Enter Hours</td>
</tr>
<tr>
<td>Voting Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
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</tr>
<tr>
<td>Unpaid Leave - LWOP</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<th>Thursday Feb 08, 2018</th>
<th>Friday Feb 09, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td>47.8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Time Sheet – Remember This

• Regular total hours must equal 37.5 before hours are logged into any overtime category.

STOP – DROP – ROLL

• STOP and add up the total hours, should be 37.5 hours.

• DROP into Overtime 1.0 for any additional hours until hours worked equal 40.

• ROLL all hours worked over 40 into Overtime 1.5.
Recap:

• You must be **PRESENT** or on **PAID Leave** both the day before **AND** after the holiday in order to be paid for the holiday.
• Holidays are **INCLUDED** in hours worked when calculating overtime.
• The University calculates overtime on a weekly basis, **NOT** by the day. This is very important to remember when reporting time for holidays!
Resources

• Payroll Schedules
  (http://www.memphis.edu/payroll/schedules.php)

• Learning Curve - Web Time Entry for Biweekly Employees

• UofM Biweekly Web Time Training
  https://www.youtube.com/watch?v=_PUy_DToRhw
Payroll Office:
Email: payroll@memphis.edu   Phone: 901.678.3841
Website:  memphis.edu/payroll
Questions
Tiger Copy & Graphics
Your one stop on campus print shop

Alyson Chapman
Assistant Manager
ATTENTION
FACULTY & STAFF

Did you know?

Tiger Copy & Graphics offers:

210 V. Lane Rawlins Service Court
Memphis, Tennessee  38152-3370

Phone:  901.678.2838
Fax:    901.678.4104
Email:  tigercopygraphics@memphis.edu

Hours:  Monday - Friday
        8:00 a.m. - 4:30 p.m.

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BINDING
DRILLING
TRANSPARENCIES
GRAPHIC DESIGN
LAMINATION
CUTTING
MERCHANDISING
& MUCH MORE
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Paper Sizes:
- Letter: 8.5 x 11
- Legal: 8.5 x 14
- Tabloid: 11 x 17
- Arch B: 12 x 18

Glossy and Matte Finishes available

We offer text weight and cardstock

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the possibilities are endless...

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- Booklets
- Bookmarks
- Brochures
- Envelopes
- Event Tickets
- Flyers
- Letterhead
- Labels
- Menus
- Notepads
- Postcards
- Posters
- Rack Cards
- Signage
- Stickers
- Table Tents
- Transparencies

PAPERS:
- 20# Text-Weight, Smooth
- 32# Text-Weight, Smooth
- 80# Cardstock, Smooth
- 130# Cougar Cardstock
- 80# Text-Weight, Gloss
- 24# Text, 25% Cotton
- 24# Text, 100% Cotton
- 20# Exact® Text-Weight, Smooth
- 67# Exact® Cover, Smooth
- 24/60# Astrobright® Text-Weight, Smooth
- 65# Astrobright® Cover, Smooth

...and more
Need a great design? Struggling to come up with that perfect layout? Don’t fret. Tiger Copy & Graphics has friendly and knowledgeable designers that would be more than willing to assist you with whatever document solutions you are having troubles with. Don’t stumble around in the dark, let the trained professionals do the work. Just tell us what kind of layout and scheme you are looking for and we will handle the rest!
Print your digital artwork on poster paper for presentations or framing!

Banners for indoor and outdoor usage.

Custom make your own corrugated plastic lawn signs for personal, department or organizations.

What is a grommet? A grommet is a small, metal circle which is used to hang vinyl posters and banners. When placed at the corner of your printed products, they can be used to hang the document without fear of the material ripping and causing permanent damage.
LAMINATION

Lamination is a fantastic way to ensure that all of your important documents are safe from harm. It also adds an added layer of professionalism to any printed piece. Don’t forget to ask about laminating your products so that you can keep them for years to come.

protect your work...

Mounting your printed products is a great way to improve durability and adds a layer of professionalism to your piece.
Finishing Services

STAPLING

COLLATING
We offer both traditional glue padding, as well as NCR (No Carbon Required) Padding.

FOLDING

NCR

DRILLING

PADDING
Left: Glue Padding
Right: “No Carbon Required” Paper
Coil Binding

Coil Binding is a fantastic means of keeping your printed pages all in one place. The coil allows for the ability to completely fold the book in half, without ever having to worry about compromising the integrity of the spine of the book. Coil binding is one of the most popular binding methods used today. By default, coil binding comes with both a clear front cover, and a black, vinyl backing.

Perfect Binding

Perfect Binding is a popular option for those wanting a professional looking product at a great price. It is also a fantastic choice for individuals who are self-publishing their product. Perfect Binding requires at least 20 pages.

Saddle Stitch

Saddle-Stitch Binding is an excellent method of producing booklets and programs which can be used for a variety of events and occasions. Saddle-Stitching supports up to a maximum of 25 pages per book.

For more information, please visit Tiger Copy & Graphics!
We have a variety of unique items and memorabilia which are available to you, the customer. Many of these items can be customized to fit your individual needs. Some examples of our merchandise include; pens, key rings, folders, stamps, nametags, bags, shirts, nameplates and much more. If you have any questions regarding our merchandise or are interested in your own personal designs, just visit Tiger Copy & Graphics for assistance.
Ordering Procedure for Print Jobs

This is a general outline of how a printing order is placed and shows the steps involved as the order goes through the printing process. Note that all standard stationery items may be ordered online using our work order form: memphis.edu/tigercopy/pdf/order.pdf

**STATIONERY ITEMS** (Official letterhead, business cards and envelopes)

- **ORDER ONLINE.** You may order online following the same procedure as non-stationery items below eliminating the step of providing art/files as TCG maintains all stationery templates.
- All contact information needs to be completed on the form, including your departmental index # to charge.
- Receive a proof via email for your official University stationery items within 1-2 business days of ordering.
- Receive an email confirmation that your order is ready for pick up at our location within 1-2 business days from the day of approval (unless otherwise noted).

**NON-STATIONERY ITEMS** (brochures, postcards, flyers, booklets, posters, banners, etc.)
Consult with a TCG representative if necessary, by phone or email, or in our office.

- Complete and submit a TCG Print Order Form via fax, inter-campus mail, e-mail, or drop off; please be sure you are authorized to order printing for your department; the order form must be received prior to start of work, with the department index provided.
- Email your files to Tiger Copy as PDF format, the exact size you need printed, with bleeds and crop marks if necessary. If Tiger Copy is providing graphic work, that time frame turnaround will depend on the amount of graphic design needed. Typically 2-3 business days.
- Receive a proof via hard copy within 2-3 hours of ordering. (If no setup is needed)
- Receive an email confirmation that your order is ready for pick up at our location within 1-2 business days from the day of approval (unless otherwise noted).
Resumes
Photos
Personal Jobs
Wedding Invitations
Notepads
Party Invites
School Projects
Tshirts
Planners
Posters
Funeral Programs
Thank you cards
Newsletters
Flyers
Tiger Copy & Graphics is an auxiliary service at the University of Memphis. Therefore it charges for all its services; the intention and goal is a break-even operation.

You THINK it, we INK it!

We look forward to working with you on your next print project!
COVID-19 UPDATES

Danny Linton
Associate Director, Human Resources
Exposure to COVID-19

- A flyer is available for presentation to all employees to assist with COVID exposures and positive cases.

- The flyer is available on HR’s website.

- Please share with your employees, departments, and in some cases post on your bulletin boards and timeclocks.
Employee Work Location Update

• All employees are encouraged to keep their work location statuses updated in the MyMemphis portal (Employee tab).

• Location updates should occur only when there is a change in your normal work pattern (onsite, remote and/or hybrid).

• This includes all employees (faculty, staff, temps, GAs, student workers, & part-time faculty).

• Employees who will remain remote or in a hybrid status should be sure to compete an AWA.

• Please get your area’s employees to submit this information!
# Current Stats

*as of 10/16/2020*

<table>
<thead>
<tr>
<th>REGULAR FACULTY/STAFF ONLY</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Working on Campus</td>
<td>591</td>
<td>23.9%</td>
</tr>
<tr>
<td>Working Remotely</td>
<td>952</td>
<td>38.6%</td>
</tr>
<tr>
<td>Hybrid (Both)</td>
<td>877</td>
<td>35.6%</td>
</tr>
<tr>
<td>No Answer Received</td>
<td>49</td>
<td>1.9%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,469</td>
<td>100%</td>
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<table>
<thead>
<tr>
<th>REGULAR FACULTY/STAFF + TEMPS &amp; PTF</th>
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<tbody>
<tr>
<td>Working on Campus</td>
<td>691</td>
<td>21.9%</td>
</tr>
<tr>
<td>Working Remotely</td>
<td>1,266</td>
<td>40.1%</td>
</tr>
<tr>
<td>Hybrid (Both)</td>
<td>958</td>
<td>30.3%</td>
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<tr>
<td>No Answer Received</td>
<td>243</td>
<td>7.7%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>3,158</td>
<td>100%</td>
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<table>
<thead>
<tr>
<th>ALL EMPLOYEES (INCLUDING TEMPS, PTF, STUDENT WORKERS, GAs, etc.)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Working on Campus</td>
<td>1,050</td>
<td>21.7%</td>
</tr>
<tr>
<td>Working Remotely</td>
<td>1,929</td>
<td>39.8%</td>
</tr>
<tr>
<td>Hybrid (Both)</td>
<td>1,252</td>
<td>25.8%</td>
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<tr>
<td>No Answer Received</td>
<td>615</td>
<td>12.7%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>4,846</td>
<td>100%</td>
</tr>
</tbody>
</table>
ANNOUNCEMENTS & DEADLINES
Announcements & Deadlines

• Welcome to all first-time attendees at Focus on Finance & HR!
Accounting New Hire

Vicky Aycock
Accounts Payable Manager
Announcements & Deadlines

• Don’t forget to review the University’s current job openings at workforum.memphis.edu.

• Follow the Division of Business & Finance on Twitter at @uofmemphisbf!

• Subscribe to our WorkforUM Twitter feed at @umemphsisjobs!

• Follow us on Instagram! @uofmhr
Announcements & Deadlines

• Based on UofM Policies, any changes in hourly paid employees’ pay records need to be done via an Adjustment Timesheet – this includes moving charges to a different FOAP.
  • HR5029 Timekeeping and Leave Reporting states: ‘Any corrections/adjustments for a non-exempt employee’s time/leave identified after the end of the pay period, must be submitted to the Payroll Office in writing by the employee’s supervisor. A paper time sheet must accompany any request for correction/adjustment.’
  • BF 4010 Certification of Effort states: ‘The effort of all bi-weekly employees, including students, temporary employees, and graduate assistants paid on a bi-weekly basis, assigned/appointed to sponsored programs or assigned/appointed to positions for the purpose of fulfilling the University's obligation to sponsored program (cost-sharing), will be certified in conjunction with time reporting system.’

• Adjustment Timesheet process was presented in the June 16 Focus on Finance & HR (https://www.memphis.edu/focus/pdf/fof_hr_06162020.pdf)
Announcements & Deadlines

• November 26-27, 2020: Thanksgiving Day & One Administrative Closing Day

• December 23, 2020: Last Day of University Operations for 2020

• December 24-31, 2020: Christmas Day & Five Administrative Closing Days

• January 1, 2021: New Year’s Day

• January 4, 2021: University Re-opens for New Year
Announcements & Deadlines

Extra Compensation Reminder

• Per University policy, employees with certain high-ranking titles are not eligible for extra compensation.
• Therefore, e-contracts cannot be started for employees with a Banner e-class of AE.
• Exceptions are not able to be granted. Should the policy change in the future, this restriction could be lifted.
Announcements & Deadlines

Harriet R. Montgomery Customer Service Excellence Awards

• This year’s awards ceremony will be held virtually. Be on the lookout for the date announcement soon!
Announcements & Deadlines

Upcoming EAP Webinars
Register in Learning Curve!

• November 4th @ 10am
  Mindfulness: Preparing for the Upcoming Holiday Season
Announcements & Deadlines

- Extra Compensation E-Contract Training  
  October 21st @ 2pm

- Student Employment E-Contract Training  
  October 21st @ 3pm

- Will meet via Zoom, but please register in Learning Curve!
Announcements & Deadlines

• WorkforUM Training
  October 28th @ 1:30pm

• Will meet via Zoom, but please register in Learning Curve!
Announcements & Deadlines

• Other 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
NEXT MEETING

Tuesday, November 17, 2020 @ 2:30pm
memphis.edu/focuszoom
THANK YOU FOR ATTENDING!

memphis.edu/focus