

Welcome to Focus on Finance & HR!
November 12, 2019



Agenda

- **New Staff Introductions**
- **The Impact of Department of Labor's Changes to the University of Memphis**
- **WorkforUM Q&A**
- **Student Appointment E-Contract Demo**
- **Announcements & Deadlines**
- **Spin the Wheel!**

New Staff Introductions

New Staff Introductions

- **Nickole Conley,**
Associate Vice President for
Research Administration &
Business Operations



Research Administration & Business Operations

- Environmental Health & Safety
- Grants & Contracts
- Housing & Residence Life
- Parking & Transportation Services
- Police Services
- Rental Properties
- Shared Services Center

New Staff Introductions

- **Shan Arnold, Assistant Controller**

The Impact of Department of Labor's Changes to the University of Memphis

Kristil Davis

***Director, HR Strategic Initiatives & Talent
Management***

FLSA and DOL

- Fair Labor Standards Act (FLSA) is a federal law that governs whether employees receive overtime pay.
- Department of Labor (DOL) is responsible for ensuring compliance with the FLSA.
- The DOL was tasked with updating the FLSA regulations.

Current Exemption Qualifications

The white collar exemption requires individuals to satisfy three criteria to be exempt from overtime requirements:

- **First:** the employee must be paid on a salary basis not subject to reduction based on quality or quantity of work
- **Second:** the salary must meet a minimum threshold. Currently employees must earn \$455 per week/\$23,660 per year
- **Third:** the employee's primary job duty must involve the kind of work associated with exempt executive, administrative, or professional employees (standard duties test)

Standard Duties Test

Executive	Administrative	Professional
<p>The employee’s “primary duty” must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise (and managing 2 full-time employees as well).</p>	<p>The employee’s “primary duty” must include the exercise of discretion and independent judgment with respect to matters of significance.</p>	<p>The employee’s “primary duty” must be to primarily perform work that either requires advanced knowledge in a field of science or learning or that requires invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.</p>

2020 Exemption Qualifications

- The final ruling implements a change to the second factor which is to raise the salary threshold that is used to determine eligibility for overtime pay.
- Effective January 1, 2020 the new minimum salary threshold increases to \$684 per week/\$35,568 per year.

Impact to UofM

- Approximately 60 employees are currently exempt with salaries below \$35,568/year.
- Based on position analysis, options may include:
 - Position converted to non-exempt and employee required to report hours worked. These employees will become eligible for overtime pay and leave accrual may change.
 - Position salary may increase to meet the new exemption threshold.

What Happens Next?

- **Notifications have been sent to all supervisors of employees who may be impacted.**
- **Some employees may have received a position questionnaire based on their salary and duties.**
- **HR will continue to assess both the duties and salaries and recommend options to the supervisors.**

What Happens Next?

- **By December 1st, HR will notify employees converting from exempt to non-exempt.**
- **Beginning January 2020, converted employees will begin completing web timesheets and receiving biweekly payments based on the university's payroll schedule.**
- **Converted employees will receive a paycheck on December 23 (from the exempt payroll), and then checks on January 10th and 24th (from the non-exempt payroll).**

Myths and FAQs

“I currently make \$30,000/year. When I become non-exempt I will make less money.”

FALSE

Monthly Period	Month	Amount
MN 1	Jan	\$2,500
MN 2	Feb	\$2,500
MN 3	Mar	\$2,500
MN 4	Apr	\$2,500
MN 5	May	\$2,500
MN 6	Jun	\$2,500
MN 7	Jul	\$2,500
MN 8	Aug	\$2,500
MN 9	Sep	\$2,500
MN 10	Oct	\$2,500
MN 11	Nov	\$2,500
MN 12	Dec	\$2,500
Total		30,000.00

Biweekly Period	Month	Amount
BW 1	Jan	\$1,153.85
BW 2	Jan	\$1,153.85
BW 3	Feb	\$1,153.85
BW 4	Feb	\$1,153.85
BW 5	Mar	\$1,153.85
BW 6	Mar	\$1,153.85
BW 7	Apr	\$1,153.85
BW 8	Apr	\$1,153.85
BW 9	May	\$1,153.85
BW 10	May	\$1,153.85
BW 11	May	\$1,153.85
BW 12	Jun	\$1,153.85
BW 13	Jun	\$1,153.85
BW 14	Jul	\$1,153.85
BW 15	Jul	\$1,153.85
BW 16	Aug	\$1,153.85
BW 17	Aug	\$1,153.85
BW 18	Sep	\$1,153.85
BW 19	Sep	\$1,153.85
BW 20	Oct	\$1,153.85
BW 21	Oct	\$1,153.85
BW 22	Oct	\$1,153.85
BW 23	Nov	\$1,153.85
BW 24	Nov	\$1,153.85
BW 25	Dec	\$1,153.85
BW 26	Dec	\$1,153.85
Total		30,000.00

Normal
Biweekly Total:
\$2,307.70

May Total:
\$3,461.55

October Total:
\$3,461.55

Myths and FAQs

“Although I earn less than \$35,568 annually, I work part-time, therefore this does not apply to me.”

Not necessarily true. The rule is based on the weekly amount. We annualize for ease. If you make less than \$684 per week, you are impacted.



Myths and FAQs

“My boss loves me! Can he/she just increase my salary?”

It's not that simple. HR will be assessing jobs individually and as a whole.

Similar positions within the same classification must carry the same exemption type.



Myths and FAQs

“What happens to my insurance and retirement?”

There will be no changes to any insurance or retirement plans.



Myths and FAQs

“Why is HR implementing this change?”

This is a federal mandate, not a University initiative.



WorkforUM Q&A

Danny Linton

Associate Director, Human Resources

What are the recommended applicant uploads?

- For staff positions, common applicant uploads are Resume, Cover Letter, and References List.
- For faculty positions, common applicant uploads are Curriculum Vitae, Cover Letter, Teaching Philosophy, References List, and Unofficial Transcript.

How do you ensure that you are using the correct place for applicants to upload documents?

- If you are asking for a specific document that is not specified in the list already, use the Special Instructions to Applicants field to indicate what file you are expecting to have uploaded in the “Other Document” line.

Please provide reminders regarding external ads.

- The main rule with external ads is to make sure they say the same thing as your Workforum posting. These two documents should be as verbatim the same as possible.
- Even if you go into extreme detail in your external ad, make sure you put **SOMETHING** in the Position Summary field on your Request to Fill.

What is the recommended process for reference documents? Is it preferred that references upload documents or should they be provided by the applicant?

- **For references, you have several options.**
 - **Electronic reference letters in Workforum, uploaded by the reference provider**
 - **Reference letters uploaded by the applicant his/her self**
 - **Waiting until you narrow your candidate pool and then requesting letters of only your finalists**

Please provide reminders of when to use a retitle vs. a new position requests.

- **Depends on funding sources**
- **Depends on knowing the new title prior to posting**
- **Let's discuss!**

Common WorkforUM Issues



Post first. Read later. NO!

- Requests to fill should be read, reviewed, and proofed during the action approval process.
- **DO NOT WAIT UNTIL THE JOB IS POSTED** to decide what you want the posting to say!

“Move in Workflow” Link Disappearing

- **Once applicants are at different statuses in your applicant list, the Move in Workflow link on the Actions button has a habit of disappearing.**
- **Use the provided “Saved Searches” to bring it back.**
- **Remember...Assistants cannot dispense applicants.**

Interviewing Too Soon

- You should not interview candidates without them being at **Approved for Interview** status.
- Remember it is a good idea to have **Faculty Admin Services** close your posting before you begin interviews...as long as it's open, more people are still applying and you will have to assess them.

Interviewing Unequally

- All candidates are the same stage of interviewing should be interviewed in the same format.
- If one is Skyped, they all should be Skyped.

Supervisory Position Issues

- Let's discuss issues related to accurate supervisors being maintained in Workforum.
- Don't forget our org charts are online.

Banner Finance Access

- **Can't see the orgs you want in Workforum? Your problem is in Banner Finance.**

Use Posting Specific Questions to Your Advantage!

- If you use scoring in Workforum on your posting specific questions, don't forget to use those scores in the candidate evaluation process.

Faculty Performance Appraisals

- Faculty performance appraisals for the next cycle will launch the second week of January 2020.

Online Offer Letters within WorkforUM

- One of my projects for 2020!

Demo: Student Employment E-Contract

Danny Linton

Associate Director, Human Resources

Student Employment E-Contracts

- Goes live December 9
- Includes all student worker pay, including:
 - Regular appointments
 - Work Study appointments
 - One-time pays

Student Employment E-Contracts

- **Complete training sessions being offered:**
 - November 19, 2pm
 - November 21, 10am & 2pm
 - December 3, 10am & 2pm
- **Sign up in Learning Curve!**

Student Employment E-Contracts



DEMONSTRATION

Announcements & Deadlines

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- **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](https://twitter.com/umemphisjobs)!

Announcements & Deadlines

- **Chrome River travel project to go live
February 2020**
- **Look for demo at an upcoming meeting**

Announcements & Deadlines

- **Accounting Basics Training**
November 14, 2019 - 1:30pm
AD178
- **Budget Basics Training**
November 19, 2019 - 9:30am
AD178

Announcements & Deadlines

- **Customer Service Training**
November 12, 2019 - 2:00pm
AD177B

November 26, 2019 - 10:30am
AD177B

Announcements & Deadlines

- **Banner Navigation**
Online Training is now live!
- **WorkforUM Training**
January 29, 2020 - 1:30pm
AD178

Announcements & Deadlines

- **HR Open House**
 - **Wednesday, December 11 9:30-11am**

Announcements & Deadlines

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NEXT MEETING

December 10, 2019

UC 340

Thank you for attending!
memphis.edu/focus

