FOCUS ON FINANCE & HR

January 17, 2023

Agenda

- Banner 9 Web Time Entry & Employee Portal
- Audit Notes
- Records Retention & Management
- Labor Redistribution
- Announcements & Deadlines

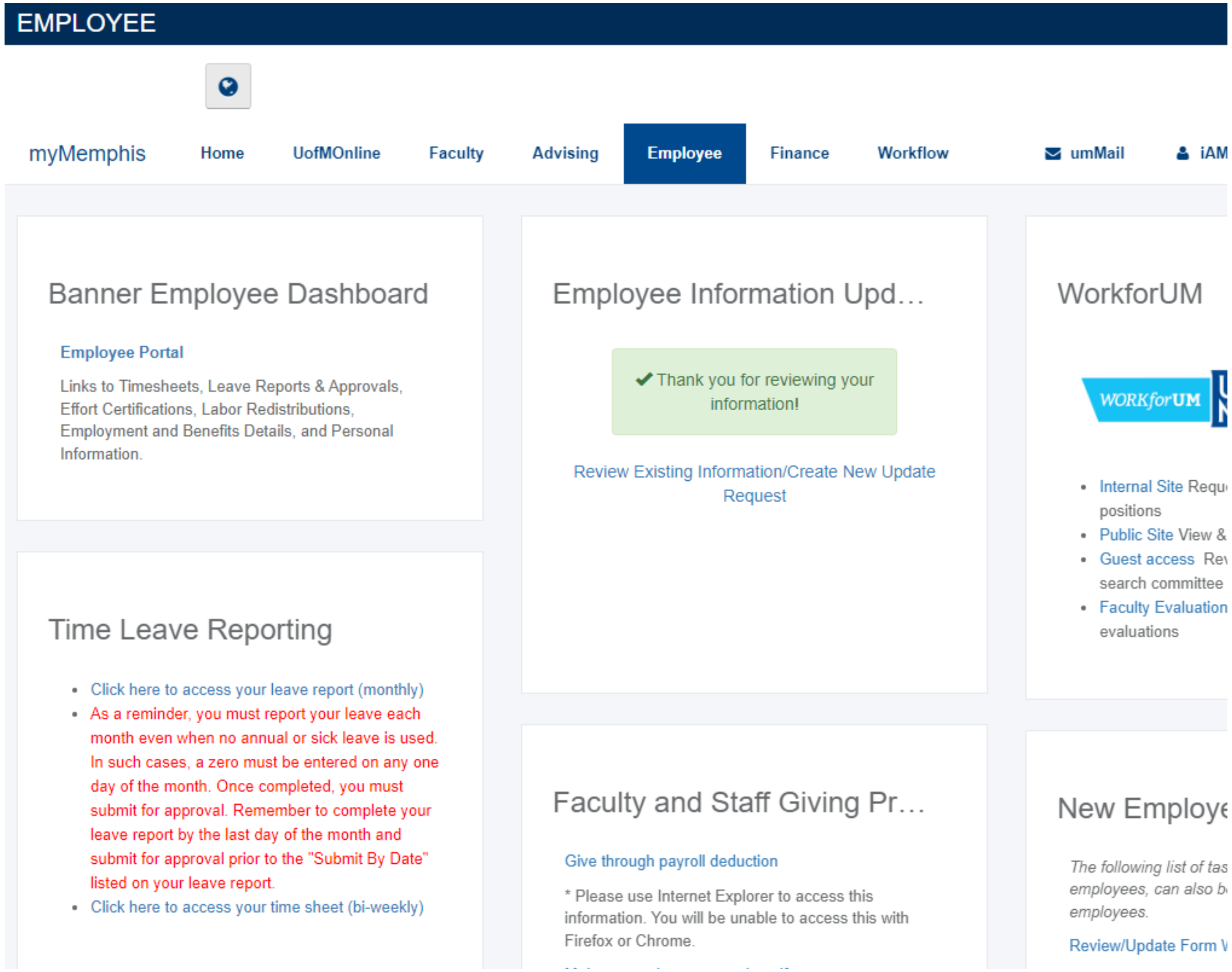
BANNER 9 WEB TIME ENTRY & EMPLOYEE PORTAL

Danny Linton

Changes to the MyMemphis Employee Tab

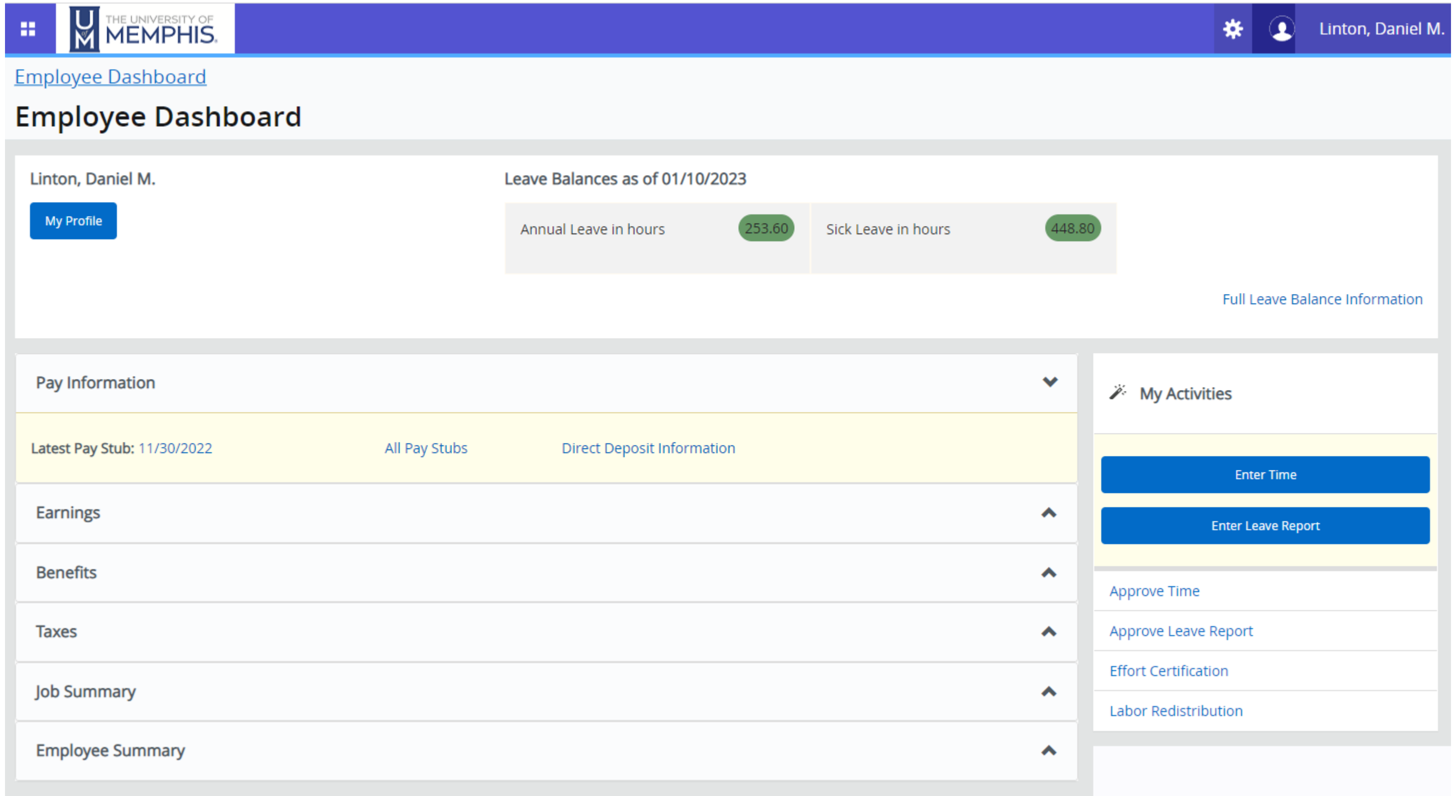
- Beginning with Jan. 1, 2023, the Employee tab in MyMemphis has had some changes made to it.
- The Employee Information Update portlet has moved from the top left to the top middle.
- A new link called Employee Portal has been added in the top left, which will take employees to a host of new links related to Banner 9.
- The previous links to Banner 8 items like time sheets, benefits information, etc., will remain in place for now.

Changes to the MyMemphis Employee Tab



Employee Dashboard

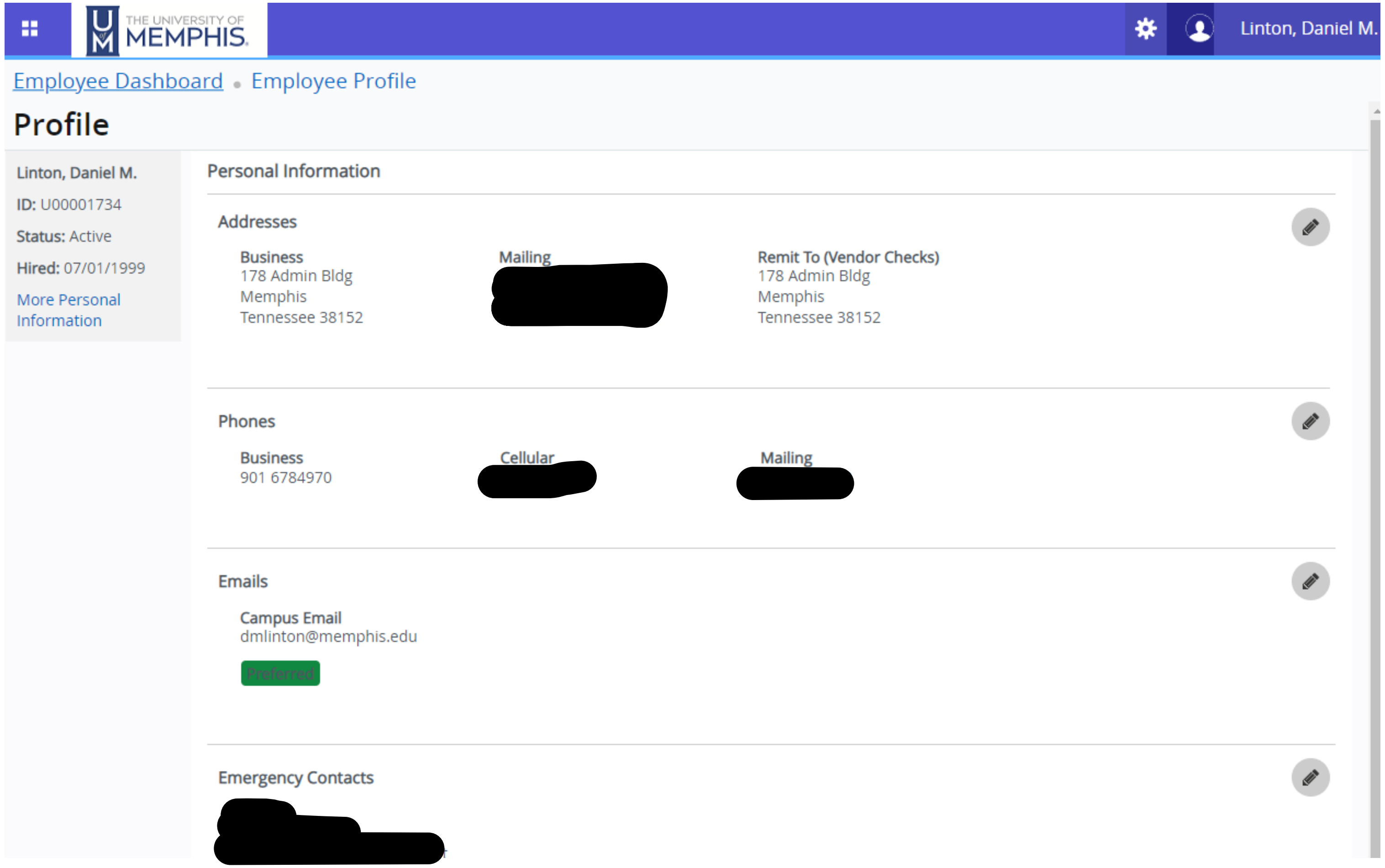
- Clicking the new Employee Portal link will take you to a new screen summarizing your HR & Payroll information, including leave balances, pay stubs, earnings, benefits, taxes, effort certification, and job/employee summaries.



My Profile

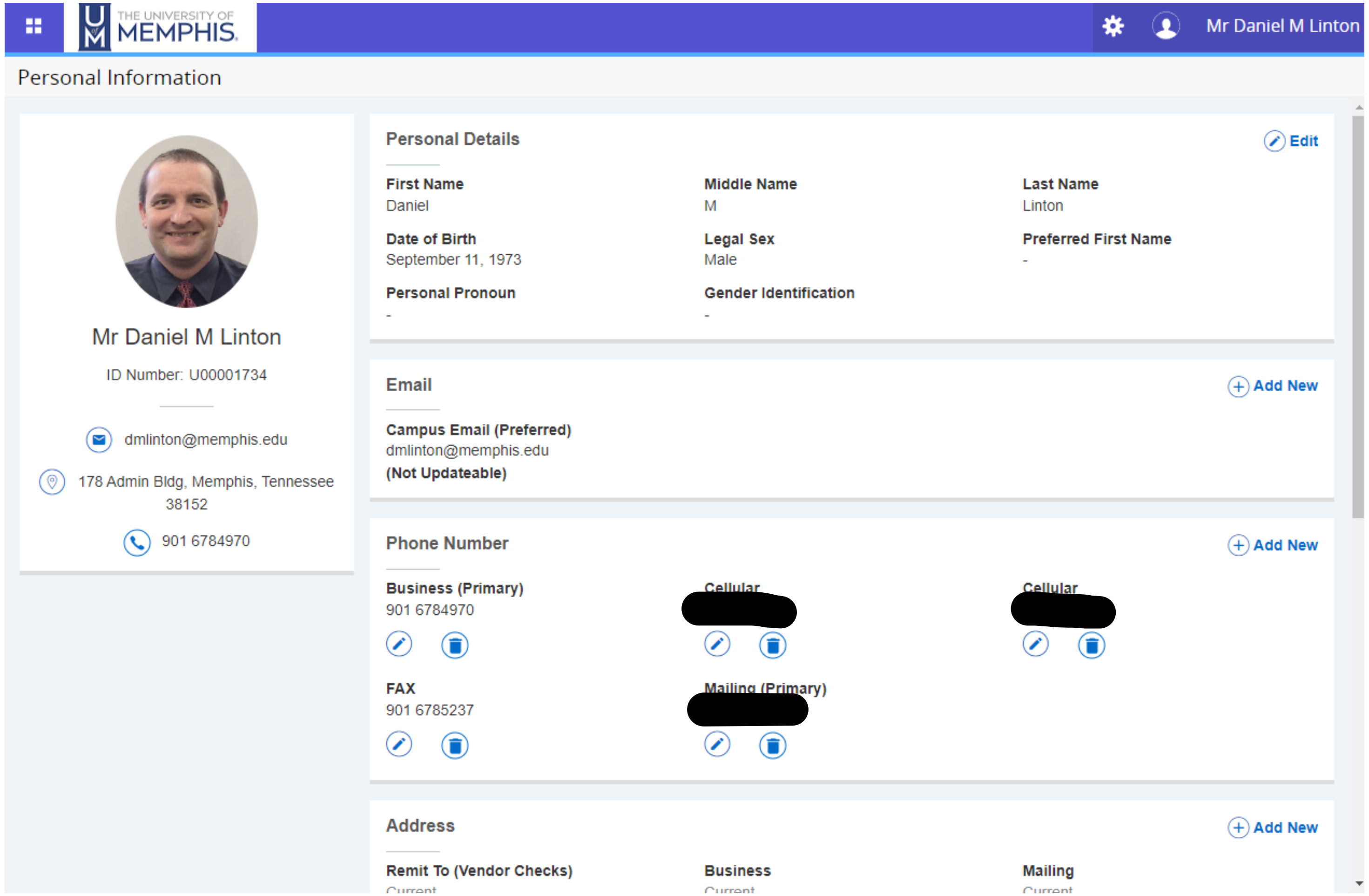
- There is also a link that takes you even deeper into your employee file called My Profile.

- Here you can view & maintain address, phone & e-mail information, as well as emergency contacts.



More Personal Information

- Finally, in the margin of the Employee Profile, there is a link called More Personal Information.



- This link is similar and allows you to maintain even more of your personal information, and it will also pull in your campus ID photo if you have one on file.

Banner 9 Web Time Entry

- One of the most important updates with Banner 9 is the facelift that web timesheets and leave reports have received.

- These changes involve a more calendar-like view, but it is important to remember that all the old rules of Web time and leave reporting are all still the same. This update's changes are primarily cosmetic in nature.

- You may now enter your time & leave via the Banner 9 links OR the old Banner 8 links which remain in place. Just know that Banner 8 will be going away eventually, so it's a good idea to try it out in the new format.

Banner 9 Web Time Entry

- Updated training materials are being made available for Non-Exempt Time Reporting (biweekly), Exempt Leave Reporting (monthly), and Time/Leave Approvals. You can find these guides in the HR Program Guide.

- Updated video-based training is planned for later in 2023.

Banner 9 Web Time Entry

Demonstration

Banner 9 Web Time Entry

QUESTIONS?

AUDIT NOTES

Vicki Deaton, Chief Audit Executive
Internal Audit

Recent Audit Activity

We have completed several financial and compliance audits of University departments, centers, and other organizations. These are comprehensive audits.

Audit Objectives

- Determine if the organization has adequate controls over finances.
- Determine if the organization is in compliance with University financial, procurement, fixed assets, personnel, conflict of interest, data access, and safety and security policies and procedures.

Internal Audit Objective

The Tennessee Financial Integrity Act requires that management establish and maintain an adequate internal control system to

- ensure compliance with applicable laws and regulations,
- safeguard funds, property, and assets, and
- ensure the reliability of financial reports.

Internal Audit seeks to determine if controls are in place and working as intended.

Management Control – Authorized Signatures

According to Policy BF4000 Authorized Signatures,

“The University grants by position title the authority to approve certain financial transactions and employee time and leave reporting. It is the responsibility of each financial manager to control all financial transactions against assigned organizations to ensure that they conform to university policy. The financial managers are responsible for reviewing financial activity and appointing and monitoring designees and approvers to assist with overseeing these activities.”

Management Control – Authorized Signatures

Policy BF4000 Authorized Signatures

This policy outlines the authority and responsibility attached to signatures, including electronic approvals, on financial documents and employee time and leave documents.

It establishes a procedure for creating and maintaining information on individuals authorized to approve financial transactions and employee time and leave reporting for established areas of responsibility (organizations).

Note: "A designee cannot approve time and leave or travel reimbursement claims of the financial manager. Such items must be approved by a higher authority."

Management Control – Authorized Signatures

Business and Finance management implemented the Annual Financial Responsibility Certifications to strengthen the University's internal controls and help ensure financial integrity. They consider the financial manager, designee, and approver roles vital functions in their internal control framework.

Business and Finance management requires all employees in the roles of financial manager, designee, or approver in the Banner financial system to acknowledge their responsibility and understanding of these roles.

Financial Manager Certification

As the financial manager, you are responsible for the financial activity of your organization, including the safeguarding of the organization's physical assets. Authority is granted to create and approve financial transactions in Banner, Tigerbuy, Equipment Workflow, time and leave reporting, and Electronic Personnel Action Forms (EPAFs).

You are expected to give careful consideration to the appointment of designees and approvers, as well as oversee their activities.

It is your responsibility to review and confirm that your designees and approvers require the access level currently granted.

Financial Manager Certification

"In this role, I am responsible for financial oversight and internal controls in my organization and area of responsibility. This incudes having a working knowledge of the University of Memphis and Tennessee Higher Education Commission policies and procedures. I understand that it is my responsibility to notify the appropriate finance executive (Chief Business Officer in division, Controller, Executive Director - Financial Reporting and Accounting or Chief Financial Officer) of any violations of University policy or other matters that might warrant additional attention. I acknowledge that I concur with the above-mentioned statements and I understand and accept my role and responsibility as a Financial Manager."

Key Risks of Annual Financial Responsibility Certification Noncompliance

Lack of an understanding of financial management responsibilities increases the risk that unauthorized transactions and expenses could occur.

Noncompliance with Business and Finance’s requirement could cause disruption of the financial manager’s access and their designees’ and approvers’ access to Banner, Tigerbuy, Equipment Workflow, time and leave reporting, and Electronic Personnel Action Forms (EPAFs).

Internal Audit Objective – Annual Financial Responsibility Certification

When performing a financial and compliance audit, Internal Audit staff review documents and processes related to expenses, purchasing card expenditures, procurement practices, personnel records, fixed asset records, conflict of interest, data access, and safety and security.

One of our audit steps is testing completion of the Annual Financial Responsibility Certifications. The certification is usually required annually during the month of March.

- We obtain a list of all financial managers, designees, and approvers for the organization(s) from the Finance Program Guide.
- Then we verify with a Business and Finance provided report that all the financial managers, designees, and approvers have completed the most recent Annual Financial Responsibility Certification.

Audit Issue Identified

In multiple organizations audited the past few years, we have found financial managers and designees who have not completed the required Annual Financial Responsibility Certification.

Audit Recommendations

Organizational management should develop a plan for policy review, discussion, and training held as needed for all those with financial management responsibilities.

Organizational management should send Annual Financial Responsibility Certification reminders to all employees with financial management responsibilities.

The certification is usually required annually during the month of March. Employees required to complete the certification receive an email including a link to their electronic certification form.

Contact Information

Office of Internal Audit & Consulting – 271 Administration Building

www.memphis.edu/audit/

Vicki D. Deaton, CISA, CFE

Chief Audit Executive

vddeaton@memphis.edu

Jesse Pierce, CISA, CRISC

Senior Information Technology & Network Security Auditor

jjpierce@memphis.edu

Emily Bridges, CPA

Senior Internal Auditor

ebridges@memphis.edu

Ben Frederick, CFE

Internal Auditor

bfredrck@memphis.edu

Audit Notes

QUESTIONS?

UNIVERSITY RECORDS MANAGEMENT

LADONNAL CURRY

Records Management – What?

Records are the evidence of what an organization does and capture the business activities and transactions of the organization.

Records Management – Why?

As a State university, we are considered an agency under T.C.A. 10-7-301(1) and **are required** to follow public record laws and rules established by the Public Records Commission.

- The University's established records management program allow us to:
  - demonstrate regulatory compliance with State of Tennessee laws
  - support and document management decisions
  - provide accountability and transparency for transactions
  - preserve the University's institutional history
  - enhance our operational efficiencies

Each University department has the primary legal responsibility for the proper care and management of its records.

A comprehensive list of all records provided by the State is maintained on the Record Retention and Disposition Schedule.

Records Management – Hmm?

Does this apply to my department?   If **ORIGINAL** files as listed on the [Record Retention and Disposition Schedule] are maintained/kept/filed in your department, this applies to you. Examples of common University record types are listed below.

Records Management Changes

Certification of departmental records is an annual requirement. The **NEW DEADLINE** to certify is **MAY 31.**

Update Record

Date Submitted: 2022-06-16

Last Updated: 2022-06-16

Disposed ? No

Sensitive ? Yes

Dates of Records ? From (mo/yr) 01/2018 To (mo/yr) 06/2022

Physical Location (Room) ? HandShake website

Record Series Title & No. ? SW-U06 - Student Infomation Records

Retention Period 5 years

Vital Record ? No

Confidential ? No

Active/Inactive ? Both

Original or Duplicate ? Original

Type of Media ? External Hard Drives

Volume ? 1.5

Unit of Measure ? GB

Records Description ? Student resumes, job opportunities, appts, & emails

Records Management Changes

Accreditations

University-Wide

Records Management Reminders

- For documents that exists in both paper and electronic form, the electronic version of the document is considered the official document. The paper version is a duplicate and can be destroyed.
- **Prior to destruction,** original records require approval from your department head; Provost or Vice President; and University Records Officer.
- **NEVER** dispose of sensitive or confidential records in a regular trash container. **ALWAYS** use a locked container or shred.
- Records certifications are due on or by May 31, 2023.
- Training is available via Learning Curve.
- Contact Ladonnal Curry for any questions or for assistance with records management.

Records Management

QUESTIONS?

Banner Labor Redistributions

Heidi Kendall

Banner Labor Redistributions

- In conjunction with implementing Banner Effort Certification, we are also implementing Banner Labor Redistribution.

- The initiation of Labor Redistributions will start at the Department level, with Departmental Approvals before a Final Approval in Grants or Accounting.

- A new process is also now in place where once a Labor Redistribution is entered into Banner and fully approved, the Labor Redistribution will post overnight, so Finance data will be updated more timely.

Banner Labor Redistributions

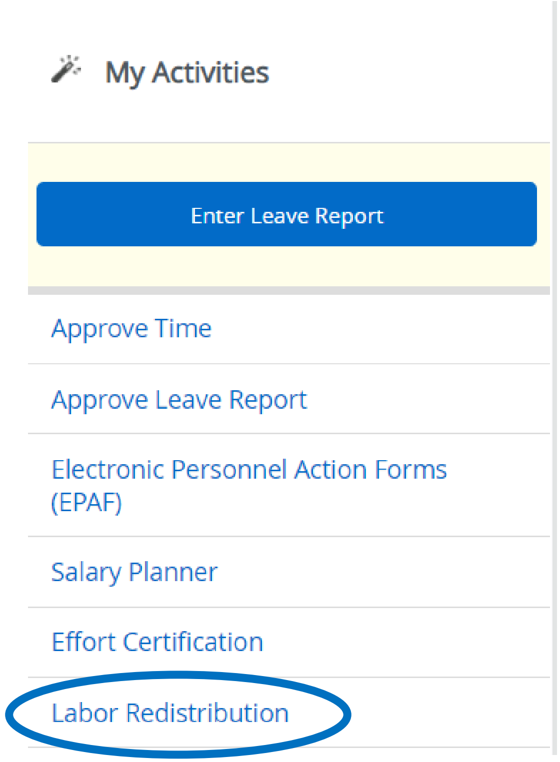
- Although Redistributions will originate with the Department, it is best if the Department coordinates with their Grants Accountant to ensure that the Labor Redistribution is approved.

- The ability to Initiate Labor Redistributions will be limited to Business Officers – anyone who is on the Business Officer LDAP group.

- The look and feel of Banner Labor Redistributions is very similar to the Banner Effort Certification module.

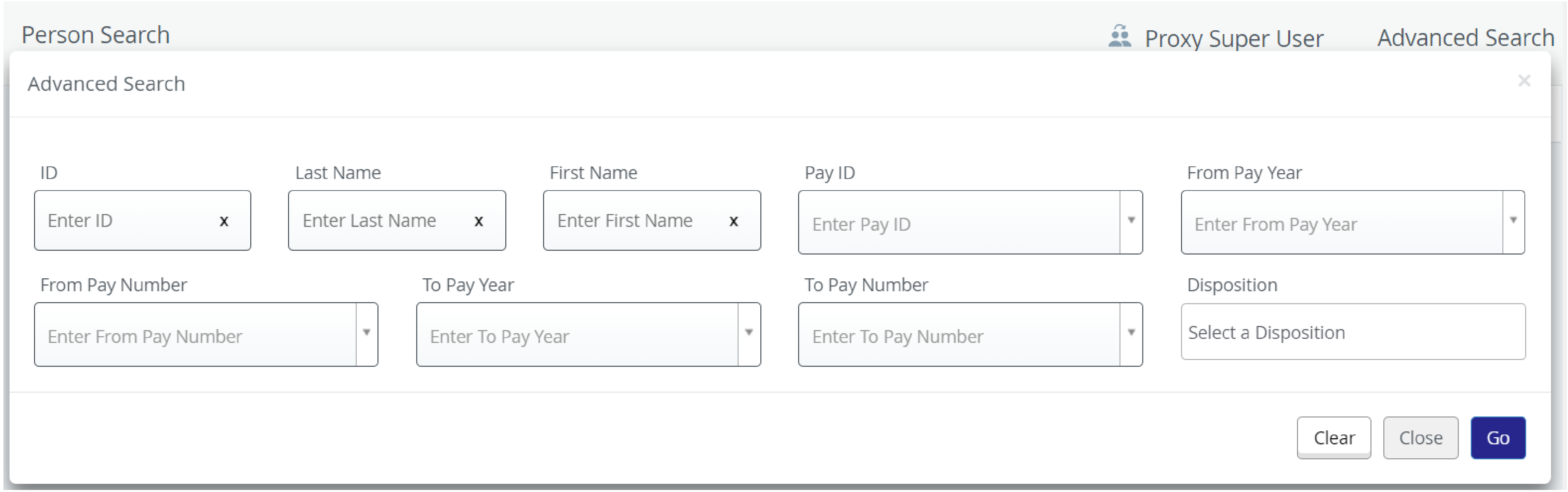
Banner Labor Redistributions

- You access the Labor Redistribution module in the same place in the My Activities area of Banner 9 HR SSB.



Banner Labor Redistributions

- At a minimum, a Banner ID needs to be entered. The more data you enter, the fewer payroll periods will be displayed.



Banner Labor Redistributions

- If there is a Lock in the Select field, this person's Effort Certification has been completed, and the Effort needs to be Unlocked prior to starting a Labor Redistribution.

Person Search Results

Select	Batch ID		ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
		Kendall, Heidi	U00002545	2022	MN	1	2	70, Complete	
		Kendall, Heidi	U00002545	2022	MN	2	0	70, Complete	
		Kendall, Heidi	U00002545	2022	MN	3	0	70, Complete	
		Kendall, Heidi	U00002545	2022	MN	4	0	70, Complete	
		Kendall, Heidi	U00002545	2022	MN	5	0	70, Complete	
		Kendall, Heidi	U00002545	2022	MN	6	0	70, Complete	
		Kendall, Heidi	U00002545	2022	MN	7	0	70, Complete	
		Kendall, Heidi	U00002545	2022	MN	8	0	70, Complete	

Banner Labor Redistributions

- Once the Initiator Saves and Submits the Distribution Changes, the Disposition goes to 48, and will stay there until all approvals are completed.

Current Distributions

COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	262105	110001	501000	61610	4600		162.50	100.00%	$7,700.00

Updated Distributions

COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	262105	110001	501000	61610	4600		81.25	50.00%	$3,850.00
U		110001	501000	61610	2611		81.25	50.00%	$3,850.00

Pay Periods & Earn Codes

2022 MN 5, Sequence 2

P, 005250 - 00, Regular Shift 1 Effective 07/01/2021

005250 - 00, Hlth Inc Shift 1 Effective 07/01/2021

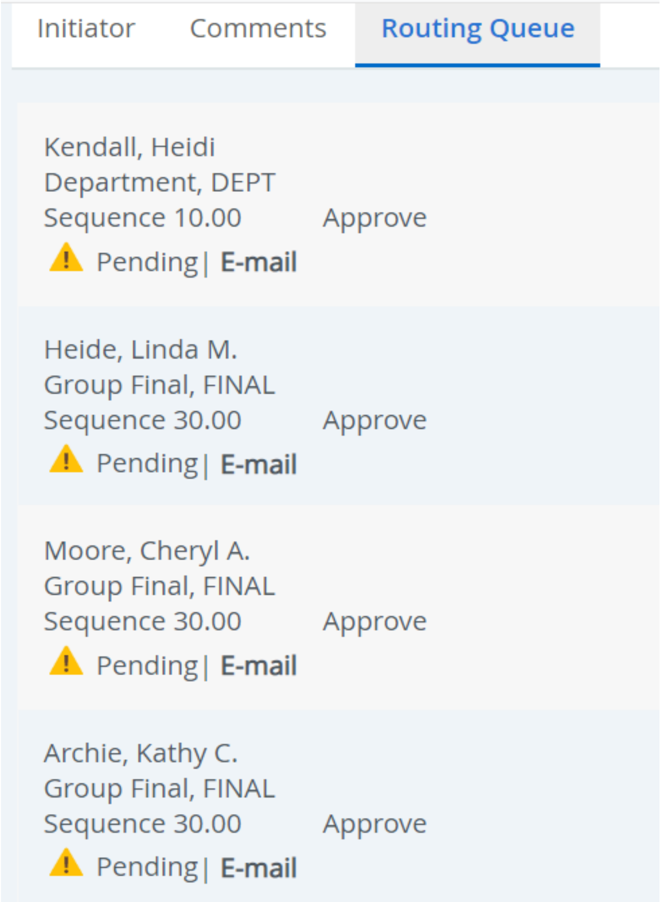
P, 005250 - 00, Long Rvw Shift 1 Effective 07/01/2021

Redistribution Details

2022 MN 5, Sequence 2	05/01/2022 - 05/31/2022
Disposition	48, Pre-Approve Update
Status	Submitted
Hours	162.50

Banner Labor Redistributions

- The Routing Queue has two levels – Level 10 is Department and/or PI, then the final Approval is Grants and/or Accounting.



Banner Labor Redistributions

- Once the Disposition has reached 60, all approvals have been made. The next step should occur overnight, where the Disposition changes to 70, and the changes have been posted to Finance.

Redistribution Details

2022 MN 5, Sequence 2	05/01/2022 - 05/31/2022
Disposition	60, Finance Extract
Status	Approved
Hours	1.00
Amount	$50.00
Percent	100.00%
Originator	Kendall, Heidi
Posting Date	01/09/2023

Banner Labor Redistributions

- Training will be scheduled later this month.
- The Labor Redistribution User Guide is available in the Finance and HR Program Guide.
- We highly encourage attending training prior to using this module.

Banner Labor Redistributions

QUESTIONS?

ANNOUNCEMENTS & DEADLINES

Danny Linton

Announcements & Deadlines

- Welcome to all first-time attendees at Focus on Finance & HR!
- Need someone added to the Focus on Finance & HR mailing list? Don’t forward to them—forward to us!
- hr@memphis.edu

Announcements & Deadlines

- Welcome Esther Jamison to Human Resources!
- Employee Learning and Development Facilitator/Trainer

Announcements & Deadlines

- Remember 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 @umemphisjobs!
- Follow us on Instagram! @uofmhr

Announcements & Deadlines

New Bookstore Process

- To streamline the departmental payment process, departments should use their **University Purchasing Cards** to make purchases at or through the campus bookstore
- Previously internal accounts were used, requiring several time-consuming, manual processes
- Departments needing Purchasing cards can find the P Card application on our Procurement web page or https://memphiscentral.etrieve.cloud/#/form/125contact
- Please email cardsupport@memphis.edu with any questions about obtaining or using P cards

Announcements & Deadlines

Electronic W-2

The IRS requires each employee's consent to receive their W-2 in an electronic format.

To provide consent, access the myMemphis portal at my.memphis.edu. Click on the **Employee tab** and look for the **Employment Details** section. Click the **Electronic W-2** link and follow the prompts.

The deadline to consent to receive 2022 W-2s electronically is January 24th.

Paper W-2s will be mailed via USPS postmarked no later than January 31st.

Announcements & Deadlines

- The UofM has implemented the following mid-year compensation adjustments:
  - 0.5% one-time salary supplement which was paid in November 2022
  - 0.5% across-the-board base salary increase, which will be effective January 2023
- This one-time payment and the across-the-board compensation adjustments apply to 12-month faculty and staff hired on or before July 1, 2022, and to all 9-month and 10-month faculty hired on or before September 1, 2022.
- Employees must be actively employed on the date of payment to be eligible.

Announcements & Deadlines

- REMINDER: Effective November 2022, the leave reports for all academic department chairs will roll up to the Dean's level of their College for approval.
- For areas where there is no Chair-to-Dean rollup, the leave report will roll up to the Provost.
- A further reminder that no employee should EVER approve his/her own timesheet or leave report!

Announcements & Deadlines

Separation & Clearance

- Please remember to immediately complete online separation notices for any employee you have that are departing the University!

- Not doing so places the University at risk because the employee would still have access and can lead to an audit finding.

- Keep in mind it is HR's practice to process clearances closer to the date of separation so that leave balances can be accurately calculated for payouts.

- https://umwa.memphis.edu/sep-clear

Announcements & Deadlines

- <u>Faculty</u> performance appraisals for 2022 kicked off in WorkforUM on January 4, 2023. <u>Faculty</u> appraisals for 2021 closed (forever) on December 16, 2022.

- <u>Staff</u> performance appraisals in SAMS are due April 30, 2023 for all non-probationary staff employees. Trainings related to this topic are available in Learning Curve.

- Keep in mind that assistant & associate deans are to be evaluated in SAMS, not in WorkforUM, due to the primarily administrative nature of their job duties.

Announcements & Deadlines

Next Effective Search Committees training:

- February 9, 10am
- Sign up in Learning Curve!

Announcements & Deadlines

Next WorkforUM training:

- January 25, 1:30pm
- Sign up in Learning Curve!

Announcements & Deadlines

Professional Development Series:

These four courses are open to any staff or faculty who would like to attend. The special guest speakers are being provided by our Employee Assistance Program with Optum. These are great topics for both new and seasoned employees looking for a refresher. Registration can be found in Learning Curve under courses offered by Human Resources. They will all be hosted online as webinars from 12-1pm.

- How to Create Passion and Motivation in the Workplace (January 27)
- How to Improve Communication Skills (February 24)
- How to Build Customer Satisfaction (March 31)
- Getting the Best of Stress (April 28)

Announcements & Deadlines

LinkedIn Learning:

It’s a new year and that is the perfect time to learn some new skills! All employees have access to a wide variety of quality training opportunities available in LinkedIn Learning. Set a goal and learn something new! LinkedIn Learning can be found under the employee tab of the portal. Skills and certificates earned can be connected to your LinkedIn profile. Supervisors can create learning paths for their teams. Contact your HR Business Partner if you need more information on that process.

Announcements & Deadlines

- Human Resources will again be providing Total Compensation Statements in January delineating the value of all compensation and benefits each regular employee of the University received in 2022.
- This is not to be confused with your W-2 tax form!
- Watch your e-mail for a notice to check for your statement in the MyMemphis portal.

Announcements & Deadlines

Form I-9 Information:

- Appointments no longer needed during regular business hours.
- Visit 143 Administration Building, M-F 8-4:30.
- Questions? i9@memphis.edu

THANK YOU FOR ATTENDING!

Next Meeting

February 21, 2023 @ 2:30pm

Meetings: UC Bluff Room

Website: memphis.edu/focus