AGENDA

- Government and Community Affairs
- Adjustment Time Sheets
- Post Award Foundation Accounts
- Vendor Payment Transmittal Form
- Reporting Emergency Leave...Or Not
- Announcements & Deadlines

2024-25

The University of Memphis
BUDGET REQUESTS

$65 million
(per year for 3 years)
Existing capital renewal

$5.4 million
(non-recurring)
Safety and security upgrades

$2 million
(recurring)
Brain Center expansion

$65 million
(non-recurring)
Research modernization (THEC capital outlay request)

THE UNIVERSITY OF
MEMPHIS

Federal, State, and Local Government Relations

- Managing issues related to funding and operations
- Compliance with government regulations
- Reporting of university progress on several government programs
- Resolution of problems experienced by or with the campus in government processes

Office e-mail: govrel@memphis.edu

QUESTIONS?

Adjustment Time Sheets

Russ Teague, Payroll Manager

What's New

- **All** Adjustment Timesheets are now submitted via Etrieve.

- **No** paper timesheets will be accepted.

- Simply go to forms on the Payroll website and click on "Adjustment Time Sheet" and fill out as explained below in the presentation.

Adjustment Time Sheets: Purpose

- Used for non-exempt employees only.
- Adjusts time submitted on the Web Time Sheet after the deadline or payroll has passed.
- Submits time for a past payroll.

Adjustment Time Sheets: Requirements

- Generally submitted by business officer or department admin/timekeeper.

- Total of top section must equal total of bottom section.

- Top section tells type of earnings being adjusted and bottom tells hours by day.

Adjustment Time Sheets

- Payroll Period and the dates of the payroll periods may be found on the Payroll Schedules web site for the current Fiscal Year (2023-24).

- Once the pay period is selected, the dates auto-populate.

- Enter the employee ID and their name and position, title, org #, and department name auto-populates.

- Most common earnings codes:
  - 009 – Regular pay for benefit eligible employees
  - 014 – Graduate Assistant – Doctoral
  - 015 – Graduate Assistant – Master's
  - 019 – Hourly Temporary Employees
  - 025 – Work-Study Students
  - 026 – Regular Student Worker
  - 032 – Overtime 1.0 (Straight OT)
  - 035 – Overtime 1.5 (Premium OT)
  - 150 – Holiday
  - 152 – Emergency Closing
  - 170 – Annual Leave
  - 180 – Sick Leave
  - 420 – Leave without Pay

Adjustment Time Sheet Examples

- Regular employee reported time as Regular, but the employee was actually out on sick leave.

Adjustment Time Sheet Examples

- Student worker failed to turn in time for the BW1 pay period but did work.
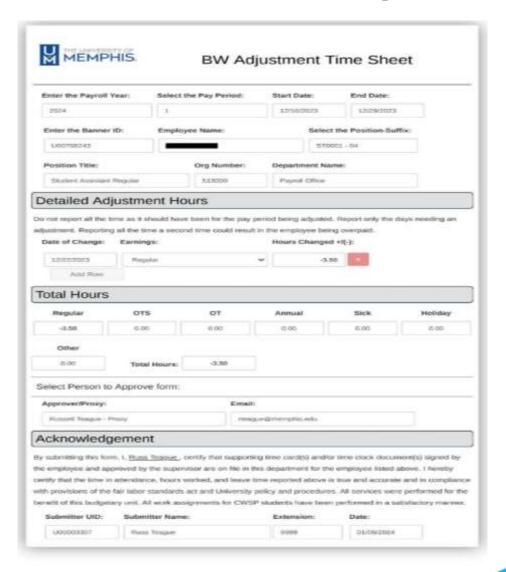
Adjustment Time Sheet Examples

- Hourly temporary employee stayed over to help with project after BW1 time was submitted and approved. Overtime was not reported.

Adjustment Time Sheet Examples

- Student worker reported and turned in time that she was going to be at work on the 1st Friday of the time period, but she did not show up for work.

Frequently Asked Questions:

What is the purpose of an Adjustment Timesheet?
To provide employees with an opportunity to make corrections to their original timesheet that has already been submitted and approved.

Do I report all the time for the pay period a second time as it should have been?
No. Only adjustments to the original timesheet are reported on this timesheet. Reporting all of the time a second time would result in the employee being overpaid.

How do I know if the timesheet is completed?
Once all corrections have been made, click on the submit button at the bottom of the page. This will send an email to the approver to approve the timesheet which will then, once approved, be sent to Payroll for entering.

Can any employee create an Adjustment Timesheet, even a student?
No. Only Approvers in the system such as timekeepers, Deans, or Financial Managers, may turn in Adjustment Timesheets.

Where do I enter time for earnings codes not shown on the form, such as Bereavement Leave?
Any earnings code that may be adjusted is listed in the drop-down list on the form. Simply select the correct earnings code and adjust the hours for that particular code.

QUESTIONS?

Post-Award Foundation Accounts

Terrice Watson, Research and Innovation

Post-Award – Foundation Account Types

- Scholarships – Foundation Budget established in Post-Award and the Scholarship Office – Index Starts with a 5.

- Ledger 4 – Foundation Salaries – Index Starts with a 4.

- Ledger 5 – Foundation Budget established in Post-Award – Index Starts with a 5.

- Employee Awards – Payroll Request/Foundation Budget Request – Departmental Index.

- All Foundation Accounts are billed quarterly.

Scholarships: Foundation Accounts

- Scholarship accounts have a Foundation Budget established in Post-Award and the Scholarship Office – Index Starts with a 5.

- Upon receiving a scholarship's budget information, Post-Award will establish a revenue and expense budget for each scholarship.

- Departments should monitor University (U) and Foundation (F) account balance in connection with scholarship award budget.

Ledger 4: Foundation Accounts

- Ledger 4 accounts are Foundation Supplement Agreements – Index Starts with a 4.

- A new index and fund are created, and budgets are established or revised upon written notification from the Foundation.

- Based on established salary budget, benefits are paid by the University.

Ledger 5: Foundation Accounts

- Ledger 5 accounts have a Foundation Budget established in Post-Award – Index Starts with a 5.

- Upon receiving budget information for a Foundation, Post-Award will establish a revenue and expense budget for each account.

- Departments should monitor University (U) and Foundation (F) account balance in connection with scholarship award budget.

Employee Awards – Foundation

- Submit a UofM Foundation Account Budget Request with University Index and Employee Awards (Account code 61602).
- Upon receiving a memo from the Foundation, Post-Award will establish a revenue and expense budget for the award payment in E&G department account.
- Employee Awards are disbursed through University Payroll via the Employee Award Payment Request. (Include Foundation Fund Name and Fund Number on the form.)
- Post-Award reviews and approves prior to payroll disbursement.
- After payroll processing, the expenditure will be included on the quarterly invoice to the Foundation.

Post-Award – Foundation Accounts Key Takeaways

- Understand the type of accounts you have.
- Monitor the established budget and requests submitted.
- Accounts are billed to the Foundation quarterly.

QUESTIONS?

Vendor Payment Transmittal Form

Christie Ransom, Asst Manager of Accounts Payable

Vendor Payment Transmittal Form Benefits

- The vendor transmittal form was implemented on May 1, 2023, to achieve maximum accountability of documentation submission via etrieve.

- Saves time and eliminates communication gaps between Accounting and departments.

- Users can automatically push completed electronic forms (pdf or word) documents through a predetermined workflow to a receiver.

- Increases workflow visibility, so you always know what, when and who sent/received a form.

- Provides a clear detailed history path of invoice submission.

- Ensure users receive e-mail notifications when a form is being routed and processed.

Accessing the Vendor Payment Transmittal Form

- The Transmittal Form can be accessed through mymemphis Finance Tab

Accessing the Vendor Payment Transmittal Form

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Accessing the Vendor Payment Transmittal Form

- You will likely be prompted to log in using your Memphis single-sign on credentials and to confirm with Duo. The form will appear as follows:

Vendor Payment Transmittal Form Requirements

UofM etrieve user should always review the following information before the completed electronic form is submitted for payment processing.

- UID number

- Purchase Order & Tiger buy receipt number

- FOAPAL

- Attachments

- Financial Manager or Designee Signature

- Hold Check for Pickup **Yes** or **No**

Vendor Payment Transmittal Form Supporting Documents

- Please upload the invoice and or the below forms with an approval signature from the financial manager or designee. The signature is needed along with supporting documents for payment processing.

List of items that can be submitted for payment:

- Invoice

- Check Request

- Payment to Contractors (Includes Honorarium)

- Research Participants

- Cash Reimbursement-Student / Guest

- Meal Reimbursement-Student /Guest

- Stipend (Non-University Student Only)

- All forms need supporting documentation attached to the Vendor Payment Transmittal Form. If your request does not have a purchase order number and receipt number an approval signature from the financial manager or designee is needed on the invoice or form.

- Please submit one (1) Vendor Payment Transmittal Form per request.

Vendor Payment Transmittal Form Workflow History

- UofM user will have a clear detailed history path of their form being received, completed, returned or declined via e-mail.

- A <u>received</u> form is indicated via e-mail to Accounting that a vendor payment was submitted.

- A <u>returned</u> form indicates that additional information is needed from AP eliminating the need to manually re-key submitted information.

- A <u>declined</u> form indicates that a form submission doesn't comply with UofM policy or AP etrieve form requirements and can't be resubmitted.

- An automatic e-mail is sent to the originator of the form once their request is <u>completed</u>. Example below:

The vendor payment transmittal requesting payment for <u>U00004989 WW Grainger Inc</u>, invoice check request <u>67854</u>, is in the Accounts Payable queue for processing. Please reference document <u>I0882775</u> for proof of payment.

Questions?

Reporting Emergency Leave...or Not

- With the inclement weather causing several days of emergency closures of the University, there were many, Many, MANY, **MANY** questions about how employees were to report their time & leave.

- Human Resources e-mailed the campus with guidelines on how to handle working—and not working—during these closures.

- Still have questions? This flowchart should answer your issues.

- Remember, policies and procedures can always change in the future.

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Is there an emergency          ──YES──▶   Have you been          ──NO──▶   DO NOT WORK.              ──BUT…──▶   Did you        ──NO──▶   Good, you
closing?                                   designated as an                 Report 7.5 hours of                   work anyway?              weren't
                                           emergency crucial                Emergency Closing                                               supposed to.
   │                                       employee (either                 Leave on timesheet/leave                 │
  NO                                       permanently or on                report. Temps, student                  YES
   │                                       specific dates of                workers, & non-exempt                    │
   ▼                                       closure)?                         GAs are not paid for                     ▼
Report to work and                            │                             closure days.                        Are you a        ──NO──▶   Did you work a
record time/leave as                         YES                                                                  non-exempt                 full 7.5 hours?
normal.                                       │                                                                   employee?
                                              ▼                                                                       │                          │
                                        Are you a non-exempt    ──NO──▶   Report nothing on                        YES                          │
                                        employee?                          leave report for                         │                          NO
                                              │                            Emergency Closing                         ▼                          │
                                             YES                           line item. Track actual              Report actual                  │
                                              │                            hours worked & work                  hours worked as                │
                                              ▼                            with your                            normal on                      ▼
Report to work.        ──YES──▶   Are you a police               supervisor/department         timesheet.            Subtract the
Record hours worked               officer/dispatcher?            to take this number of         No comp time is       number of
on timesheet. Also                    │                          hours off (like comp          due.                  hours worked
report 8.0 hours on                  NO                          time) before the end of                            from 7.5 and
Straight Overtime line                │                          the fiscal year in which                           report the
item. Remember only                   ▼                          the work took place.                              difference as
actual work and             Report to work.                                                                        Emergency
holiday pay can create      Record hours worked                                                                    Closing on
Premium Overtime.           on timesheet. Also                                                                     leave report.
                            report 7.5 hours on                                                                    No comp time
                            Straight Overtime line                                                                 is due.
                            item. Remember only                                                                         │
                            actual work and                                                                           YES
                            holiday pay can create                                                                     │
                            Premium Overtime.                                                                          ▼
                                                                                                               Report nothing on
                                                                                                               leave report for
                                                                                                               Emergency Closing,
                                                                                                               since you worked a full
                                                                                                               day. No comp time is
                                                                                                               due.
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Questions?

Announcements & Deadlines

Danny Linton, Associate Director – HR

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

NEW HR EMPLOYEE

• Charlie Cordero, HR Service Center Associate

NEW HR PROMOTIONS

• Charlena Brassell & Kiana Holley, HR Business Partners

• Andrea Spencer, Leave Specialist

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

SPRING BUDGET: KEY DATES

- Revenue Projections ~ Due Friday, March 15, 2024
  - Email with instructions will be sent out Friday March 01, 2024
  - If you desired, you may schedule a time for individual review with a Financial Planning Staff member
    - Tuesday, Mar 5th thru Friday Mar 8th
  - Instructions for preparing revenue budget revisions can be found on the Financial Planning website under the Frequent Asked Question tab

- Capital/R&R/Facility Projects ~ Due Monday, March 25, 2024
  - If a Summer project is planned, submit by Spring deadline

Announcements & Deadlines

SPRING BUDGET: KEY DATES

- Expenditure & Position PDF Budget Revisions ~ Due Monday, March 25, 2024
  - Email with instructions will be sent out Friday Mar 01, 2024
  - Submit revision to cover any newly hired Limited position and those FY24 Limited positions that have not been covered previously
  - If a position needs to be transferred for Fall, submit the transfer BR before deadline
  - Remember: no base budget revisions will be entered between the deadline and the opening of FY25

- BD4 Online Budget Revisions ~ Due Friday, April 5, 2024 with all approvals
  - Remember to align department budgets for the remainder of FY24
  - No functional changes after deadline

Announcements & Deadlines

REVENUE PROCESS

- Revenues are updated each budget cycle (Spring & Fall)

- Accessed via Financial Program Guide – revenue budget reviews

UTILITIES & REPORTS
budget overexpenditures
revenue budget reviews
e-Print

- Designees and Financial Managers to review report and make any necessary Revenue changes with Budget Revisions or Accounting Transfer Vouchers –
    (Use Transfer Voucher for corrections of actual transactions posted)

- Eliminated the Revenue Certification Process
    - FYBR001 ePrint report will continue to run for analysis review
- In the Spring you need to review current year and base for the next fiscal year
- Estimates & future projections should be realistic to reflect the activity you expect

- Return revenue pdf Budget Revisions to Financial Planning
- (Note, Academic Affairs units return to the Provost Office)

Announcements & Deadlines

BUDGET REVISION PROCESS

• All budget revisions must be submitted to Financial Planning as PDF documents. Excel and paper versions will be returned for PDF version.

• DocuSign cannot be used to approve budget revisions. Please add signatures in Adobe software. Directions can be provided upon request by Financial Planning.

• Approved budget revisions should be submitted to the "inbox" email address: FPRevisions@memphis.edu.

       (Academic Affairs units to submit to Provost Office first)

       (Auxiliary units to submit to Colis Chambers – cchambrs@memphis.edu)

• Please direct all questions to budget@memphis.edu.

Announcements & Deadlines

What are functional totals?
Budget & Expenditure totals in a specific range of Program Codes

Program Code Range	Function
2000 - 2499	Instruction
2500 - 2699	Research
2700 - 2799	University Libraries Research
3000 - 3499	Public Service
3500 - 3999	Academic Support
4000 - 4499	Student Services
4500 - 4799	Institutional Support
5000 - 5499	Operations and Facilities
5500 - 5799	Scholarship / Fellowships
6000 - 6999	Transfers
7000 - 7999	Auxiliary

Source: FGRPRGH Program Hierarchy Report

Announcements & Deadlines

SPRING BUDGET: FRINGE BENEFIT RATE

- Benefits FY25 Proposed Fringe Rate (To be Finalized in May)
  - 36.82% Salaried Employees
  - 42.17% Hourly Employees
  - 6.93% Temp Employees – With and Without Insurance
  - 0.97% Student / GA - Biweekly
  - 4.96% Student / GA - Monthly

- Benefits FY24 Fringe Rate
  - 30.61% Salaried Employees
  - 33.43% Hourly Employees
  - 7.20% Temp Employees – With and Without Insurance
  - 1.38% Student / GA – Biweekly and Monthly

Announcements & Deadlines

Separation & Clearance

- Please remember to immediately complete an online separation notice for any employee in your area that is departing the University!

- Not doing so places the University at risk because the employee would still have system access and could 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. Therefore, if you submit a clearance far in advance, it may not be immediately processed.

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

Announcements & Deadlines

- PLEASE make sure that all leave reports for your department are submitted and approved each month!

- This includes all exempt staff and faculty employees.

- Leave reports are due by the 10th of the month following the month being reported.

- Remember to put at least one "0" on any one date for one leave category (such as Annual Leave) in any month in which no leave was used.

Announcements & Deadlines

- Faculty performance appraisals evaluating performance in 2023 kicked off in WorkforUM on January 2, 2024. Faculty appraisals for 2022 closed (forever) in December 2023.

- Staff performance appraisals in SAMS are due April 30, 2024 for all non-probationary staff employees. Supervisors will now be able to choose from five performance ratings instead of three. 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

Upcoming Dates for Records Retention

- Annual Shred Day: March 7, Main Campus | Time: TBA
- Training:
  University Records Management - Records Destruction 101
  February 28, 10am via Zoom

Announcements & Deadlines

Next Effective Search Committees training:

- March 14, 2023, 10am
- Sign up in <u>Learning Curve</u>!

Announcements & Deadlines

Next WorkforUM training:

- April 24, 1:30pm in AD177B
- Sign up in Learning Curve!

Announcements & Deadlines

Form I-9 Information

- Appointments not needed during regular business hours.

- Visit 178 Administration Building, M-F 8-4:30.

- HR is also offering online appointments by contacting i9@memphis.edu.

- Other questions? i9@memphis.edu

Announcements & Deadlines

- The Office of First Generation Student Success is searching for items to replenish the Career Closet. They are in need of extra small and small women's sizes tops and bottoms, small men's size button downs/polo-style shirts, blazers and suit jackets, and men's pants for tall gents.

- Donations accepted Monday-Friday from 9am-3pm in 301 Mitchell Hall, or leave in the box outside the office.

Announcements & Deadlines

- Career Services is hosting the Spring All Majors Career Fair on March 20 from 10am-3pm in the UC Ballroom.

- The Career Fair is open to all current students and alumni, so help spread the word!

Announcements & Deadlines

- Congratulations to all of this year's Career Milestone Award recipients!
- Pictures & a ceremony recording can be viewed online.

Announcements & Deadlines

- The University will no longer offer Zoom after August 12, 2024. Plan to use Microsoft Teams as an alternative.
- Focus on Finance & HR will continue to use Zoom until the current cycle of meetings concludes in June 2024.

Thank you for attending!

Next Meeting: March 19, 2024 @ 2:30pm

Recordings & presentations available at *memphis.edu/focus*