

An aerial photograph of a university campus during a vibrant sunset. The sky is filled with soft, colorful clouds in shades of purple, pink, and orange. The campus below is a mix of brick buildings, green lawns, and trees. A prominent tall brick tower is visible in the lower center. The overall scene is peaceful and scenic.

Welcome to Focus on Finance & HR!

April 20, 2021



Agenda

- Understanding 9-Month Faculty Salary Deferrals
- Year End Close
- IT Security Update
- Federal Work-Study Employment
- Announcements & Deadlines



UNDERSTANDING 9-MONTH FACULTY SALARY DEFERRALS

Amanda Clarkson
Director of Employee Relations, Benefits & Data Management



Understanding Faculty Salary Deferrals

- 9-month faculty members work a schedule of September thru April, and we defer a portion of the salary in order for the faculty member to be paid over the entire year.
- The amount deferred from September thru April is paid back from May thru August in equal installments.



Understanding Faculty Salary Deferrals

This is beneficial for the faculty member in that it does the following:

- Pays the faculty member over entire 12-month period
- Maintains benefits/insurance throughout the summer
- Provides a full year of retirement credit



Understanding Faculty Salary Deferrals

- Faculty members who begin in the fall work 8 months and are paid 100% of their salary over 12 months
- Faculty members who begin in the spring work 4 months and are paid 50% of their salary over 8 months
- A handful of days in late August and early May are included in the academic year although those months do not “earn” a paycheck
- The Faculty Contract Calendars are available [online](#).

Starting Employment in Fall Semester



Faculty Starting Beginning of FALL Semester

Enter academic year salary:

Calculate

	Monthly Gross Salary	Subtract for Deferred Amount	Net Gross Pay (Paycheck amount before deductions)	Cumulative Deferred Amount
September	\$12,500.00	-\$4,166.67	\$8,333.33	\$4,166.67
October	\$12,500.00	-\$4,166.67	\$8,333.33	\$8,333.33
November	\$12,500.00	-\$4,166.67	\$8,333.33	\$12,500.00
December	\$12,500.00	-\$4,166.67	\$8,333.33	\$16,666.67
January	\$12,500.00	-\$4,166.67	\$8,333.33	\$20,833.33
February	\$12,500.00	-\$4,166.67	\$8,333.33	\$25,000.00
March	\$12,500.00	-\$4,166.67	\$8,333.33	\$29,166.67
April	\$12,500.00	-\$4,166.67	\$8,333.33	\$33,333.33
May	\$0.00	--	\$8,333.33	\$25,000.00
June	\$0.00	--	\$8,333.33	\$16,666.67
July	\$0.00	--	\$8,333.33	\$8,333.33
August	\$0.00	--	\$8,333.33	\$0.00

Starting Employment in Spring Semester



Faculty Starting Beginning of SPRING Semester

Enter academic year salary:

Calculate

	Monthly Gross Salary	Subtract for Deferred Amount	Net Gross Pay (Paycheck amount before deductions)	Cumulative Deferred Amount
January	\$12,500.00	-\$6,250.00	\$6,250.00	\$6,250.00
February	\$12,500.00	-\$6,250.00	\$6,250.00	\$12,500.00
March	\$12,500.00	-\$6,250.00	\$6,250.00	\$18,750.00
April	\$12,500.00	-\$6,250.00	\$6,250.00	\$25,000.00
May	\$0.00	--	\$6,250.00	\$18,750.00
June	\$0.00	--	\$6,250.00	\$12,500.00
July	\$0.00	--	\$6,250.00	\$6,250.00
August	\$0.00	--	\$6,250.00	\$0.00



New Web App: Faculty Deferral Calculator

- memphis.edu/facultycalculator
- This calculator can be used to help explain deferrals to your new (and existing) faculty members, and it can be particularly helpful during recruitment.
- A link to this calculator will be added to each of the appropriate faculty offer letters in WorkforUM.



Year End Close

Shan Arnold
Assistant Controller

Linda Heide
Manager of Grants and Contracts Accounting



Year End To Do List

Shan Arnold
Assistant Controller



Year End To Do List!

- Complete all travel claims
- Settle travel and supply advances
- Settle purchase card claims
- Review and request de-obligation of non-travel purchase orders (Goods/Services)
- Travel purchase order do not roll to the new fiscal year
- Ensure that all invoices for Goods and Services are forwarded to Accounting
- Submit invoices for FY21 accruals



Year End To Do List!

- Review FGRODTA – Transaction Detail Report (ePrint Report)
- Ensure FY21 fixed asset purchases are properly tagged
- Submit transfer vouchers for FY21 corrections

Unrestricted Deadlines

Activity	Deadline
Book Airfare Reservation via Travelennium for Travel in FY-21	Follow COVID-19 Travel Restrictions
Cancel, Adjust, De-obligate Remaining Balances on FY21 Non-Travel Purchase Orders- procurement@memphis.edu Travel Purchase Orders- accountspayable@memphis.edu	Friday, June 18, 2021
Time Sheet for BW13 Biweekly Payroll Due (June 5th - June 18th)	Friday, June 18, 2021
Complete FY21 Purchase Orders by Receipting Goods and Services in Tigerbuy for All Vendors, including Staples. Send Receipt # and Invoice to accountspayable@memphis.edu	Monday, June 21, 2021
Settle Cash and Travel Advances for FY-21 accountspayable@memphis.edu	Monday, June 21, 2021
Online Budget Revisions between Account Pools- Financial Planning fprevisions@memphis.edu	Monday, June 21, 2021
Last Day to Submit Invoices, Travel / Cash Advance Claims and Reimbursements to Accounting for FY21 accountspayable@memphis.edu	Wednesday, June 30, 2021
Submit Invoices for FY21 Accruals to Accounting accounting@memphis.edu	Start Accepting Accruals Thursday, July 01, 2021 End Date of Accrual Period Thursday, July 15, 2021
Time Sheet for Split BW14 Biweekly Payroll Due (June 19th - July 2nd)	Thursday, July 01, 2021
Submit FY21 Transfer Vouchers- accounting@memphis.edu	Friday, July 02, 2021



Grants (Restricted Funds) Year End Deadlines

Linda Heide

Manager of Grants and Contracts Accounting

Grant Year End Deadlines

Activity	Deadline
Stop Grant Spending to Ensure Grant Billing	Friday, May 21, 2021
Complete FY21 Purchase Orders by Receipting Goods and Services in Tigerbuy for All Vendors, including Staples. Send Receipt # and Invoice to accountspayable@memphis.edu	Friday, May 28, 2021
Settle Cash and Travel Advances for FY-21 accountspayable@memphis.edu	Friday, May 28, 2021
Cancel, Adjust, De-obligate Remaining Balances on FY21 Non-Travel Purchase Orders- procurement@memphis.edu Travel Purchase Orders- accountspayable@memphis.edu	Friday, June 18, 2021
Online Budget Revisions between Account Pools Due - Financial Planning fprevisions@memphis.edu	Monday, June 21, 2021
Submit Receipts for May 2021 Purchase Card Expenses	Wednesday, June 30, 2021
Last Day to Submit Invoices, Travel / Cash Advance Claims and Reimbursements to Accounting for FY21 accountspayable@memphis.edu	Wednesday, June 30, 2021
Submit FY21 Transfer Vouchers- accounting@memphis.edu	Friday, July 02, 2021

Questions?



Shan Arnold

svmiller@memphis.edu

Linda Heide

lheide@memphis.edu



IT Security Update

Jarrold B. Taylor

IT Security Communications Coordinator

Jarrold.Taylor@memphis.edu



Single Sign-On (SSO) for Applications

- Software contracts should include SSO when available
 - Provides security (Duo) and simplicity
 - Seek services/vendors that support SSO whenever possible
 - Shibboleth/SAML 2.0
 - New purchases or renewals
- Account Management Plans (when SSO unavailable)
 - Administrators (minimum of 2)
 - Account provisioning; Removing user access after separation
 - Annual access review



Data Security in Contracts

- Required for systems that handle University data
- Procurement routes contracts to ITS for review
- Contracts are reviewed for Data Security language
 - Vendor contracts should include steps they take to protect University data
 - Data encryption (stored and in transmission) — **Required** for sensitive data
 - Data breach requirements
 - Vendor's obligation to report and assist in breach response
 - Time to report (48 hrs to 1 week is standard)

Questions?



Jarrold B. Taylor

IT Security Communications Coordinator

Jarrold.Taylor@memphis.edu



Federal Work-Study Student Employment

DebraAnn Brown

Associate Director of Financial Aid for Special Programs

Andrew B. Linn

Associate Director of Financial Aid

Federal Work-Study Student Employment



Federal Work-Study (FWS) Overview

- UofM receives an annual allocation of funds that must be used for FWS employment
- Office of Student Financial Aid makes a FWS award offer to eligible students as part of their overall financial aid package. To be eligible, a student must:
 - Complete their FAFSA (earlier is better)
 - Have unmet financial need
 - Be meeting all other Title IV Aid eligibility requirements
- Once a department has selected a student to hire, they will complete the eContract process.
 - A labor distribution will be setup so that the department is charged for 25% of the student's earnings while the University's FWS account is charged for the remaining 75%.

Federal Work-Study Student Employment



- **Federal Work-Study (FWS) Pros**

- Saves departmental funds since they are only responsible for 25% of fall/spring earnings.
- FWS allocations by the U.S. Department of Education must be used. By hiring FWS students, you help us meet those spending requirements.
- Departments can possibly hire more students since you will have more funds available.
- FWS employment may be beneficial to the student for tax purposes.
- Students get a bi-weekly or monthly pay check just like they would in RSE or any other job. It cannot be automatically used to pay for any charges by the University.

Federal Work-Study Student Employment



- **Federal Work-Study (FWS) Limitations**
 - Only available from the beginning of the fall term through the end of the spring term. If summer employment is needed, student can work under a RSE appointment.
 - Employment must be located on campus (unless allowed to perform work remotely)
 - **Unpaid internships with organizations outside of the UofM cannot be funded through departmental FWS employment.**
 - FWS students cannot work during scheduled class time. This is strictly prohibited.
 - FWS students cannot be involved in constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.
 - FWS employment cannot displace/replace employees or impair existing service contracts.
 - FWS students cannot have a RSE job and FWS job at the same time. FWS students cannot have more than one FWS position at the same time.

Federal Work-Study Student Employment



Example of how FWS can save your department money

- If a student earns \$10/hour and is scheduled to work 15 hours a week, they are estimated to earn \$2,250/semester (assuming 15 weeks). The UofM department would only have to pay \$562.50/semester out of its budget. The remaining \$1,687.50 would be charged to the FWS account. This assumes the student has available unmet need and FWS funding.
- You could use the additional \$1,687.50 you save to Hire additional FWS students OR simply reduce your payroll expenses.
- Even if a student exhausts their FWS award, check with our office to see if they may qualify to receive additional funds before switching to regular student employment.

Federal Work-Study Student Employment



How can I take advantage of FWS for my department?

Helpful FWS Timeline:

May-July

- Determine how many students you need. Review who's coming back?
- If you need to advertise, submit Student Employee Request Form
- If the student has never worked on campus before, they must complete an I-9 form with HR
- Find out from students if they have been awarded FWS. (This may be a deal-breaker for some departments). If unsure, email DebraAnn Brown to determine eligibility.
- New/incoming students are awarded beginning in November/December of the year prior to their first semester. Continuing students will have the fall/spring awards posted after spring grades are final—usually around late May or early June.

NOTE: FWS is extremely limited so not everyone who is eligible will be awarded. Additionally, the funds may become available once we have a better idea of who has been hired compared to awarded funds.

July – August (and ongoing)

- Submit eContract using SW eClass and SWxxxx position number.
- Employment dates must be within the Fall or Spring semesters. See Student Employment Website for specific dates.
- eContract will be reviewed by Financial Aid for confirmation of student eligibility.
- Once the Financial Aid review is complete, it will be routed to Shared Services and HR.
- NOTE: August is a very busy time for our areas. Please plan accordingly and well in advance to avoid any issues/delays.

Federal Work-Study Student Employment



Future Trainings / Workshops

- The Office of Student Financial Aid & Scholarships will be scheduling FWS training/workshops which will help supervisors and departmental business officers make the most out of the FWS program and keep the UofM in compliance with federal regulations.
- Dates TBD. An email announcement will be sent when scheduled.

Federal Work-Study Student Employment



Questions about Federal Work-Study and Student Eligibility?

Primary Contact: DebraAnn Brown – Associate Director – Special Populations
dbrown@memphis.edu
678-3737

Secondary Contact: Jessica Howell – Coordinator
jhowell7@memphis.edu
678-2743

Other Questions: Andrew B. Linn – Associate Director
ablinn@memphis.edu



ANNOUNCEMENTS & DEADLINES

Announcements & Deadlines



- Welcome to all 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.
- Follow the Division of Business & Finance on Twitter at [@uofmemphisbf](https://twitter.com/uofmemphisbf)!
- Subscribe to our WorkforUM Twitter feed at [@umemphisjobs](https://twitter.com/umemphisjobs)!
- Follow us on Instagram! [@uofmhr](https://www.instagram.com/uofmhr)



Announcements & Deadlines

- How about some [GOOD NEWS?](#)
- May 2021 will be a Health Insurance Premium Holiday period, meaning health insurance premiums will NOT be deducted from UofM employees' May paychecks.

Announcements & Deadlines



2021 Mid-South Heart Walk Digital Experience

Results with Every Step

Are you ready? When you join the Heart Walk, you make a difference from day one.

Save Lives

You help fund lifesaving science that can create an artificial heart valve, prevent a stroke, put scientific advances into doctors' hands, correct heart defects in newborn babies and someday find a cure for high blood pressure that can teach us all how to live longer and healthier.

Be Healthy For Good

You learn how to live healthier with proven, science-based tips and information on how to eat smart, move more and be well. And you get to be a trailblazer in our Healthy For Good movement.

Announcements & Deadlines



2021 Mid-South Heart Walk Digital Experience

One Million Strong

You join more than a million Heart Walk Heroes in more than 300 locations across the country, funding the kind of breakthrough science that saves lives every day. Who wouldn't want to be part of that?

Just a Few Simple Steps

- **Register** online @ [2021 Mid-South Heart Walk](#). Choose the University of Memphis as your corporate team or join a sub team under the University of Memphis.
- **Set** a goal and personalize your fundraising page to make it easy for your friends and family to donate.
- **Raise** money to support lifesaving research and programs.
- **Make** a personal contribution.
- **Walk** your heart out.
- **Save** lives.

Told you it was simple! So, let's go.

Announcements & Deadlines



2021 Mid-South Heart Walk Digital Experience

For more information:

[2021 Mid-South Heart Walk Webpage](#)

[2021 Mid-South Heart Walk Facebook Event Page](#)

[UofM Employee Engagement Webpage](#)



Announcements & Deadlines

- As we approach the end of the fiscal year, employees are reminded to review their annual leave balances.
- Balances in excess of the maximum (as specified on the chart) will be transferred to sick leave at the close of the fiscal year, unless the employee is on terminal leave, in which case the full amount of accrued annual leave shall be carried forward. Employees should review their annual leave balances now to determine how many hours would need to be used prior to the June 30 roll date.
- Exempt (executive, administrative, professional, and twelve-month faculty employees) may carry forward 315 hours (42 days) to the next fiscal year. Any hours above this amount will be rolled over to sick leave.

Non-Exempt Employees Years of Service	Maximum Accumulation Carried Forward to Next Fiscal Year
0–5	225.0 hours
5–10	270.0 hours
10–20	292.5 hours
20 or more	315.0 hours



Announcements & Deadlines

Annual Records Inventory Due June 30

- New, all electronic process
- For details, register for training in Learning Curve



Announcements & Deadlines

- Be sure to keep your Work Location Status updated in the top middle section of the MyMemphis Employee tab.
- You may choose from Working on Campus, Working Remotely, or Hybrid (Both).
- This applies to ALL employees, including temps, GAs, part-time faculty, and student workers.

Announcements & Deadlines



REGULAR FACULTY/STAFF ONLY		
Working on Campus	638	26.6%
Working Remotely	820	34.2%
Hybrid (Both)	940	39.2%
No Answer Received	0	0.0%
TOTAL	2,398	100%

REGULAR FACULTY/STAFF + TEMPS & PTF		
Working on Campus	695	26.1%
Working Remotely	935	35.1%
Hybrid (Both)	1,007	37.8%
No Answer Received	28	1.0%
TOTAL	2,665	100%

ALL EMPLOYEES (INCLUDING TEMPS, PTF, STUDENT WORKERS, GAs, etc.)		
Working on Campus	1,138	25.9%
Working Remotely	1,663	37.9%
Hybrid (Both)	1,385	31.6%
No Answer Received	202	4.6%
TOTAL	4,388	100%



Announcements & Deadlines

- Deadline approaching! Staff performance appraisals are due to HR by April 30, 2021.
- The standard staff employee evaluation period is May 1, 2020 thru April 30, 2021.
- **Reminder:** Performance ratings will be used if there are any merit increases.
- memphis.edu/performance
- Questions? emprelations@memphis.edu



Announcements & Deadlines

- TIAA Excellence Awards
April 22, 2021
10am
- On Monday, you received an e-mail with a link to attend the Zoom ceremony.



Announcements & Deadlines

Procurement Office

- Friday, June 18, 2021, Procurement will begin accepting FY22 Purchase Orders
- See Year Close Information on Accounting website



Announcements & Deadlines

April and May 2021 Accounting Training

- Account Payable: What To Send To Accounting Group Emails
April 23, 2:30pm
- Accounts Payable: Check Request Form
May 25, 2:30pm
- General Accounting: Accounting Basics
May 26, 2:30pm

June 2021 Payroll Training

- Payroll: Form W-4
June 17, 11am
- Register in [Learning Curve!](#)



Announcements & Deadlines

- EAP Session:
Managing Money During Difficult Times
April 21 at 10am
Sign up in [Learning Curve](#)!



Announcements & Deadlines

- WorkforUM Training
April 28 at 9:30am
Sign up in [Learning Curve](#)!
- E-Contract trainings for June have also been added to [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

An aerial photograph of the University of Memphis campus during a vibrant sunset. The sky is filled with soft, colorful clouds in shades of orange, pink, and purple. The campus buildings, mostly brick and multi-story, are visible below, interspersed with green trees and lawns. The overall scene is peaceful and scenic.

NEXT MEETING

Tuesday, May 18, 2021 @ 2:30pm
memphis.edu/focuszoom

An aerial photograph of the University of Memphis campus during a vibrant sunset. The sky is filled with soft, colorful clouds in shades of orange, pink, and purple. The campus buildings, including a prominent tall brick tower, are visible below, surrounded by green trees and parking lots. The overall scene is peaceful and scenic.

THANK YOU FOR ATTENDING!

memphis.edu/focus