



FOCUS ON FINANCE & HR

May 16, 2023

Agenda

- Workers' Compensation Quiz & General Information
- Changes to Graduate Assistant E-Contracts
- Faculty Administrative Service Duties
- Mental Health Awareness Month
- Announcements and Deadlines



Workers' Compensation Quiz & General Information

Suprena Grear

Workers' Compensation Quiz

HOW MUCH DO YOU KNOW?

Workers' Compensation Quiz & General Information

What should I do if I am injured on the job?

- If it is an emergency, seek treatment at the nearest emergency room. Then contact your supervisor and Human Resources as soon as possible to start the claim process.
- In a non-emergency, notify your supervisor immediately what happened, how it happened, who saw what happened, and if you were injured as a result of the accident. You and your supervisor should then call the Workplace Injury and First Notice of Loss Call Center at 1.866.245.8588 to speak with a registered nurse who will evaluate the nature of your injury and determine your immediate care or treatment options.

Workers' Compensation Quiz & General Information

What should I do if I am injured on the job?

- If no medical treatment is recommended, the registered nurse will document the call for you and your supervisor and enter an incident report in the reporting system.
- If medical treatment is recommended, the nurse will direct you to the nearest State approved medical provider.
- **You and your supervisor will need to complete the First Report of Injury or Illness form found online at [First Report of Injury or Illness](#). This form should be returned to the Environmental Health and Safety Office. Please complete within 24 hours of the injury.**

Workers' Compensation Quiz & General Information

What to do when seeking medical treatment:

- Upon arrival, you should notify the medical facility personnel that you were injured while on the job.
- Follow-up doctor and/or specialist appointments must be arranged by CorVel and NOT by the injured employee or supervisor.
- You may contact CorVel to discuss existing claims at 1.888.226.7835.

Workers' Compensation Quiz & General Information

What to do after seeking medical treatment:

- It is the employee's responsibility to keep Human Resources notified regarding their work status.
- All medical documentation must be forwarded and provided to Human Resources only – not to your supervisor. Due to HIPAA privacy compliance, ONLY Human Resources will store medical records related to an employee's on-the-job injury.

For Accidents Which Occur After Hours

- The Workplace Injury and First Notice of Loss Call Center at 1.866.245.8588 operates 24/7. In non-emergency situations, the employee and supervisor should call the Call Center and follow the steps above.

Workers' Compensation Quiz & General Information

- An injured employee must call the CorVel 24/7 Nurse Triage Line before seeking medical attention (excluding serious bodily injury or life-threatening injury).
- Penalty: \$500 per claim
Reason: When State and higher education employees bypass the 24-hour nurse triage line, it can cost the State an extra \$1.5 million per year. Requiring employees to use the triage line saves the State money and helps keep premiums down.
- An injured employee or his/her employer must report a workplace injury within three (3) business days.

Workers' Compensation Quiz & General Information

- Once the Authorized Treating Physician (ATP) releases an injured employee to perform work in any capacity, employers have fourteen (14) business days to return the injured employee to a transitional duty assignment or full duty status.
- Penalty: Employer pays 50% of Temporary Total Disability (TTD) benefits starting from Day 8 of lost time, and will continue to pay TTDs until the injured employee returns to work, has been released to full duty, the ATP rescinds the transitional duty, or the employee reaches MMI.
- Reason: In 2015, a return-to-work policy pilot program with the Tennessee Department of Corrections showed significant results (approximately 25% reduction in indemnity costs) with improved recovery time for correctional employees and reduced indemnity payments for TDOC.

Workers' Compensation Quiz & General Information

QUESTIONS?



Changes to Graduate Assistant E-Contract Process

Danny Linton

Changes to Graduate Assistant E-Contract Process

- Changes have recently been made to the Graduate Assistant E-Contract system that you need to be aware of before making contracts for the summer and fall semesters. The changes will make GA appointments conform to similar changes already in place for student workers and temporary employees.
- New pool positions have been created for GAs and will be shared University-wide.
- Departments no longer need to request position numbers for GAs.
- The usual restriction on which indexes are allowed for GA positions will be maintained by the system.
- Contracts will auto-populate the position number based on the student's level and IPEDs selection.

Changes to Graduate Assistant E-Contract Process

- Non-federal work-study contracts will auto-populate the position number based on the student's level and the IPEDs selection of GAI/GAT, GAR or BW.
- Work Classification is required for biweekly paid GAs.
- GA E-Contract Training is available for registration in Learning Curve.
- For questions, please contact the Graduate School.

Changes to Graduate Assistant E-Contract Process

DEMO

Changes to Graduate Assistant E-Contract Process

QUESTIONS?



Faculty Administrative Services Functions

Danny Linton

Faculty Administrative Services Functions

- As a result of Sheila Mathis's departure from HR, we have assessed the position's job functions and identified some opportunities for efficiencies.
- The position is being recruited for as a Sr. HR Business Partner.
- Several major responsibilities of the position will be absorbed by the HR Service Center, HR Data Management, and the HR Business Partners. International hires will be coordinated by the HR Research Recruitment Specialist.

Faculty Administrative Services Functions

- All system workflows involving FAS (WorkforUM + E-Contracts) will remain as is for now.
- In consultation with the Provost's Office, the most significant change made thus far has been that the reappointment of non-tenure track faculty is now automated to a memo instead of a new contract. This eliminates the signature requirement.
- Continue to send your faculty-related inquiries/concerns to the usual group e-mail address (facultyservices@memphis.edu).

Faculty Administrative Services Functions

QUESTIONS?



Mental Health Awareness Month

Suprena Grear

Mental Health Awareness Month

- May is Mental Health Awareness Month. We wanted to take a moment to acknowledge that mental health is a critical component of your overall well-being.
- If you are feeling overwhelmed or struggling with your mental health, please know that you are not alone and that there are resources available to provide support. Our Employee Assistance Program (EAP) is here to provide confidential support and counseling services.

Mental Health Awareness Month

- We would like to share some tips for managing stress and anxiety:
 - Practice self-care: Take time to do things that make you feel good, such as exercise, meditation, or spending time with loved ones.
 - Stay connected: Reach out to friends, family, or colleagues for support a connection.
 - Prioritize your workload: Break down large projects into smaller, more manageable tasks, and don't be afraid to ask for help when you need it.



Mental Health Awareness Month

- We would like to share some tips for managing stress and anxiety:
 - Limit your exposure to news and social media: Constantly checking the news or social media can be overwhelming and increase stress levels. Consider taking a break from these sources if they are causing you stress.
 - Get help if you need it: If you are struggling with your mental health, know that you are not alone. There are many resources available, including employee assistance programs, mental health hotlines, and therapy services.
 - Remember, it's okay to not be okay, and seeking help is a sign of strength. Let's support each other and create a workplace culture that prioritizes mental health and well-being.



Mental Health Awareness Month

- EAP Contact Information

Optum

1.855.HERE4TN



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

- Remember 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

- Effective July 1, 2023, the State of TN will match \$1 for every \$1 contributed by the employee, up to \$100 per month for an employee contribution of \$100. Please note that to receive the maximum match of \$100, the employee must contribute \$100 (instead of the current \$50).
- Employees who currently contribute less than \$100 per month will need to increase their contributions to \$100 in order to receive the maximum match.
- To update your contribution, you must access your online RetireReady account at <https://retirereadytn.empower-retirement.com>.

Announcements & Deadlines

- Labor Redistributions: Effective September 1st will be completed by the Department. (More information will be distributed this summer.)

Announcements & Deadlines

- FY23 year-end deadlines from Accounting and Procurement are available online at <https://www.memphis.edu/accounting/yearend.php>.

Announcements & Deadlines

- The Business & Finance Web server will be decommissioned this summer. This will affect the following:
 - Finance Program Guide (will require login or VPN to access)
 - HR Program Guide (will require login or VPN to access)
 - Learning Curve
 - Various B&F Web forms
- The above web apps & forms will be moved to new locations and redirects will be put in place. Some may look different after moving.
- This refers to any URL starting with **bf.memphis.edu**.

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

Announcements & Deadlines

- Records inventory certifications are due by May 31 and training is available in [Learning Curve](#). The next training date is May 18 at 10am.

Announcements & Deadlines

Next Effective Search Committee training:

- June 8, 10am
- Sign up in [Learning Curve!](#)

Announcements & Deadlines

Upcoming E-Contract Trainings (AD178):

- Part-Time Faculty: June 26, 2pm
- Extra Compensation: June 26, 3pm
- Student Employment: June 27, 2pm
- Temporary Employees: June 27, 3pm
- Graduate Assistants: June 29, 2pm

Sign up in [Learning Curve!](#)

Announcements & Deadlines

Next WorkforUM training:

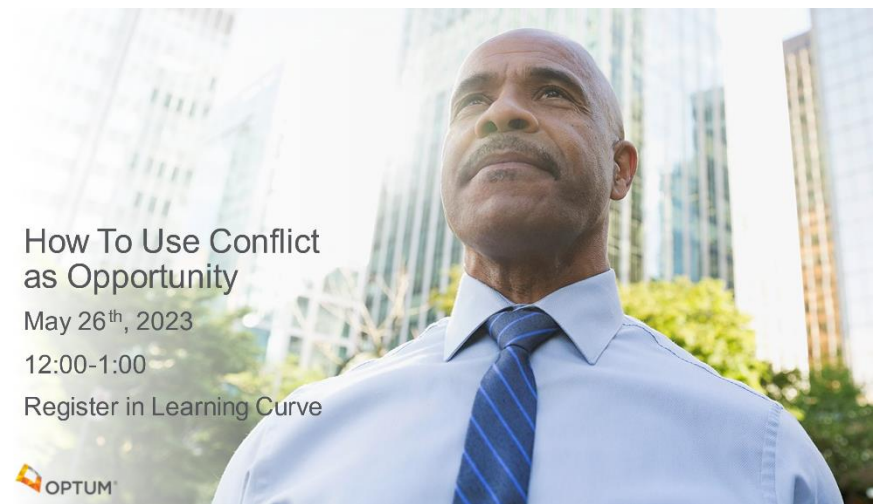
- July 26, 1:30pm
- Sign up in [Learning Curve](#)!

Announcements & Deadlines

Professional Development Series:

These 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 Use Conflict as Opportunity (May 26)



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

June 20, 2023 @ 2:30pm

Meeting Location: Manning Hall Auditorium

Website: memphis.edu/focus