

An aerial photograph of a large university campus at sunset. The sky is filled with vibrant orange, pink, and purple clouds. The campus features numerous brick buildings, green lawns, and a prominent tall brick tower in the center. A road and a bridge are visible in the lower right corner.

Welcome to Focus on Finance & HR!

June 15, 2021



Agenda

- Public Safety Update
- Electronic Offer Letters for Faculty in WorkforUM
- Year End Close
- Announcements & Deadlines



PUBLIC SAFETY UPDATE

Derek Myers
Interim Chief of Police



Police Dispatcher (Emergency) 901-678-4357
Regular Business and Investigations 901-678-3848

Tiger Patrol (Personal Escort) 901-678-4663
Victim Services 901-678-4471

www.memphis.edu/police
police@memphis.edu



LiveSafe – Two-way direct text communication with police dispatch for students

Annual Security & Fire report:

www.memphis.edu/police/pdf/annualecurityfire.pdf

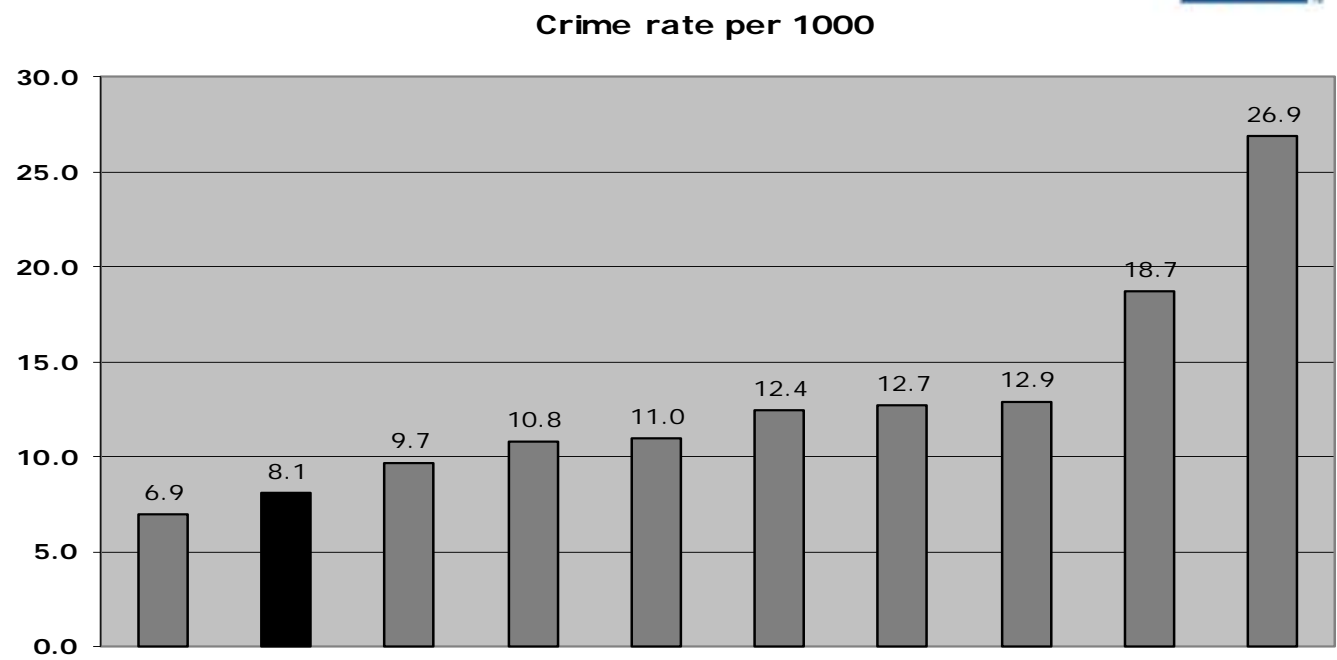
All statistics for every jurisdiction and institution in the state: <https://crimeinsight.tbi.tn.gov/>



We annually compare Tennessee Bureau of Investigation (TBI) statistics for ALL reported incidents with the following schools, which have more than 5,000 students and a campus police department.

APSU in Clarksville, ETSU in Johnson City, MTSU in Murfreesboro, TN Tech in Cookeville, University of Memphis, UT – Knoxville, UT – Martin, UT – Chattanooga, TN State U in Nashville, and Vanderbilt in Nashville.

Our incident rate in 2020 was 8.1 per 1000 campus population.



Faculty & Staff Role and Resources



Things to Know and Actions to Take



- *LiveSafe*: enroll and encourage students to enroll.



- Crisis Management resources:
<http://www.memphis.edu/crisis/>



- Behavioral Intervention Team, Campus Police Department, Crisis Management Team.

Faculty & Staff Role and Resources



- Include a classroom and building orientation as part of introduction at events/classes. *Discuss your plan.*
- Note on syllabi: <http://www.memphis.edu/crisis/> just as you would note the Inclement Weather hotline (678-0888). *Highlight resources.*
- Classroom placards developed by Seminar in Emergency Management students in cooperation with Crisis Management Team, Provost's Office, and Physical Plant. *Updated resources.*



University of Memphis

EMERGENCY ACTION PLANS



YOU ARE HERE _____

FIRE



Pull
Alarm If You Can



Crawl
To Avoid Smoke



Exit
Building

DO NOT USE ELEVATOR

EARTHQUAKE



DROP
To the Floor



COVER
Protect Your Head



HOLD ON
Until Shaking Stops

TORNADO



GO
To Lowest Floor/Interior Hall



AVOID
Windows and Doors



WAIT
For the All Clear

ACTIVE THREAT



RUN
Try to Escape



HIDE
Lock/Block Door and
Do Not Cluster



FIGHT
As a Last Resort

DO NOT PULL FIRE ALARMS

Sign Up for
LiveSafe

memphis.edu/police

UofM Crisis
Management

memphis.edu/crisis

Tiger Escort

901.678.4663 or
[memphis.edu/police/
tigerescort](https://memphis.edu/police/tigerescort)

Follow Us

 
[@UofMemphis](https://twitter.com/UofMemphis)

ON-CAMPUS EMERGENCY CALL:
901.678.HELP(4357)

**OFF-CAMPUS
CALL: 911**

Brought to you by the Crisis
Management Team and EMGT 3100.



ELECTRONIC OFFER LETTERS FOR FACULTY IN WORKFORUM

Danny Linton
Associate Director, Human Resources

Electronic Offer Letters for Faculty in WorkforUM



- As of August 2020, all offer letters sent to faculty are handled electronically within WorkforUM.
- An “Offer Letter” tab now appears on the candidate’s hiring proposal.
- The department level, the dean level, and the Provost level all can edit this letter.

Electronic Offer Letters for Faculty in WorkforUM



Departments/deans will have 19 choices of potential letters to be created:

- Tenure Track Offer Letter
- One Year Offer Letter
- Lambuth One Year Offer Letter
- Post-Doctoral Fellow Offer Letter
- Clinical Faculty Offer Letter
- Grant-Funded Tenure Track Offer Letter
- Grant-Funded One Year Offer Letter
- Grant-Funded Lambuth One Year Offer Letter
- Grant-Funded Post-Doctoral Fellow Offer Letter
- Grant-Funded Clinical Faculty Offer Letter
- Campus School Offer Letter
- Middle School Offer Letter
- Lipman ELRC Offer Letter
- University Libraries Offer Letter Template
- Grant-Funded University Libraries Offer Letter
- Instructor Coordinator Offer Letter
- Research Faculty Offer Letter
- Grant-Funded Research Faculty Offer Letter
- Chair Offer Letter

Electronic Offer Letters for Faculty in WorkforUM



- Templates only provide a rough draft of the letter; you will need to fine tune the text to make sure it reflects what needs to be stated.
- Certain fields from the hiring proposal, such as salary, are automatically populated into the letter.
- Traditional signatures from the hiring authority are NOT needed.
- Once the wording of the letter has been finalized, Academic Affairs will send the final version to the candidate, who may either accept or decline.
- All parties will be notified when a response from the candidate has been received.

Appointment Form (Hiring Proposal): Daniel Linton (Full-Time Faculty & Aca

Current Status: Hiring Proposal Approved/Position Seated

Position Type: **Full-Time Faculty & Academic Executive**

Office: **Loewenberg College of Nursing (265000)**

Applicant: [Daniel Linton](#)

Posting: [Loewenberg Chair of Excellence/Director for Nursing Research](#)

Position: [Loewenberg Chair of Excellence/Director for Nursing Research](#)

Created by: **Daniel Linton**

Owner: **HR**

[Summary](#)

[History](#)

[Offer Letter](#)

Status: Offer Letter Completed



May 14, 2020

Daniel Linton
417 S Main St Apt 102
Memphis, TN 38103

Dr. Linton:

I am very pleased to offer you a tenure-track appointment as a(n) Assistant Professor in the Department of Loewenberg College of Nursing at the University of Memphis. The appointment will commence on 08/17/2020. Your compensation package will include a 9-month base salary (institutional base pay) of \$50,000 for the fall and spring semesters (to be paid in twelve monthly payments, in accordance to the University of Memphis policy [BF4019](#), with the first monthly payment at the end of September).

The research compensation program may allow faculty to supplement their 9-month institutional base pay upon successful solicitation of external grants and contracts. This compensation would come from the salary recovery received by your department as the result of your externally funded research program.

Electronic Offer Letters for Faculty in WorkforUM



- Remember, for all regular faculty hires, all letters will be electronic in WorkforUM and YOU WILL NOT SEND A PAPER LETTER IN THE US MAIL.
- These letters may be used for staff hires in the future, but they would be created at the HR step, not within the departments.

Questions?



Year End Close

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- accounting@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

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- accounting@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



ANNOUNCEMENTS & DEADLINES

Announcements & Deadlines



- Welcome to all first-time attendees at Focus on Finance & HR!

Announcements & Deadlines



- Procurement will start accepting FY22 Purchases and Contracts with effective date of July 1, 2021, and after on June 18, 2021.
- Submit FY22 Requisitions by adding July 01, 2021, to Accounting Date box under Billing Options section.



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



- 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

- Regular employees will receive a one-time payment equivalent to 1% of their January 1, 2021 annual salary on their June 2021 paychecks.
- This applies to regular faculty & staff who were employed as of October 1, 2020, and who remain continuously employed until the date of payment.

Announcements & Deadlines

- Effective July 1, 2021, employees will receive a 2% across-the-board increase on their June 30 annual salary, plus a \$600 across-the-board flat amount added to their base annual salary.
- This applies to regular faculty & staff who were hired on or before January 11, 2021 (the beginning of the Spring 2021 semester), and who remain continuously employed until the date of payment.



Announcements & Deadlines

- Part-time faculty members will receive 3% more than their previous salaries, based on the rates paid within each college or school.
- That makes the minimum rate of pay \$775 per credit hour, or \$2,325 for a 3-hour course.
- This begins with Fall 2021 appointments.

Announcements & Deadlines

- If your department is reappointing a temporary employee, be sure that the temp accepts his/her new appointment e-contract BEFORE the current position ends.
- HR is finding an issue with temps not accepting reappointments before their e-mail address is deactivated when the initial assignment ends.

Announcements & Deadlines



- Extra Compensation Policy

Announcements & Deadlines



From Mail Services:

- FedEx, UPS, DHL and Staples deliveries will go directly to the departments starting July 1, 2021.
- USPS deliveries will go back to normal delivery and pickup locations starting August 2, 2021.

Announcements & Deadlines



- As we prepare for our return to campus on July 1, 2021, all staff will be asked to complete an online training session targeting improved student service. It has never been more essential to provide high quality support and service consistent with our core mission – student success – than when we welcome students back to campus for the upcoming fall semester.
- Employees who have high levels of contact with students will participate in the first round of training and should have already received an e-mail. All other staff will be contacted after July 1.
- The training has been developed in an online format that can be take at your convenience, but completion will be tracked and reported to area leaders.
- This initiative is being spearheaded by the Division of Student Academic Success and the Division of Business and Finance.

Announcements & Deadlines



- A process improvement team has been convened to examine job postings for student worker positions on campus.
- While no final decisions have been made, the team is strongly considering using Career Services' Handshake site to post both generic and specific student worker postings.
- Students would need to apply in Handshake before being appointed via e-contract.
- Look for more information to be communicated over the summer as we prepare for a potential Fall 2021 rollout.



Announcements & Deadlines

- The Annual Benefits Open Enrollment Period will be **October 1-15, 2021.**
- Stay tuned for upcoming information about the Benefits Fair, informational sessions, etc. coming in September.



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

- Part-time faculty and graduate assistant e-contracts for credit instruction should now use service dates 21 days before the start of classes and 21 days after the end of classes.
- PTF e-contracts populate these dates automatically, but GA e-contracts do not, so please keep this in mind as you enter your fall contracts.



Announcements & Deadlines

June 2021 Payroll Training

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



Announcements & Deadlines

- The Graduate School will be providing two training opportunities on the new Graduate Scholarship form as well as GA eContract elements relevant for the coming academic year.
- The content in each training session will include material provided at last month's Focus and Finance meeting along with Q&A.
- Session #1: Thursday, June 17, 2:30-3:30pm via [Zoom](#)
- Session #2: Monday, June 21, 10-11am via [Zoom](#)



Announcements & Deadlines

June E-Contract IN PERSON trainings:

- Part-Time Faculty: June 21, 2pm, AD178
- Temporary Employees: June 21, 3pm, AD178
- Graduate Assistants: June 22, 2pm, AD178
- Student Workers: June 23, 2pm, AD178
- Extra Compensation: June 23, 3pm, AD178
- Sign up in [Learning Curve](#)!



Announcements & Deadlines

- WorkforUM Training
July 28 at 9:30am (via Zoom)
Sign up in [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 a university campus during sunset. The sky is filled with vibrant orange, pink, and purple clouds. 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 text "NEXT MEETING" is overlaid in large, white, bold, sans-serif capital letters in the upper half of the image.

NEXT MEETING

September 2021

An aerial photograph of the University of Memphis campus during sunset. The sky is filled with vibrant orange, pink, and purple clouds. The campus features several large, multi-story brick buildings, a prominent clock tower, and numerous green lawns and trees. A bridge is visible in the lower right corner.

THANK YOU FOR ATTENDING!

memphis.edu/focus