



FOCUS ON FINANCE & HR

June 20, 2023

Agenda

- Handling Accidents in University Vehicles
- Mold Awareness
- Labor / Salary Redistribution
- IT Security Updates
- Announcements and Deadlines



Handling Accidents in University Vehicles

Bobby Clark

Handling Accidents in University Vehicles

- History/Issues
- Where we are right now
- What is coming in the near future
- Where we are going in the next few years

Handling Accidents in University Vehicles

Historic Issues

- Reporting of Accidents- Not done in a timely manner (24-hour window)
- No official process
- No understanding of difference between university vehicles vs. driving personal vehicles
- No vetting of employees to ensure licensure after onboarding

Handling Accidents in University Vehicles

Current Process

- If you are in an accident:
 - Call 911 if there is a medical emergency. Emergency medical care is the first priority.
 - Call the police to report the accident. Make sure to note you are a University of Memphis employee so that UMPD is notified.
 - Do not leave the scene of the accident without talking with the state adjuster! Call Corvel (855-253-0629) to report the accident. This must be done within 24 hours of the accident!
 - Take photos of the incident (both vehicles). Include license plates, insurance information, parking situation and any notable unrelated damages.
 - Determine where the vehicle you were driving is going (impound, body shop, etc.).
 - Do not admit fault or promise any type of coverage or reimbursement.
 - Call your supervisor to report the incident.
- Supervisors: ensure reporting to risk management as soon as possible within the same day.
- If you strike an unattended vehicle with a state vehicle, fill out and leave the damage notification card along with following the above steps.
- If you are injured in the accident, don't forget to complete a workers compensation claim!

Handling Accidents in University Vehicles

Current Process

What information does the state need?

- Incident date, time, and location
- State driver's name, phone number, and email
- Any other driver's name, phone number, and email
- Vehicle info. for all vehicles, including license plate # and/or VIN
- Supervisor's name and contact information
- Confirm if any injuries/fatalities occurred

Handling Accidents in University Vehicles

Current Process

Personal Vehicles

- Recommend using Enterprise when possible
- Make sure to have a documentation chain
- Do not mix personal with work duties!

Handling Accidents in University Vehicles

Near future

- There will be a form similar to the one used for injury reporting.
- There will be website dedicated to vehicle accidents (there is one existing, but it is not up to date).
- There will be a mechanism for ensuring people who drive for the university carry a valid driver's license.
- There will be robust explanation on the limitations of insurance coverage when using a personal vehicle.

Handling Accidents in University Vehicles

In the coming years...

- Required driver safety training. 8-hour course that all employees that drive for the university would be required to attend once. After that, a 4-hour refresher every three years.
- Database maintained of licensed drivers.
- Accident review board to determine if at-fault accidents can be charged to the department or even the individual if grossly negligent (repeated incidences, for example).

Handling Accidents in University Vehicles

QUESTIONS?



Mold Awareness

Bobby Clark

Mold Awareness

- What is mold?
- What are the conditions needed for mold growth?
- What can mold do to you?
- What do you do if you see mold?
- Examples

Mold Awareness

What is mold?

- Mold is a fungus. Fungi is a group of organisms that decompose organic material.
- Mold reproduces by making spores that get into the air and spread. Spores are similar to plant seeds.
- Mold occurs naturally and is always present both indoors and outdoors.
- Mold is not a problem unless it starts growing in high numbers indoors. The right conditions must be present for mold to grow.

Mold Awareness

What conditions are required for mold to grow?

- Moisture
 - Condensation from cool, humid conditions inside
 - Plumbing leaks
 - Roof leaks
 - Flooding
- Nutrients
 - Organic materials such as paints, drywall, wood, paper
 - If found growing on other surfaces (such as metal) it is probably because the surface is dirty

Mold Awareness

What can mold do to you?

- Cause or exacerbate allergies
 - Itchy, watery eyes
 - Headaches
 - Sneezing
 - Skin rash
- Aggravate asthma symptoms
- Reduce immune system effectiveness
- Cause opportunistic infections in people with repressed immune systems

Mold Awareness

Toxic black mold

- Not all black mold is “toxic”.
- Once species is particularly toxic, *Stachybotrys chartarum*.
- Normally not found unless there is a large amount of mold.
- Cannot be identified by eye.



Mold Awareness

What do you do if you see mold?

- If it is a very small spot, you can clean it. Bleach (1:10 dilution) or any fungicide will work. Leave the spot covered with cleaner for 10 minutes or use a disinfectant wipe multiple times.
- If it is on just a small item that can be disposed of, wet it and take it out to the dumpster.
- If you do not feel comfortable in either of those situations or if it is a larger spot or item, put in a work order to have the mold addressed. Copy the work order number and paste it into an email to EHS and to the zone leader over your location (or ask whoever in your department handles items like this).
- If you notice a large amount of mold, contact EHS immediately!
- Air and surface sampling is at the discretion of EHS. If you wish to have sampling done even after EHS has said it is not required, we will still do the testing at the expense of the requesting department (just lab analysis and shipping, no charge for labor).



Mold Awareness

QUESTIONS?



Banner Labor/Salary Redistributions

Terrice Watson

What are Labor Redistributions?

- Labor Redistributions are defined as re-allocations of labor expense.
- The purpose of a Labor Redistribution is to change or correct the labor distribution on salary and wages previously paid to an employee within the current fiscal year using Banner Employee Self-Service.
- Benefits tied to salary and wages will also be redistributed.
- **NOTE:** It cannot be used to change an employee's labor for future payrolls. (New form – Job Labor Change Request)

Why are Labor Redistributions Needed?

- Typographical error made on appointment for employees.
- Errors when loading job FOAPAL.
- Change in grant award start or end date.
- Add a new grant award.
- Salary reallocation based on effort.
- Effort listed on the award budget is incorrect.

What cannot be changed?

- Position number.
- Earnings code.
- Payroll ID.
- Pool Positions and non-benefit eligible positions will not be eligible; these positions should be handled through adjustment timesheet. (i.e. Temporary, Student Worker & Graduate Assistants.)

Accessing the Labor Redistribution

- Login to the mymemphis.edu portal.
- Click on the Employee tab.
- In the Banner Employee Dashboard channel, click on the Employee Portal link.
- Click on Labor Redistribution under 'My Activities' right side of page.



Accessing the Labor Redistribution

- The Advanced Search screen will pop up. Select close.

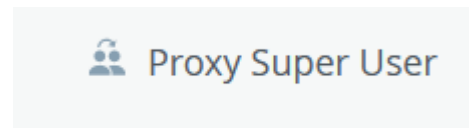
[Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#)

Person Search Proxy Super User Advanced Search

Advanced Search ×

ID <input type="text" value="Enter ID"/>	Last Name <input type="text" value="Enter Last Name"/>	First Name <input type="text" value="Enter First Name"/>	Pay ID <input type="text" value="Enter Pay ID"/>	From Pay Year <input type="text" value="Enter From Pay Year"/>
From Pay Number <input type="text" value="Enter From Pay Number"/>	To Pay Year <input type="text" value="Enter To Pay Year"/>	To Pay Number <input type="text" value="Enter To Pay Number"/>	Disposition <input type="text" value="Select a Disposition"/>	

- Select Proxy as a Super User.



Labor Redistribution – Act as a Superuser

- Select the Act as a Superuser checkbox.
- Select the Employee Name.
(Chair/Department Head/Dean)
- Then Select Navigate to Labor Redistribution Application icon.

Navigate to Labor Redistribution application

Proxy or Superuser
Application Selection
Labor Redistribution
Act as a Superuser
<input checked="" type="checkbox"/> Act as a Superuser
Act as a Proxy for
Self-Watson, Terrice E. - [Chief Financial Officer]
Existing Proxies
Add a new proxy
Employee Name - [Home Organization]
<input type="checkbox"/> Becker, Deborah A. - [Financial Planning]
<input checked="" type="checkbox"/> Kurapati, Raajkumar - [Chief Financial Officer]

Selecting Labor Redistribution Record

- Enter the U#, Pay ID (MN), From Year, From Pay Number, To Pay Year, To Pay Number and Select Go.

[Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#)

Person Search Proxy Super User [Advanced Search](#)

Advanced Search x

ID <input style="width: 90%;" type="text" value="Enter ID"/>	Last Name <input style="width: 90%;" type="text" value="Enter Last Name"/>	First Name <input style="width: 90%;" type="text" value="Enter First Name"/>	Pay ID <input style="width: 90%;" type="text" value="Enter Pay ID"/>	From Pay Year <input style="width: 90%;" type="text" value="Enter From Pay Year"/>
From Pay Number <input style="width: 90%;" type="text" value="Enter From Pay Number"/>	To Pay Year <input style="width: 90%;" type="text" value="Enter To Pay Year"/>	To Pay Number <input style="width: 90%;" type="text" value="Enter To Pay Number"/>	Disposition <input style="width: 90%;" type="text" value="Select a Disposition"/>	

Employee Labor Redistribution

- Select the Pay ID to adjust and then Select Open.

Additional Criteria Find Replace **Open**

Person Search Results

Select	Batch ID	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	2023	MN	1	0	70, Complete
<input type="checkbox"/>	[REDACTED]	[REDACTED]	2023	MN	2	0	70, Complete
<input type="checkbox"/>	[REDACTED]	[REDACTED]	2023	MN	3	0	70, Complete

- Select the Edit Icon.



Updating Labor Redistribution

- Select the Change All Check Box.

Update Distributions ×

COA: Posting Date: Change All

	Index	Fund*	Orgn*	Account*	Program*	Hours	Percent	Amount
▼	[REDACTED]	[REDACTED]	[REDACTED]	61610	[REDACTED]	162.50	100.00%	[REDACTED]
Current Summary :		Hours: 162.50	Percentage: 100%	Amount: [REDACTED]	Updated :	Hours: 162.50	Percentage: 100.00%	Amount: [REDACTED]

- Select the Add Line Icon, to begin entering changes.

Updating Labor Redistribution

- Enter and select all required changes.

Index	Fund *	Orgn *	Account *	Program *	Hours	Percent	Amount
<input type="text" value="Enter Index Code"/>	<input type="text" value="Enter Fund Code"/>	<input type="text" value="Enter Organization Code"/>	<input type="text" value="Enter Account Code"/>	<input type="text" value="Enter Program Code"/>	0	0	0
Activity	Location	Project	Cost				
<input type="text" value="Enter Activity Code"/>	<input type="text" value="Enter Location Code"/>	<input type="text" value="Enter Project Code"/>	<input type="text" value="Enter Cost Code"/>				

- Select the Round Icon.

- Select the OK Changes Icon.

- Select Save, then Select Submit.

Research Administration Post-Award

- Grants Accounting will review transactions throughout the day to complete final approval.
- You may also email your Accountant to let them know you have processed Labor Redistributions and they are ready for review and approval.
- **Two New Forms** –
 - Effort Reset Request – Used after the PI has certified and changes are required.
 - Job Labor Change Request – Used to change future payroll distributions.

Banner Labor/Salary Redistributions

QUESTIONS?



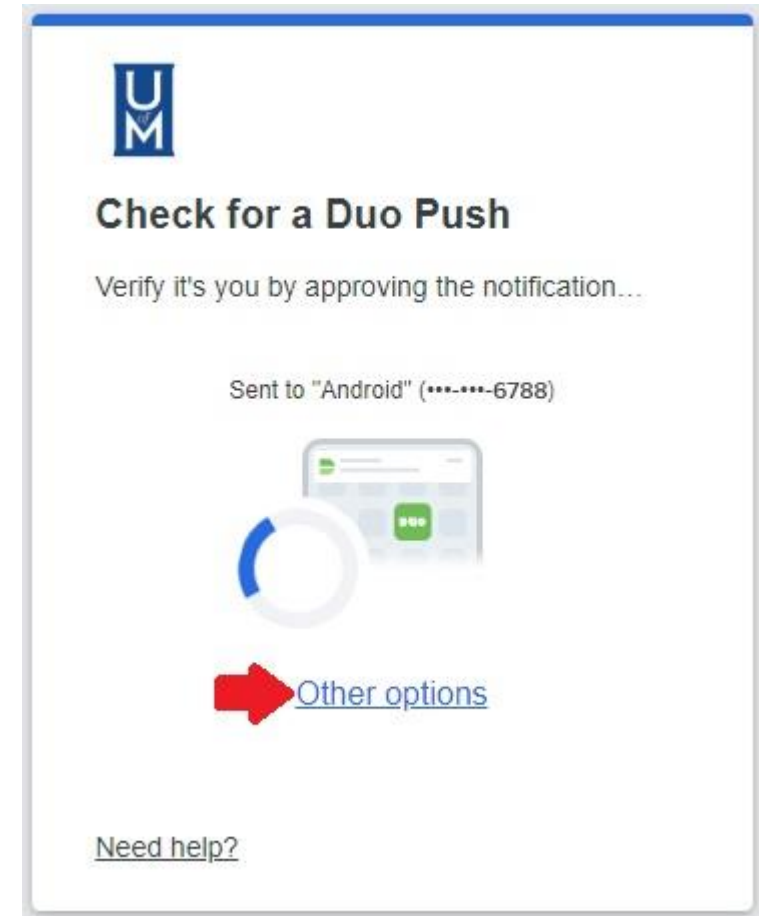
IT Security Updates

Jarrold B. Taylor

IT Security Comm. Coordinator

IT Security Updates

- Duo phone call authentication ends July 5
- Other options:
 - Mobile app (Recommended)
 - Token device
 - Text (SMS)
- Add new devices via Duo or at <https://iam.memphis.edu>



IT Security Updates

- Gramm-Leach-Bliley Act training (approx. 15 min)
- For select departments:
 - USBS (Bursar)
 - Registrar
 - Financial Aid
 - ITS
 - HR
 - Payroll
 - Admissions
 - Advancement
- New hires beginning July 1; Everyone else during regular training period

IT Security Updates

QUESTIONS?

Jarrold B. Taylor

IT Security Communications Coordinator

jarrod.taylor@memphis.edu



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

- New HR Employees
- Corey Shannon, Sr. HR Business Partner
- Skylar Bloom, HR Data Management Associate
- Kierston Scruggs, MPLOY Summer Intern

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

We're Getting a Raise!

- A 3% across-the-board salary increase has been approved for University employees, effective July 1, 2023.
- To qualify, employees must have been employed as of January 10, 2023.
- For non-exempt employees, the first biweekly check received in FY24 (on July 7) is still paying out the final days of the old rate of pay. The July 21 check will be the one reflecting the raise.
- The minimum salary rate for all part-time faculty (even new PTF) will increase to \$821 per credit hour, starting with the Fall 2023 semester. Departments already paying more than the minimum should adjust their rates by 3% accordingly.
- Not included in this increase are temporary employees, student workers and graduate assistants.

Announcements & Deadlines

Holiday Reminders:

- Remember that the UofM is closed Monday, July 3 and Tuesday, July 4 for Independence Day this year.
- Yesterday's day off for Juneteenth is a standing University holiday going forward. It will be included each year on the Holiday listing at [memphis.edu/hr/holidays.php](https://www.memphis.edu/hr/holidays.php).

Announcements & Deadlines

Payroll Schedules for 2023-24 have been added to the Payroll website.

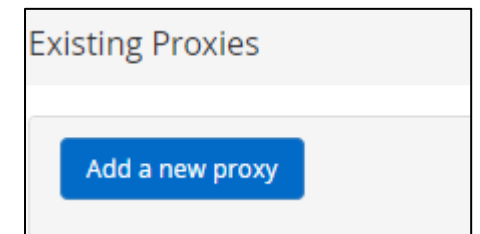
- <https://www.memphis.edu/payroll/biweekly24.php>
- <https://www.memphis.edu/payroll/monthly24.php>

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> or call 1-855-756-4738.

Announcements & Deadlines

- The Banner 8 version of Web Time Entry will be removed from the MyMemphis portal on or around July 17, 2023. Use the new Banner 9 version (under the Employee Portal link) after that.
- Need help with the new look of Web Time Entry? Help guides are available in the [HR Program Guide](#). You may also watch recordings of past demos at [Focus on Finance & HR](#).
- Additionally, you may notice a link to “Add a new proxy” on the Proxy Superuser screen. This should NOT be used, but we are unable to disable it. If you need to add a proxy, use the standard systems access request form [online](#).



Announcements & Deadlines

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

Announcements & Deadlines

- Everbridge is a new safety app that the University is implementing, replacing LiveSafe. Go to your App Store or Google Play to download the new app. You will receive e-mail notices at your campus address even if you don't download the app.
- More info is available at memphis.edu/police/everbridge.php.

Announcements & Deadlines

- The Business & Finance Web server has been officially decommissioned! All of the following have now been relocated:
 - Finance Program Guide (now requires login)
 - HR Program Guide (now requires login)
 - Learning Curve
 - Various B&F Web forms
- Redirects have been put in place. Some sites 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

- 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

Temporary Employee E-Contract Update:

- Beginning with the new fiscal year, there is now only one [fringe rate](#) for temporary employees.
- On e-contracts, you will now only use the standard TH position number for all temps (except one-time pays).
- The use of the TE e-class is being phased out as its final assignments reach their conclusions.
- Temps who have become benefits eligible will have that noted on PEAEMPL under their Benefit Category.

Announcements & Deadlines

After researching best practices and to further improve our efficiencies with the recruitment process the following changes will be effective July 1st:

- During the request to fill stage, departments can decide to assess their own applicant pools, or have HR assess them. Workflows and an online training will be available for departments choosing to assess their pools.
- Offer letters will replace employment contracts for new staff hires and/or reappointments. We will continue to evaluate our recruitment process for other best practices and ways to improve our time to fill.

Announcements & Deadlines

- The State of Tennessee's Nepotism Policy is being strengthened as of July 1, 2023. Any state employee who knowingly or intentionally violates §8-31-103, and thereafter willfully fails or refuses to remove or remedy the violation as provided by §8-31-104, commits a Class A misdemeanor.
- It is vital that Human Resources be made aware of any major familial relationships between employees. HR is working to document such relationships that exist on campus.
- No direct or indirect lines of reporting can exist for these employees.
- The UofM will be updating its Nepotism policy to reflect the changes from the State. Once this policy has been updated, this topic will be presented again at a future meeting.

Announcements & Deadlines

- The State of Tennessee has passed new legislation that will now allow for the use of the University's Sick Leave Bank toward the care of the serious illness of a minor (<18) child.
- Human Resources is working to update the policy and procedures to reflect this change.

Announcements & Deadlines

Next Effective Search Committees training:

- July 13, 10am
- Sign up in [Learning Curve!](#)

Announcements & Deadlines

Upcoming E-Contract Trainings (ML225):

- Graduate Assistants: June 26, 10am
- Part-Time Faculty: June 26, 2pm
- Extra Compensation: June 26, 3pm
- Student Employment: June 27, 2pm
- Temporary Employees: June 27, 3pm

Sign up in [Learning Curve](#)!

Announcements & Deadlines

Next WorkforUM training:

- July 26, 1:30pm in ML225
- Sign up in [Learning Curve!](#)

Announcements & Deadlines

HR Data Management has moved!

Form I-9 Information:

- Appointments not needed during regular business hours.
- Visit 178 Administration Building, M-F 8-4:30.
- Questions? i9@memphis.edu



THANK YOU FOR ATTENDING!

See you in September!

Website: memphis.edu/focus