

FOCUS ON FINANCE & HR



IMPORTANT REMINDER

- Please share this presentation's information with your departments!
- **SPREAD THE WORD!**
If this information goes no further than you, then these meetings will not achieve their stated purpose.



AGENDA

- Benefits Open Enrollment Period
- New Method for Designating Unpaid Compensation Beneficiaries
- Banner 9 Finance SSB
- Announcements & Deadlines

Benefits Open Enrollment Period



Suprena Gear, Employee Benefits Specialist

Benefits Open Enrollment Period

- Open Enrollment October 1-13 for active employees (October 1-31 for retirees)
- HR Open Enrollment info website [online now](#)
- Benefits Fairs:
 - Main Campus: October 3rd from 10-2 at the UC Ballroom
 - Lambuth Campus: October 4th 11-2 at the VJ Wisdom Parlor
- Flu shots will be offered at the Main Campus Benefits Fair (UC Iris Room)
- 6 informational sessions via Zoom

Benefits Open Enrollment Period

- Health insurance premiums will increase by an average of 5% for active employees. Premium increases will vary depending on the health plan, network and tier you choose.
- Important! BlueCross BlueShield and Cigna will remain the health insurance carriers. The four provider network options will remain the same: BlueCross Network S, BlueCross Network P, Cigna LocalPlus and Cigna Open Access Plus. For the BlueCross Network P and Cigna Open Access Plus networks, the additional cost to your premium will increase by \$10 or \$20 per month depending on the tier in which you're enrolled. There continues to be no additional cost above the premium for the BlueCross Network S or Cigna LocalPlus networks. Go to the Health Benefits section for details on plans and network options.
- Starting Jan. 1, 2024, Sharecare will be the new wellness program vendor. Go to the Health Benefits section for more information.

Benefits Open Enrollment Period

- While health premiums are increasing, there will be no increases to deductibles, copays or coinsurance.
- **SMILE!** The state will now pay 50% of dental insurance premiums. If enrolled, this change will automatically occur in Edison.
- The state will pay 100% of the premiums for employee long-term disability insurance. Employees using this benefit will receive 63% of their monthly salary, up to \$10K per month, after a 90-day waiting period. All employees not currently receiving long-term disability claim benefits will be automatically enrolled in this product.
- The state will pay 100% of the premiums for employee basic term life/basic accidental death and dismemberment insurance. Designated beneficiaries will receive 1X the employee's base annual salary rounded to the next highest thousand (\$50K minimum except when reduced at age milestones/\$250K maximum). This change will automatically occur in Edison.

Benefits Open Enrollment Period

- **Important!** Life insurance benefits are changing. Dependent basic term life/basic accidental death and dismemberment insurance coverage is ending. You may be able to enroll your dependents in voluntary term life insurance and/or voluntary AD&D. There are also changes to voluntary term life insurance options for employees and dependents. Go to the Additional Benefits section for details.
- Medical flexible spending account and limited purpose FSA contribution and carryover amounts are changing for 2024. Go to the Additional Benefits section.

Benefits Open Enrollment Period

- The Health Saving Account for enrolled CDHP members will remain at \$500 (employee tier) and \$1,000 (all other family tiers). HSA IRS maximum contributions are increasing to \$4,150 for employee only and \$8,300 for all other family tiers. Members 55+ can add \$1,000 more each year. The limits include the \$500 or \$1,000 wellness incentive.
- FSA - Medical Flexible spending account annual limit will increase to \$3,050; You can carry over \$610 at the end of 2024.
- Limited-purpose annual limit will increase to \$3,050; You can carryover \$610 at the end of 2024.

Benefits Open Enrollment Period

- Vision vendor will remain EyeMed for 2024; premiums and benefits will also remain the same.
- Dental vendors will remain the same; Cigna Pre-paid premium will increase by 2.5% and Delta Dental premium will increase by 1%.
- Optum Health will remain our Employee Assistance Program carrier.
- Long-Term Disability – New carrier will be MetLife, which is the same carrier for short-term disability.

Benefits Open Enrollment Period

Basic Term Life / Accidental Death & Dismemberment (AD&D) Insurance

- **New in 2024!** The state will pay 100% of the premiums for employee basic term life/basic accidental death and dismemberment insurance. Basic term life: New in 2024! Designated beneficiaries will receive 1X the employee's base annual salary rounded to the next highest thousand (\$50K minimum/\$250K maximum, except when reduced at age milestones). You may opt to decrease your coverage to \$50,000 to avoid imputed income, as outlined in IRS publication 15B. Basic AD&D: Employee coverage will be 1X basic term life insurance coverage.

Benefits Open Enrollment Period

- **Important!** Dependent basic term life/basic AD&D coverage will end after Dec. 31, 2023. You may be able to enroll your dependents in voluntary term life and/or voluntary AD&D insurance. See voluntary term life and voluntary AD&D sections for more information.
- Spouses losing the \$3,000 of basic term life coverage can choose to enroll for voluntary spouse term life in the amount of \$5,000 without answering health questions (guaranteed issue). Voluntary child term life insurance in the amount of \$5,000 or \$10,000 can also be added to an employee or spouse's voluntary term life certificate without answering health questions.
- Employees enrolled in voluntary AD&D insurance can add dependent coverage.

Benefits Open Enrollment Period

- You can buy voluntary AD&D insurance to give you and your family additional protection if you or your covered dependent's death or dismemberment is due to an accident. There are no coverage changes in 2024. Employee coverage is a choice of these five amounts: \$50,000, \$60,000, \$100,000, \$250,000 or \$500,000. Employees can change coverage values previously selected.
- Employees can add or drop dependents already enrolled. Dependent coverage amounts are a percentage of the employee's voluntary AD&D coverage amounts. The coverage tiers are spouse only (60%), spouse enrolled with child(ren) (40%), and child(ren) (10% per child).
- Enrolling in voluntary AD&D coverage never requires health questions. Premium rates for employees and dependents are staying the same in 2024. Premium rates are per \$1,000 of total coverage.

What Do I Need to Do?

- memphis.edu/edison
- Review current benefits using the [2024 Eligibility and Enrollment Guide](#)
- View the YouTube videos to learn more about your benefits at partnersforhealthtn.gov
- Visit the [HR Open Enrollment website](#) for information and [plan-by-plan instructions](#)
- If you do nothing, 2023 benefits will carry over to 2024 with changes as noted.

Benefits Open Enrollment Period

Questions?

Unpaid Compensation Beneficiaries



Danny Linton, Associate Director – HR

Designating a Beneficiary for Unpaid Compensation

- It is important to designate a beneficiary (or beneficiaries) to receive any unpaid compensation due to you from the University in the event of your death while actively employed.
- The University is providing a new convenient method for you to add, remove, or change your beneficiary via the MyMemphis portal.
- Keeping this information current is important so that your wishes may be followed should the situation arise.

Designating a Beneficiary for Unpaid Compensation

- It is imperative that you understand that the beneficiary or beneficiaries you designate for this task only apply to unpaid compensation due to you from the University of Memphis (such as salary, extra compensation, bonuses, etc.).
- These beneficiary designations **DO NOT** involve any life insurance, retirement plans, or other benefits offered through the State of Tennessee.
- In general, beneficiaries of state-level benefit programs are entered in the Edison system (accessible at [memphis.edu/edison](https://www.memphis.edu/edison)) or via the respective vendor's website, such as those for retirement plans.

Designating a Beneficiary for Unpaid Compensation

- You may have completed a paper or online version of the Unpaid Compensation Beneficiary form in the past, often as a document when you were a new hire.
- The designations made on any past documents will remain in place UNLESS you supersede them by completing the steps involved in this designation process, which will now be explained.

Designating a Beneficiary for Unpaid Compensation

- To designate a new beneficiary for your unpaid compensation online, you must complete a two-step process.
- **BOTH STEPS MUST BE COMPLETED IN ORDER FOR YOUR ENTRIES TO BE VALID.**

Step One

- First, go to the MyMemphis portal at <https://my.memphis.edu>.
- Click on the **Employee** tab and look for the **Banner Employee Dashboard** portlet. There you will find an **Employee Portal** link. Click that link to proceed.
- On the Employee Dashboard, look for a **Benefits** section and click to open that section. Then click the **Beneficiaries and Dependents** link to open that section.

Step One

- When you click the **Beneficiaries and Dependents** link, you may see names already listed. If this is your first time using this system to designate a beneficiary, these names are generally used for other purposes and will not be treated as unpaid compensation beneficiaries unless the Member Type column lists **Beneficiary** or **Both**.
- To add a new beneficiary, click the **Add a New Person** link near the bottom of the screen.

Step One

- Complete the form provided to designate your beneficiary. Repeat as needed.
- The **First Name**, **Last Name**, and **Relationship** fields are all required, but the more of the optional fields you can complete, the better.
- In order for the added individual to be treated as a beneficiary for Unpaid Compensation, you **MUST** choose **Beneficiary** or **Both** in the **Beneficiary or Dependent** dropdown box.
- Click the **Submit Changes** button at the bottom of the page to save your changes.

Step One

- To change a beneficiary's information, click the listed individual's name, and then enter any changes and submit at the bottom of the page.
- To remove any line item, click the listed individual's name, and then click the **Remove Beneficiary** checkbox near the bottom of the page.

Step Two

- Once you have listed your beneficiary (or beneficiaries), you will then need to click the **Coverage and Allocations Summary** link near the bottom of the table.
- On the next screen, scroll down to the UofM Payment Beneficiary line item and click the **Beneficiary Allocations Details** link.

Step Two

- On the next screen, list whether any beneficiaries are to be considered Primary or Contingent, and designate any applicable percentages you wish to put in place. Click the **Choose or Update** button when finished.
- These entries can be modified online at any time at your discretion.

Final Notes

- Both of those steps must be completed in their entirety in order for these designations to become valid.
- Keep in mind that any submissions through this online portal will supersede any prior designations made on paper, in an Onboarding checklist, or any prior or incomplete submissions through this online portal.
- Human Resources would like to thank you for keeping your designated beneficiaries for unpaid compensation up-to-date in accordance with your personal wishes.

Unpaid Compensation Beneficiaries



Questions?

Banner 9 Finance SSB



**Heidi Kendall, Director, Business and Finance Reporting
and Systems Initiatives**

Banner 9 Finance SSB

- **Banner 8 Finance SSB needs to be decommissioned**
 - Ellucian support will end March 2024, but it is preferred that we switch to Banner 9 prior to that date
- **Mostly the same functionality, but the feel will be like it is a new product**
- **We are limited in what we can change to the baseline product, so you may be seeing more options than what you may be used to**
 - This will make Banner 9 a bit more challenging initially, but the basic functionality is still there

Banner 9 Finance SSB

- New Banner 9 Finance Portlet is currently on the Finance tab in the portal

The screenshot shows a web portal interface. At the top, a dark blue header bar contains the word "FINANCE" in white. Below this is a navigation menu with several tabs: "myMemphis", "Home", "UofMOnline", "Employee", "Finance" (which is highlighted in a darker blue), "Workflow", and "Former Student". To the right of these tabs are icons for "umMail" and "iAM".

The main content area is divided into two columns. The left column is titled "Banner Finance Dashboard" and contains a link for "Banner Finance SSB" with the description: "Links to Finance Queries, Budget Transfers, Finance Document Approvals and Finance Document Views". The right column is titled "Banner Self Service" and contains a list of folders: "Banner Self-Service", "Personal Information", "Student", "Employee", and "Finance".

Banner 9 Finance SSB

Live Presentation

Banner 9 Finance SSB

Questions?

Announcements & Deadlines



Danny Linton, Associate Director – HR



Announcements & Deadlines

NEW INTERIM CHIEF FINANCIAL OFFICER

- **Greg DuBois**





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

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

- Reminders about proxy/superuser in Banner 9 WTE



Announcements & Deadlines

- **ACADEMIC DEPARTMENTS:** Please be sure to update all courses in Banner with an actual instructor's name and not "Staff."
- This data element will be a crucial one for the upcoming SACSCOC review, as it will be based on this academic year's data.



Announcements & Deadlines

- If you have employees who contract COVID-19, HR does not need to be notified at this time.
- The employee should stay home while testing positive and report sick leave as appropriate. Like any other illness, employees should notify their supervisor of the situation.
- HR encourages you to stay up-to-date with the latest safety guidelines on the CDC website.



Announcements & Deadlines

NEW GRANTS PROCESS:

- Grant-funded positions will now have end dates
- In the event a grant is extended, the department must submit a WorkforUM action (Request to Reclassify/Modify) to extend the position's end date
- Appropriate budget information must be included
- HR will review and submit to Grants & Contracts, who will then confirm the new end date
- Once the new end date is finalized, HR will notify the employee of the extension and update the end date in Banner



Announcements & Deadlines

PP WORQ SYSTEM OVERHAUL:

- Please note that in the coming weeks, Physical Plant will be shifting its WORQ System for work orders to point to a new interface (Archibus) and replacing its old technology (Mapper).
- The general reasons you would use the WORQ system are the same—to request work orders through PP and to check on their statuses.
- Billable work orders will route to approving authorities for approval before work begins.
- Screens may look different as you enter work orders, and overall they should result in a more user-friendly experience.



Announcements & Deadlines

KEY DATES: OCTOBER BUDGET

- **Revenue Projections: Due Friday, September 22, 2023**
 - Email with instructions will be sent out Friday, September 15, 2023
 - Financial Planning Office will be available for individual meetings Tuesday, Sep 19th and Wednesday, Sep 20th budget@memphis.edu
- **Expenditure Projections: Due Tuesday, September 26, 2023**
 - Email with instructions will be sent out Monday, September 18, 2023
 - Departments can process Online Budget Documents until Tuesday, October 3, 2023
- **Position Budget Revisions: Due Monday, September 25, 2023**
 - Current & Base Budget Revisions to be included in Fall Budget
- **Capital/R&R/Facility Projects: Due Tuesday, September 26, 2023**



Announcements & Deadlines

OCTOBER BUDGET

- Expenditure online BR's:
 - Please remember that any online budget revisions must be entered and moved through the approval queues by the end of day, on Tuesday, October 3, 2023 to be included in the October budget submission.
- Divisional Carryforward balances:
 - The FY23 carry forward funds have been posted into Banner Finance to account code 74000 - operating. It is important to remember to shift carryforward funds, as well as any unallocated funds to the budget pools/account codes where the funds will be spent – be sure and incorporate spring semester spending as well.
 - The “best practice” is to look at historical spending as compared to both your base and current year budgets (which includes carryforward funds) and submit budget revisions to properly align your budget. Base alignment will greatly reduce the number of budget revisions that will be required in the future.



Announcements & Deadlines

OCTOBER BUDGET: FRINGE BENEFIT RATE

- Benefits FY24 Fringe Rate
 - 30.61% Salaried Employees
 - 33.43% Hourly Employees
 - 7.29% Temp Employees – No Insurance
 - 5.97% Temp Employees – With Insurance
 - 1.28% Student / GA



Announcements & Deadlines

REMINDER

- 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.
- A new question has been added to the Requisition tab of WorkforUM actions to indicate your preference.



Announcements & Deadlines

FACULTY TITLES IN WORKFORUM

- Remember to compare your faculty titles in WorkforUM with Banner (and what you know to be true).
- If a faculty member received a promotion, remember that happens outside of the WorkforUM process, and a retitle action may be necessary.
- A guide to performing a retitle is available [online](#).



Announcements & Deadlines

SICK LEAVE BANK

- Remember that joining the University faculty or staff sick leave bank can be a great option!
- Provides 100% of pay (compared to Short-Term Disability)
- 22.5 hours of sick leave will be taken for you to join; must have 45 hours of sick leave to enroll
- In accordance with SLB policy, an assessment of sick leave bank hours is likely to be made in the coming weeks.



Announcements & Deadlines

Next Effective Search Committees training:

- Oct. 12, 2023, 10am
- Sign up in [Learning Curve!](#)



Announcements & Deadlines

Chrome River Training:

- Delivered via Zoom
- Sept. 21, 2023, 2pm
- Sign up in [Learning Curve!](#)



Announcements & Deadlines

Upcoming E-Contract Trainings (AD177B):

- Part-Time Faculty: October 16, 2pm
- Extra Compensation: October 16, 3pm
- Student Employment: October 17, 10am
- Temporary Employees: October 17, 11am
- Graduate Assistants: October 19, 2pm

Sign up in [Learning Curve](#)!



Announcements & Deadlines

Next WorkforUM training:

- October 25, 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.
- Questions? i9@memphis.edu



Announcements & Deadlines

SAVE THE DATE!

- Homecoming Parade and Pep Rally will be Friday, November 3 on campus. Details and how to register your department to participate can be found [here](#).
- The HR Holiday Open House is currently scheduled for Wednesday, December 13.

Thank you for attending!