



# **Welcome to HR Partners!**

## **January 17, 2017**

# Agenda

- **FLSA: Where We Stand Now**
- **Performance Appraisals: Staff & Faculty**
- **Org Chart Software Demo**
- **Announcements & Deadlines**
- **Spin the Wheel!**

# **FLSA: Where We Stand Now**

**Iliana Ricelli**

**Senior Director, Human Resources**

# FLSA: Where We Stand Now

- **On November 23, 2016, a federal court in Texas has issued an order that made it uncertain how the Fair Labor Standards Act's (FLSA) overtime pay exemptions apply to employees who would be impacted by the new rules that were to go into effect on December 1.**
- **The ruling has affected the University's plans to move forward with reclassifying certain employees to new e-classes.**
- **This presentation will summarize where the various affected employee groups stand as of now.**

# FLSA: Where We Stand Now

- **Employees slated to move from exempt to non-exempt will not be moved at this time. The AB e-class will not be used at this time.**
- **The employees who received memos that indicated they were to have moved to the AB e-class on December 1, 2016 should continue to record their hours worked on [paper timesheets](#) in case the injunction is lifted and overtime is owed from the original implementation date.**
- **These paper timesheets should be filed in departmental offices, and are in concurrence with electronic leave reports.**

# FLSA: Where We Stand Now

- **The previously announced changes regarding coaches, post-doctoral fellows, affiliate faculty, and faculty administrators will proceed.**
- **Each of these employee types will remain exempt and should not be filled at less than \$47,476 in the future.**

# FLSA: Where We Stand Now

- **The changes regarding temporary employees are proceeding as planned.**
- **Effective January 1, 2017, all temporary hires at the University will be paid by the hour and are not eligible for holiday pay. Their hours must be tracked on Web timesheets for payment and ACA purposes.**

# FLSA: Where We Stand Now

- **Starting with Spring 2017 appointments, part-time faculty will be paid on a biweekly cycle. For example, a part-time faculty member who received three (3) monthly checks in Fall 2016 will receive six (6) biweekly checks in Spring 2017.**
- **This change will accommodate those employees who work as both part-time faculty and temporary employees simultaneously.**
- **No action will be required on the part of the employee.**
- **Departments will see this change reflected on the E-contract for Spring 2017. The contract will automatically calculate your date fields.**



# FLSA: Where We Stand Now

- **The changes affecting graduate assistants remain in effect.**
- **There will be two types of Monthly Graduate Assistants (Masters and Doctoral, monthly paid): Research and Teaching/Instructional.**
- **Because research and teaching GAs are classified as exempt and specifically work in academic departments, these positions will be primarily limited to academic/research areas.**

# FLSA: Where We Stand Now

- **Hourly Graduate Assistants (Masters and Doctoral, biweekly paid) will be created in all functions, as needed. These GAs are considered administrative graduate assistants and will be classified as non-exempt.**
- **They will be required to complete an electronic time sheet and record all hours worked; their pay rate must be at least equal to the federal minimum wage of \$7.25/hour.**
- **All non-academic departments should create administrative graduate assistants (if you have not done so already).**

# FLSA: The Future

- **Even though the injunction is technically preliminary, the University does not expect the injunction to be lifted and/or back-dated.**
- **There may be some sort of similar legislation to come from the new presidential administration, but we will have to wait and see and take appropriate action at that time.**

**Questions?**

# **Performance Appraisals: Faculty & Staff**

**Danny Linton**

**Assistant Director, Human Resources**

# Performance Appraisals: Faculty

- **The University is currently working with PeopleAdmin to move Faculty Appraisals into the WorkforUM system.**
- **This process will create a new module within Workforum and faculty members, chairs and deans will be transitioned to perform evaluations there instead of the previous homegrown system.**
- **In most cases, though this system will be hosted within Workforum, HR will not be the primary contact for support. IT Web Services will continue to support faculty appraisals.**

# Performance Appraisals: Staff

- **Non-Exempt Employees Deadline: February 28**
- **Exempt Employees Deadline: March 31**

**Questions?**



# **Org Chart Software Demo**

**Danny Linton**

**Assistant Director, Human Resources**

# Org Chart Software Demo

- **Departmental org charts are now available online via sidebar link at [www.memphis.edu/hr](http://www.memphis.edu/hr).**
- **Use Internet Explorer only to access these charts.**
- **You may be prompted to install a plug-in the first time you access these charts (one-time only).**
- **Org Charts are customizable and searchable.**
- **They may be printed or exported for display in PowerPoint, etc.**
- **Data consists of yesterday's Banner information.**
- **Inaccuracies? Complete a Request to Change Position Supervisor action in Workforum.**

# DEMONSTRATION

# **Announcements & Deadlines**

# Announcements & Deadlines

- **New HR Employees**

**Savannah Pannell**

**Office Assistant, Human Resources**

**Angela Wheeler-Lester**

**HR Associate, Workforce Management**

# Announcements & Deadlines

- **2016 Total Compensation Statements**

# Announcements & Deadlines

- **Reminder:**  
**2016 W-2s will be distributed by January 31**

# Announcements & Deadlines

- **HR Brown Bag Sessions: 2017**
  - **Feb 2: Goal Setting/Vision Boards**
  - **Feb 16: Change Management**
  - **March 2: Preparing for Home Ownership and Improvement Credit**
  - **March 16: Effective Communication - Write Right**
  - **April 6: First South Financial Seminar (tentative)**
  - **April 20: Effective Coaching**



# Announcements & Deadlines

- **Workforum Training**  
**Wednesday, January 25, 2017**  
**1:30-4pm**  
**AD 178**

**Please register in Learning Curve!**



**THANK YOU!**

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