

**Welcome to HR Partners!**  
**February 12, 2019**



# Agenda

- **Hiring Issues with Part-Time Faculty**
- **Timely Accident Reporting & Its Financial Impact**
- **Staff Performance Appraisal Updates & Demo**
- **How Do I...? Do I Need to...? Why Can't I...?**
- **Announcements and Deadlines**
- **Spin the Wheel!**

# *Issues with Part-Time Faculty*

**Toya Batson & Angela Wheeler-Lester**  
**HR Records Management**

# I-9 Requirement

- No employee is allowed to work without completing an I-9 form.
- The \*USCIS requires the University of Memphis to have an I-9 on file for each employee by the first day of employment.
- Can cause delay of remittance of payroll if no I-9 form is on file.
- All employees (i.e. Temps, GAs, Faculty, Staff) are E-Verified.
- Rehires must check with HR Records to recertify their I-9 if it has been less than one year from termination. Otherwise, a new I-9 is required.

\*U.S. Citizenship and Immigration Services

# I-9 Complete - Re-certify - Verify

- Please have all employees to go to 143 Administration Bldg, HR Records Management, to complete an I-9. For our Lambuth campus employees, please visit 109A Varnell-Jones Hall and ask for Jamilah Harris or Nancy Barnes.
- International Students must go see Giovanni Hickman in 276 Administration Bldg. to complete tax documents.
- All employees should take W-4 and Direct Deposit forms to Payroll, 272 Administration Bldg.
- The link for the I-9 form can be found at <http://www.memphis.edu/bf/forms/hr.php> under HR Records Management.
- The required documentation must be valid documentation.

# I-9 for Remote Employees

- If an employee has been hired to work at a remote or off-site location and/or is not physically available on campus to present the document(s) in person to verify identity and employment authorization, the employee will need to have the Form I-9 Section 2 completed by an authorized agent on behalf of University of Memphis.
- For remote employees, it is essential that the department start the process well in advance of the employee's first work date. We usually recommend at least 2 weeks in order to provide the employee ample time to locate an Authorized Agent, schedule an appointment, complete the remote I-9 and mail the completed forms and document copies to HR.

# I-9 for Remote Employees

- To Begin the Process:
  - Submit the e-Contract
- Email HR Records at [emprecords@memphis.edu](mailto:emprecords@memphis.edu) to inform of remote hire. Provide the following:
  - Employee's name
  - UID (if assigned)
  - First work date
  - Zip code (used to locate an Authorized Agent in their area)
  - Email address (to facilitate the remote I-9 process and send all necessary forms to complete.)
  - Phone number
- The department will be notified once the process is completed.

# Part-Time Faculty Checklist

Item to Complete Before Starting Work	Special Instructions
<b>I-9 Form</b>	Employee should be prepared to present original documents from the List of Acceptable Documents when visiting HR Records Management. You cannot be cleared to work until you have completed form I-9 and presented your original, valid forms of documentation establishing Identity and Employment Authorization.
<b>Direct Deposit Form</b>	Attach a blank, voided check (Take to Payroll RM 272)
<b>Form W-4</b>	Take to Payroll RM 272
<b>Your original Social Security Card</b>	No photocopies accepted. UoM must verify your SSN in conjunction with the E-Verify system and IRS requirements.
<b>E-Contract</b>	Ensure contract is reviewed for accuracy of dates of service, rate of pay, and is fully executed.  If class is cancelled, please ensure the department cancels in the e-Contract system and the EPAF is cancelled in Shared Services so there is no overpayment.

- **Note: you must turn in all required paperwork and complete the background check before you can be authorized to work / begin teaching**



# Important Reminders

- You cannot hire an individual who you know is not authorized to work in the United States.
- Do Not Allow Anyone to Work Without Completing an I-9! (Offers of employment are contingent upon this process.)
- YOU are responsible for ensuring that your employee reports to HR Records prior to the start of employment.
- Employees with expired documents CANNOT be allowed to continue to work until authorized by HR Records.

# Questions



# ***Timely Accident Reporting & Its Financial Impact***

**Patricia Polania**

**Assistant Director, University Benefits  
Administration**

# Worker's Compensation Financial Issues

- Injured worker seeks medical attention before calling Corvel 24/7 Nurse Triage line (excludes serious bodily injury or life threatening injury).
- Injured employee or employer does not report a workplace injury within three (3) business days after sustaining said injury.
- Employer penalized \$500 per each claim.

# **Auto Accident Liability**

- **Employee or Employer does not call the State's Automobile Accident Call Center within twenty-four (24) hours of vehicular accident & the accident occurred while on University business.**
- **Employer penalized \$1,000 for each accident that was not timely reported.**

# Return To Work Incentive

Time Frame for Days to RTW	Incentive and Assessment Payments
Injured Employee Returns within 14 days	Treasury Department pays 100% of all TTDs
Injured Employee Returns after 14 days	Treasury Dept. pays 100% of the first 7 days of TTDs
	<b>Employer pays 50% of TTDs</b> starting from day 8 of lost time, and will continue to pay TTDs until injured employee returns to work, has been released to full duty, or the employee reaches MMI.

# Where To Call

- **Workplace Injury & First Notice of Loss**  
**(866) 245-8588**
- **State of TN Auto Accident Call Center**  
**(855) 253-0629**

***Staff Performance Appraisals (SAMS)***  
***Reminders & Demo***

**Danny Linton**  
**Assistant Director, Human Resources**



# Staff Performance Appraisals (SAMS)

- Staff performance appraisal due dates are coming up soon...April 30, 2019.
- If there is merit pay, it will again be correlated with staff performance metrics.
- Attention supervisors: online training is available in Learning Curve, as are instructor-led sessions.
- The online training has a competency quiz; if you do not pass, supervisors must attend an in-person session.

# Staff Performance Appraisals (SAMS)

- Instructor-led sessions in AD178:
  - 2/28 10:00-11:00
  - 3/14 10:00-11:00
  - 3/27 3:00-4:00
  - 4/11 10:00-11:00
  - 4/25 3:00-4:00

# Staff Performance Appraisals (SAMS)

- DEMONSTRATION

***How Do I...? Do I Need to...? Why Can't I...?***

**Danny Linton**

**Assistant Director, Human Resources**

# How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! I need to do a part-time faculty or extra compensation e-contract for credit instruction in the middle of the semester, and the pay dates that pre-populate are now in the past. What do I do?

- **ANSWER:**

The PTF and EC e-contracts are being updated for credit instruction to give the option for “Other” in the Session field. This will allow you to override the pre-populated dates.

# How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! My part-time faculty member never logged in to accept her Fall 2018 e-contract and now it's Spring 2019 and her e-mail is inactive. How do I get her account active again so she can accept the contract?

- **ANSWER:**

You don't! Even if this person could now accept the contract, it isn't keyable with the pay dates on the original contract. It should be cancelled and rekeyed using the new process on the previous slide.

# How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! My e-contract had an exception (for either the pay rate, the instructor's degree, or a course overload), and I'm having to wait a really long time to get that exception approved.

- **ANSWER:**

**GOOD NEWS!** These exceptions will no longer require an extra level of approval. You will still mark the exception situation but the SACS approver will be sufficient for the exception being okayed.

# How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! WorkforUM is still showing Joe Blow in position #001234 and he's been gone for six months!

- **ANSWER:**

The Positions (orange) module within WorkforUM may show an incumbent seated in a position after they have left until the position is refilled. Remember to use Banner as the system of record for people...the orange side of WorkforUM is about positions, not people.



# How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! I'm in an academic department & I'm creating a new staff position in WorkforUM. When I get to the Supervisor tab, I don't see my chair listed as an option!

- **ANSWER:**

That's because Staff positions look for other staff positions by default when looking for potential supervisors. (The same goes for faculty positions.) Click on the Filter These Results link and select the Position Type dropdown. Problem solved!

# How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! Do I want the Staff Scholarship or the PC-191 Fee Waiver?

- **ANSWER:**

The Educational Assistance page on Benefits' web site has been updated with a table that hopefully will make the differences between these two options clearer. [Check it out.](#)

# ***Announcements & Deadlines***

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- **New HR Partners**

# Announcements & Deadlines

- Don't forget to review the University's current job openings at [workforum.memphis.edu](http://workforum.memphis.edu).
- Subscribe to our Twitter feed at [@umemphisjobs](https://twitter.com/umemphisjobs)!

# Announcements & Deadlines

- Business & Finance Strategic Goals & Tactical Plan:
  - <https://www.memphis.edu/bf/stratplan>

# Announcements & Deadlines

- **Policy Reminders:**
  - Do not allow work without a properly reviewed contract
  - An employee's last day of work cannot be a leave day
  - Do not take leave before it is accrued (not earned)
  - LWOP should not be used when annual/sick leave is available

# Announcements & Deadlines

- **Students Workers & Background Checks:**
  - Student workers who interact with money and/or minors must pass a background check before employment



# Announcements & Deadlines

- **Salary Information:**
  - New website available at [umwa.memphis.edu/salary](http://umwa.memphis.edu/salary)
  - Also look for [link](#) to salary information related to merit raises

# Announcements & Deadlines

- **Pre-Retirement Seminar coming soon**
- **Invitations will be sent to selected employees**

# Announcements & Deadlines

- Remaining Spring Brown Bag Session
  - Feb. 13: Physical Activity & Exercise Recommendations
- Sign up in Learning Curve

# Announcements & Deadlines

- **Will Planning**  
**Thursday, Feb. 21**  
**3-4:30pm**  
**AD177B**
- **Sign up in Learning Curve**

# Announcements & Deadlines

- **Customer Service Training**  
**February 12, 2-3:30pm**  
**AD177B**
  
- February 26, 10:30am-12pm**  
**AD177B**

# Announcements & Deadlines

- **Banner Admin Pages Navigation**  
**February 26, 2019**  
**10 a.m. AD178**

# Announcements & Deadlines

- **WorkforUM Training**  
**April 24, 2019**  
**1:30 p.m. AD178**

# Announcements & Deadlines

- **Faculty Summer Compensation Training**  
**Led by Dean Franklin**  
**March 28, 2019**  
**2 p.m. AD178**



# Announcements & Deadlines



**A Fond Farewell!**

**Thank you for attending!**  
**[memphis.edu/hrpartners](https://memphis.edu/hrpartners)**

