



Welcome to HR Partners!

February 21, 2017

Agenda

- **Extra Compensation PIP Team**
- **I-9 PIP Team**
- **University-Wide Review of Position Descriptions**
- **Interim Appointments**
- **Performance Appraisal Training**
- **HR Partners Survey Comments**
- **Announcements & Deadlines**
- **Spin the Wheel!**

Extra Compensation PIP Team

Danny Linton

Assistant Director, Human Resources

Extra Compensation PIP Team

- **A process improvement team has been meeting to streamline extra compensation appointments for faculty and staff. This includes both credit instruction and non-teaching types of extra comp as well.**
- **Team Members:**
 - **Danny Linton**
 - **Shermia Miller**
 - **Keith Yates**
 - **Becky Ward**
 - **Robynn Hopkins**
 - **Camisha Smith**
 - **Cassandra Dinwiddie**
 - **Christine McDonald**
 - **Colette Williams**
 - **Kim Brown**
 - **Ora Taylor-Strowder**

Extra Compensation PIP Team

- **An e-contract utility is being developed to replace the paper process for both academic and non-academic extra compensation appointments.**
- **The e-contract will route for approvals to chairs, deans, Workforce Management, academic exception authorities, Grants Accounting, the Provost's Office, the candidate, and the candidate's supervisor.**
- **The project go-live is planned for May 2017. Training will be provided.**

Questions?

I-9 PIP Team

Becky Ward

Business Officer II, Academic Innovation & Support Services

Iliana Ricelli

Senior Director, Human Resources

I-9 PIP Team

- **A process improvement team has been meeting to determine if changes needed to be made to the University's I-9 processes.**
- **Team Members:**
 - **Becky Ward**
 - **Iliana Ricelli**
 - **Virginia Huss**
 - **Mary Mansour**
 - **Keith Yates**
 - **Shermia Miller**
 - **Vickie Middleton**
 - **Colette Williams**
 - **DebraAnn Brown**

I-9 PIP Team

- **Currently, three departments are directly responsible for these:**
 - **Human Resources**
 - **Shared Services**
 - **Student Employment**
- **The team has identified 21 representatives across campus who assist with I-9 processing. (Others?)**

I-9 PIP Team

- **These are the team's recommendations:**
 - **The consensus is that I-9 certifications should be centralized to one office on campus for all employment types, including internationals & their re-certifications. That most likely would be Human Resources.**
 - **Staff funding for an I-9 Coordinator and a location will need to be determined. The goal is for this change to be complete by Fall 2017.**
 - **Doing so will improve compliance, communications, and reduce duplication of effort.**

I-9 PIP Team

- **In the interim, I-9s will continue to be split with the following roles:**
 - **HR will process I-9s for new, full-time faculty and staff, as well as temps, during new employee orientation.**
 - **HR will complete all I-9 re-certifications**
 - **HR will train departmental staff reps on how to complete I-9s correctly.**
 - **Shared Services will continue to process I-9s for graduate assistants, part-time faculty, and all others that do not attend new employee orientation.**
 - **Student Employment will continue to process I-9s for student workers.**
 - **Appropriately-trained departmental reps will continue to assist with student worker I-9s.**

Questions?

University-Wide Review of Position Descriptions

Kristil Davis

Assistant Director, Workforce Management

University-Wide Review of Position Descriptions

- **The University is required to ensure our position descriptions accurately reflect the work that is being performed across campus.**
- **Departments will begin receiving communications throughout 2017 asking to review, verify, and/or update the job duties and other position information within your area.**
- **You will be receiving instructions from Workforce Management on how to update position descriptions in Workforum as needed.**

University-Wide Review of Position Descriptions

- **Notifications will provide the timelines for accomplishing this requirement.**
- **If you have any questions regarding this process, please contact Workforce Management.**

Interim Appointments

Kristil Davis

Assistant Director, Workforce Management

Interim Appointments

- **Interim appointments are no longer handled via memo. Instead, a PDF form is available on Workforce Management's website.**
- **This form will help ensure that all necessary data is gathered when processing an interim appointment.**
- **<http://www.memphis.edu/workforce/pdf/interim.pdf>**



Request for Interim Appointment (Staff)

Please complete, save, & print this form. After signing, please scan and e-mail for approval routing. Please route only to the next office in the routing queue.

Area

College/School: _____ Department/Division: _____

Position to be Filled

Employee Name: _____

Interim Appointment:

Employee U#: _____

Vacant Position for Interim Assignment: _____

Date of Hire: _____

Effective Start Date: _____

Current Title: _____

Effective End Date: _____ (6 mo./1 yr.)

Current Position Number: _____

Current Salary: _____ per hr./per yr.

Recommended Salary: _____ per hr./per yr.

****HR will approve final salary; dept to provide budget info if paid from separate index****

Justification

Please provide a statement of specific request and justification, including explanation of how employee was identified for this interim appointment. Include additional responsibilities to be assumed and their qualifications to assume the role. (NOTE: The employee will not change position numbers or titles.)

Requestor Signature

DEPARTMENT HEAD

I request approval of the interim appointment as specified above. All signatures required for final approval.

(signature) (date)

Approval Signatures

WORKFORCE MGMT Approved _____ Disapproved _____

Comments: _____

(signature) (date)

PROVOST/VP Approved _____ Disapproved _____

Comments: _____

(signature) (date)

AVP/CHIEF HR OFFICER Approved _____ Disapproved _____

Comments: _____

(signature) (date)

Performance Appraisal Training

Tracy Horton

Assistant Director, Employee Relations & Engagement

Our Office...

- **The Office of Employee Relations & Engagement within the Department of Human Resources supports the faculty and staff of the University of Memphis in providing services as it relates to performance management, performance improvement, conflict resolution and recognition programs to name a few. Our goal is to assist you in having a safe and successful work experience here at the University of Memphis.**

Performance Management Cycle

<http://umwa.memphis.edu/umpolicies/UM1242.htm>

- Set Performance Standards
- Identify Goals and Expectations
- Goals should be SMART orientated:
 - Specific
 - Measurable
 - Achievable
 - Realistic
 - Timely
- Monitor Employee Performance
- Provide Feedback

Performance Appraisal Deadlines

- Performance appraisals for Clerical/Support (non-exempt/bi-weekly) employees are due **February 28**. The period of review is **March 1, 2016 – February 28, 2017**.
- Performance appraisals for Administrative/Professional (exempt/monthly) employees are due **March 31**. The period of review is **April 1, 2016 – March 31, 2017**.
- Note: Per UM1242 All supervisors/managers are required to attend a mandatory training session on the Performance Management Cycle and administration of the performance appraisal/annual review forms at least once, and retraining is mandatory in the event of significant changes to the program and/or forms.
- Note: All 2016/2017 appraisals are due **March 31, 2017**.

Performance Appraisal Resources

Performance Appraisal of Staff Employees Policy – UM 1242

- ☐ <http://umwa.memphis.edu/umpolicies/UM1242.htm>

Performance Appraisal Reference Guide

- ☐ <http://www.memphis.edu/emprelations/guide.php>

Performance Management Worksheet

- ☐ <http://www.memphis.edu/emprelations/pdf/worksheet.pdf>

Online Performance Management Assessment System

- ☐ <https://bf.memphis.edu/performance>

Online Performance Management Assessment System (Testing Site)

- ☐ <https://umwebtest.memphis.edu/performance/>

Employee Assistance Program (EAP)

Sometimes we can all use a little help.

For professional support — any time — call **1-855-Here4TN** or visit **here4tn.com**.

There are hundreds of ways life can stress you out. One quick call to **Here4TN** opens the door to hundreds of real-world solutions:

+ **Adult and Eldercare Services**

Adult day care programs/caregiving
Grief and loss counseling
In-home/nursing care options

+ **Child, Family and Parenting Support**

Adoption information
Childcare options
Special needs care

+ **Convenience Services Referrals**

Auto and home repair
Pet services
Lawn and yard care
Moving
Dining, entertainment and shopping
at home and while traveling

+ **Education**

Home schooling resources
At-risk youth programs
Private school listings and information

+ **Legal, Financial and Retirement**

Legal information and referrals
Home ownership tools
Retirement planning

+ **Chronic Illness and Condition Support**

Caregiving resources
Food service and nutritional help lines

+ **Relationship Information and Support**

Dating
Separation and divorce

+ **Safety and Crisis Planning**

Disaster preparedness
Internet safety

+ **Stress and Depression**

In-person counseling sessions
Caring support on the phone



This program should not be used for emergency or urgent care needs. In an emergency, call 911 or go to the nearest emergency room. This program is not a substitute for a doctor's or professional's care. This program and its components may not be available in all states and coverage exclusions may apply.

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Online Employee Performance Management Assessment System



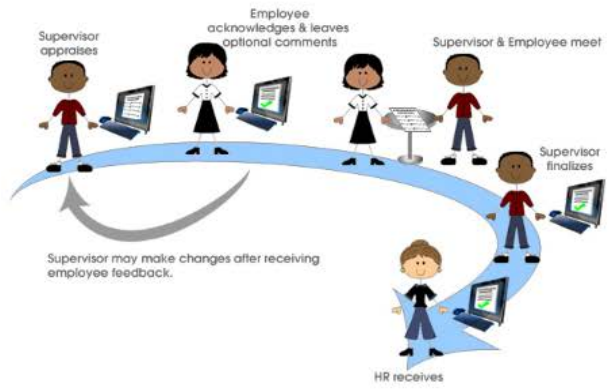
Employee Performance Management Assessment

- Employee Access
- Appraiser Access
- HR Access
- Appraisal Dates
- FAQs
- Glossary
- UM Policy

Welcome to the online staff performance appraisal system! In this application, supervisors and employees may access current appraisals, view historical appraisals created in this online application, and electronically submit completed appraisals to Human Resources. While a face-to-face meeting between supervisor and employee is still required, this application makes the rest of the review process seamless and much less paper-intensive!

If you are accessing this system as an employee to review your own appraisal, please choose Employee Access from the menu above. If you are accessing this system as a supervisor to create/manage your employees' appraisals, please choose Appraiser Access from the menu above.

The online performance appraisal process is designed to follow the following structure:

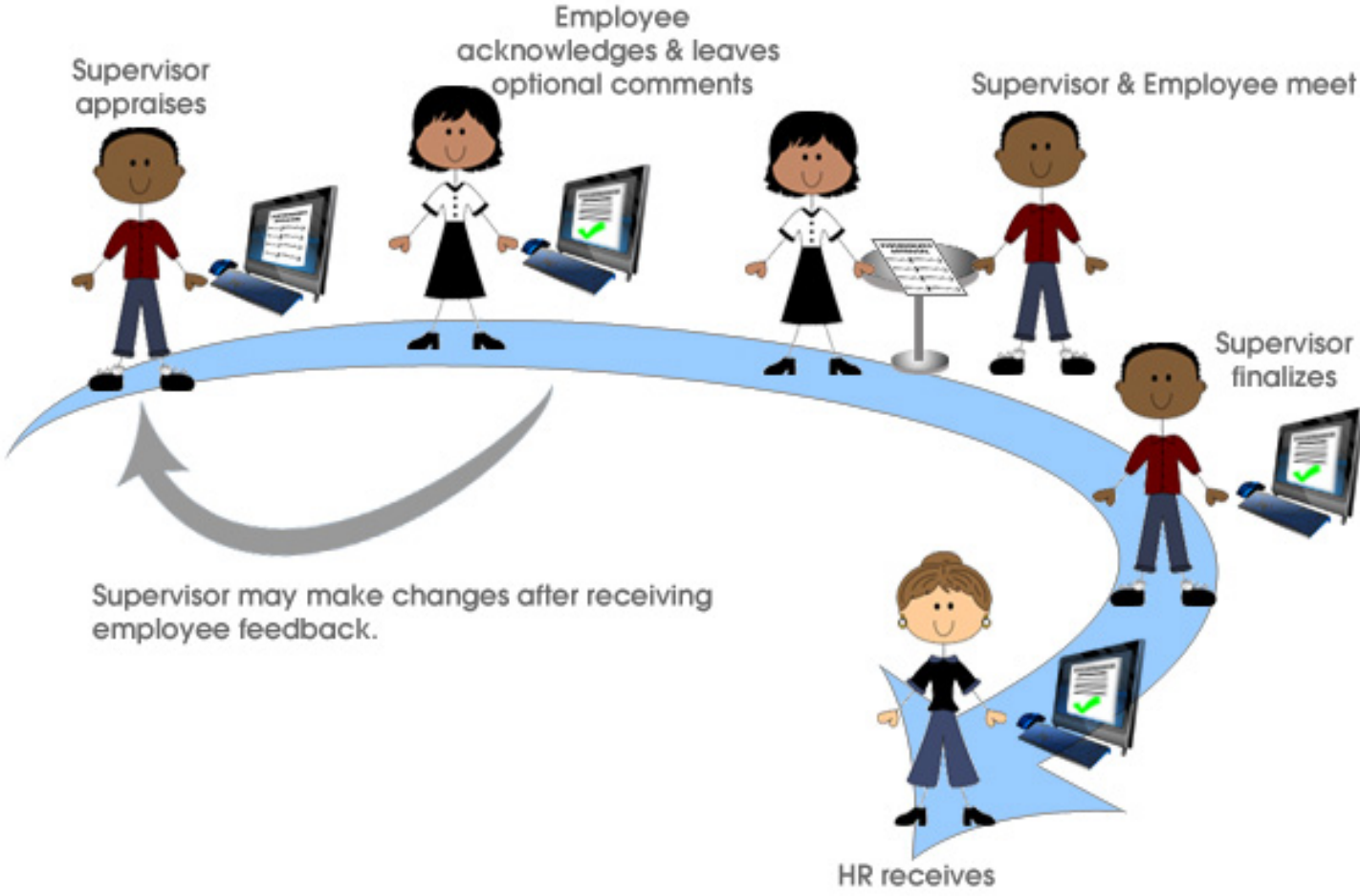


Data stored in this system is secure and confidential, and it will only be viewed by the appropriate supervisory employees within an employee's home department, Human Resources, and Institutional Equity. If you have any questions about using this system, please e-mail [Employee Relations & Engagement](#).

Have a question or problem? Contact [Employee Relations & Engagement](#) | [UM Policy](#)



Performance Appraisal Steps



Additional Training Sessions

More sessions are available for registration in Learning Curve!

Look for sessions scheduled for both February and March 2017!

Contact Us

Office of Employee Relations & Engagement
176 Administration Building

Telephone Number:

Margie Williamson, Senior Director - 678.3076

Tracy Horton, Assistant Director - 678.3540

Kimberly Stevenson, HR Associate - 678.2603

Email Address:

emprelations@memphis.edu

Q & A



Performance Appraisal Training

Roleplay

HR Partners Survey Comments

Danny Linton

Assistant Director, Human Resources

HR Partners Survey Comments

- **“Yes. Please develop a mechanism for the staff to honestly conduct a performance appraisal on the manager in a way that protects the employee from retaliation.”**
- **“I like the meetings and find them very interesting. I just don't like when HR Partners and Focus on Finance have the same topics in the same week. It feels like I'm sitting through the same meeting twice.”**
- **“I like the information given each meeting. It helps me keep up with deadlines and up-to-date information.”**

HR Partners Survey Comments

- **“Training to do I-9 Forms.”**
- **“Full rundown on where the University stands with regard to temporary part-time employees.”**
- **“A review of the staff responsibilities and contacts in HR.”**
- **“It would be good if the meetings could be limited to an hour and not be held the same week as the Focus on Finance meetings. It is difficult to be out of the office for 1 1/2 hours twice in one week.”**
- **“HR Partners falls on the same day as our weekly departmental meeting. Another day of the week would be helpful.”**

HR Partners Survey Comments

- **“I am sure there will be enough regulatory changes in the coming months to provide topics.”**
- **“I am scared to say.”**

Announcements & Deadlines

Announcements & Deadlines

- **Changes to Business & Finance Leadership**

Jeannie Smith

Interim Vice President, Business & Finance

Deborah Becker

Interim Assistant Vice President, Finance

Sherry Greene

Interim Director, Financial Planning

Announcements & Deadlines

- **Suggestion Box**

Announcements & Deadlines



PLEASE JOIN US FOR A

RECEPTION

HONORING FORMER VICE PRESIDENTS

**David G. Zettergren and
Rosie Phillips Bingham, Ph.D.**

Thursday, March 2

3:00 – 4:30 p.m.

ADMINISTRATION BUILDING | SECOND FLOOR ATRIUM

Announcements & Deadlines

- **HR Brown Bag Sessions: 2017**
 - **Feb 2: Goal Setting/Vision Boards**
 - **Feb 16: Change Management**
 - **March 2: Preparing for Home Ownership**
 - **March 16: Effective Communication - Write Right**
 - **April 6: Money Management**
 - **April 20: Effective Coaching**



THANK YOU!

www.memphis.edu/hrpartners