Welcome to HR Partners!
March 12, 2019
Agenda

• Human Resources Reorganization
• ACA Updates
• ORP to TCRS Transfers
• WorkforUM Onboarding Demo
• Announcements and Deadlines
• Spin the Wheel!
Human Resources Reorganization

Maria Alam
AVP/Chief HR Officer, Human Resources
Human Resources Reorganization

• A new model for Human Resources
Affordable Care Act (ACA) Updates

Patricia Polania
Assistant Director,
University Benefits Administration
ACA Compliance

- The University of Memphis in compliance with the Affordable Care Act (ACA) affordability and safe harbor options, is required to furnish statements for all individuals receiving health coverage for year 2018.

- Employers that provide minimum essential health coverage are required to report information on this coverage to the IRS and to the covered individuals under section 6055 and Section 6056 of the Internal Revenue Codes. The reporting requirement continue to be in effect for year 2019.
ACA Measurement Process

- Any of the employees groups below working an average of at least 30 hours per week over a 10-month measurement period will be considered a benefits-eligible employee (health, dental, & vision).
- The four main groups that ACA affects:
  - Temporary employees
  - Adjunct faculty/part-time instructors
  - Undergraduate and graduate student employees
  - Graduate assistants
ACA – Measurement Period

• If an employee is eligible, an initial 10-month look-back period will be used to determine the average hours an employee has worked.

• 60-day enrollment period, with coverage becoming effective at the end of the 60-day enrollment period.
ACA Stability Period

- The stability period is the period of time the insurance coverage is in effect, once determined eligible by the employer and elected by the employee.
ORP to TCRS Transfers

Patricia Polania
Assistant Director, Human Resources
• **Estimate of Salary and Service Credit**
  – TCRS mails each eligible active employee a packet of information at the beginning of the year outlining his or her options.

• **ORP to TCRS Transfer Packet**
  – Once employee initiates a request to transfer, approximately 2-4 weeks, TCRS will send the employee an official packet based on the salary and service credit form received.

• **Recovering Contributions for Prior Year**
  – Banner Payroll system is adjusted to switch contributions from ORP to TCRS for the current year.

• **Transfer Forms**
  – Employee works with ORP vendor and other companies to initiate transfer of monies to satisfy the total amount of transfer.
WorkforUM Onboarding Introduction

Danny Linton
Assistant Director, Human Resources
WorkforUM Onboarding Introduction

• In the coming weeks, HR will launch a new module in WorkforUM aimed at assisting new employees with their new hire orientation.
• The new module is called Onboarding.
When a new employee is hired, he/she will be sent one or two “checklists,” each of which contains tasks the new hire should complete on or before his/her first workday.

This new process should eliminate the need for some new hires to attend UMBoarding, and will shorten the process for those that still should attend.
• Checklists have been created for the following employee types:
  – Non-Exempt Staff (Pre-Hire & First Day)
  – Exempt Staff (Pre-Hire & First Day)
  – Full-Time Faculty (Pre-Hire & First Day)
  – Part-Time Faculty (New)
  – Temporary Employees
Hiring Proposal: Kameron Lurry (Hourly, Monthly & Administrative Executive)

Created by: Haneefah Holden-Muhammad
Owner: HR

Position Type: Hourly, Monthly & Administrative Executive
Office: Human Resources (520000)
Applicant: Kameron Lurry
Posting: HR Service Center Representative (Limited)
WorkforUM Onboarding Introduction

CHECKLISTS

- CUPA HE Onboarding Best Practice
- Faculty First Day
- Faculty Pre-Hire
- Part-Time Faculty (New)
- Staff First Day (Exempt)
- Staff First Day (Non-Exempt)
- Staff Pre-Hire (Exempt and Non-Exempt)
- Temporary Employee
# WorkforUM Onboarding Introduction

## Staff Pre-Hire (Exempt and Non-Exempt)

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete W-4 Form</td>
<td>EDIT</td>
</tr>
<tr>
<td>Review International W-4 Requirements (if applicable)</td>
<td>EDIT</td>
</tr>
<tr>
<td>Complete I-9 Form</td>
<td>EDIT</td>
</tr>
<tr>
<td>Complete Unpaid Compensation Beneficiary Form</td>
<td>EDIT</td>
</tr>
<tr>
<td>Complete Employee Disclosure Form</td>
<td>EDIT</td>
</tr>
<tr>
<td>Acknowledge Transcript Reminder</td>
<td>EDIT</td>
</tr>
<tr>
<td>Complete Prior State Service Form</td>
<td>EDIT</td>
</tr>
<tr>
<td>Complete Direct Deposit Form</td>
<td>EDIT</td>
</tr>
<tr>
<td>Acknowledge Drug/Alcohol-Free Campus Policy</td>
<td>EDIT</td>
</tr>
<tr>
<td>Acknowledge Affordable Care Act Information</td>
<td>EDIT</td>
</tr>
<tr>
<td>View Safety Presentation</td>
<td>EDIT</td>
</tr>
<tr>
<td>View Estate Planning Presentation</td>
<td>EDIT</td>
</tr>
<tr>
<td>Review Parking Information</td>
<td>EDIT</td>
</tr>
<tr>
<td>View University Welcome Video</td>
<td>EDIT</td>
</tr>
<tr>
<td>View University History Video</td>
<td>EDIT</td>
</tr>
<tr>
<td>Complete Vendor Payment Direct Deposit Form</td>
<td>EDIT</td>
</tr>
<tr>
<td>View Edison Self Service Videos</td>
<td>EDIT</td>
</tr>
</tbody>
</table>

## Staff First Day (Exempt)

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Account Setup</td>
<td>EDIT</td>
</tr>
<tr>
<td>Retirement Election</td>
<td>EDIT</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>EDIT</td>
</tr>
<tr>
<td>FSA Enrollment Form</td>
<td>EDIT</td>
</tr>
<tr>
<td>HSA Enrollment Form</td>
<td>EDIT</td>
</tr>
<tr>
<td>Campus Card</td>
<td>EDIT</td>
</tr>
<tr>
<td>Confidentiality Acknowledgement</td>
<td>EDIT</td>
</tr>
<tr>
<td>Title VI Training</td>
<td>EDIT</td>
</tr>
<tr>
<td>Discrimination &amp; Harassment Prevention Training</td>
<td>EDIT</td>
</tr>
<tr>
<td>Enrollment Change Application (Edison Self Service)</td>
<td>EDIT</td>
</tr>
<tr>
<td>Optional Group Term Life Insurance Enrollment</td>
<td>EDIT</td>
</tr>
<tr>
<td>HIPAA Information</td>
<td>EDIT</td>
</tr>
<tr>
<td>Guidelines on TennCare</td>
<td>EDIT</td>
</tr>
</tbody>
</table>

* Required tasks
WorkforUM Onboarding Introduction
Announcements & Deadlines
Announcements & Deadlines

• New HR Partners
Announcements & Deadlines

• Don’t forget to review the University’s current job openings at workforum.memphis.edu.
• Subscribe to our Twitter feed at @umemphisjobs!
Announcements & Deadlines

MPLOY is back! The program will run from June 3-July 11.

• If you are interested in making a difference in a high schooler's life, you can help by:
  – Signing up to participate in this summer experience.
  – Donating any items for their orientation bags (pens, cups, notepads, etc.).
  – Volunteering your department for a tour.

• For more information, e-mail us at workforce@memphis.edu or call us at 901.678.3573.
Announcements & Deadlines

• Onsite Biometric Screenings
  – April 25 at Brister Hall, Room 220
  – Participants can register for the screening by accessing https://my.questforhealth.com and using the registration key SOT, or by contacting the Quest Diagnostics Service Center at 855.623.9355.
Announcements & Deadlines

• Take Our Daughters and Sons to work program will be held Friday, May 31, 2019.
  – Children Ages 8-18 may participate.
  – Registration is required and open until Tuesday, April 30, 2019 at 4:30 p.m. Register at https://tinyurl.com/memphis-todas2019.
Announcements & Deadlines

- Interested employees are encouraged to register for TIAA's March live webinars.
- Register online at [https://TIAA.org/webinars](https://TIAA.org/webinars)

- **Special Topic: Social Security basics**
  March 12 | 11 AM (CDT)

- **Gaining Insight: Navigating debt consolidation and understanding the mortgage process**
  March 12 | 2 PM (CDT)

- **Special Topic: Responsible Investing**
  March 13 | 11 AM (CDT)

- **Money at Work 1: Foundations of Investing**
  March 13 | 2 PM (CDT)

- **Special Topic: Market-proof your retirement**
  March 14 | 11 AM (CDT)

- **Postcards from the Future: A woman’s guide to saving and investing**
  March 14 | 2 PM (CDT)
Announcements & Deadlines

• Leave Roll Reminder!
Announcements & Deadlines

• Faculty Summer Compensation E-Contract Training
  Led by DEAN FRANKLIN
  March 28, 2 – 3:30pm
  AD178
Announcements & Deadlines

• Customer Service Training
  March 12, 2 – 3:30pm
  AD177B

  March 26, 10:30am – 12pm
  AD177B
Announcements & Deadlines

• **SAMS (Staff Performance Appraisal) Training**
  - March 14, 10 - 11am
    - AD 178
  - March 29, 3 – 4pm
    - AD 178
Announcements & Deadlines

• Banner Navigation
  March 29, 2019
  10 a.m.  AD178

• WorkforUM Training
  April 24, 2019
  1:30 p.m.  AD178
Thank you for attending!
memphis.edu/hrpartners