



**Welcome to HR Partners!**  
**March 15, 2016**

# Agenda

- **New HR Employee**
- **Faculty Administrative Services**
- **Employee Tuition Discount Demo**
- **Performance Appraisals**
- **2016 Take Our Daughters & Sons To Work Day**
- **Employee Recognition/Awards Update**
- **Workforum Changes**
- **Update on Temporary Employee Status**
- **Spin the Wheel!**

# **New HR Employee**

**Brandi Martin**

**HR Associate, University Benefits Administration**

# **Faculty Administrative Services**

**Sheila Mathis & Sophia Dorsey**  
**Office of the Provost**

# Faculty Administrative Services

- **Support faculty for Main Campus, Lambuth and other off-site campuses**
- **Process hiring paperwork for Full Time, Part Time, Post-Doctoral Fellows, Clinical and Research Faculty**
- **Interact with all schools/colleges on campus**
- **Work with HR, Shared Services, Financial Planning, Accounting, IT , international programs, etc.**

# Faculty Administrative Services

- **Process new hire/reappointment paperwork for Full Time & Part Time Faculty**
- **Questions regarding faculty postings/applications in WorkforUM**
- **Receive and record in Banner all official transcripts for faculty**
- **Waivers of search for faculty**

# **Faculty Administrative Services**

- **Faculty personnel changes (i.e. TBR approval memos, stop the clocks, tenure reductions requests, job transfers, title changes, salary increases, etc.)**
- **Provost website updates**
- **Updates to Faculty Handbook**
- **Banner Updates to new faculty**
- **Annual Tenure & Promotion process for faculty**

# Faculty Administrative Services

- **Mid-tenure reviews, faculty evaluations, & SETE's for faculty**
- **Sponsored account set-ups for faculty**
- **Faculty Audits for SACS (accreditation for Southern Association of Colleges & Schools)**
- **New Faculty Orientation August each year for all new faculty – otherwise attend the weekly HR new hire orientation**
- **Project teams as it relates to faculty processes**



# **Employee Tuition Discounts**

**Danny Linton**

**Assistant Director, Human Resources**

# Employee Tuition Discounts

- **New online process launches April 1, 2016**
- **Affects the following:**
  - **Staff Scholarship**
  - **Fee Waiver (Formerly known as PC-191)**
  - **Spouse/Dependent Tuition Discount**
- **MyMemphis portal**
  - **Employee page**
  - **Educational Benefits Program portlet**

# Employee Tuition Discounts

# DEMO

# Employee Tuition Discounts

- Questions?
  - [pip\\_empedubenefits@memphis.edu](mailto:pip_empedubenefits@memphis.edu)



**Tracy Horton**  
**Assistant Director,**  
**Employee Relations & Engagement**

# Performance Appraisal Training

- **Exempt appraisals are due March 31**
- **Non-exempt appraisals are now PAST DUE but still being accepted**
- **Final training session for this cycle is scheduled for March 16<sup>th</sup> at 3pm in AD177B**
- **Register in Learning Curve**

**AHA!  
MOMENT**  
*noun*  
*a moment of sudden insight or discovery*



**CLICK HERE TO REGISTER!**

Sparking  **AHA!**  
Moments

TAKE OUR **daughters and sons** TO WORK®  
FOUNDATION

Give our daughters and sons an AHA! Moment by providing a way for youth to participate in Take Our Daughters And Sons To Work® Day. It's more than a day, it creates power and possibility for the next generation.

**JOIN US ON THURSDAY, APRIL 28!  
PLEASE REGISTER YOUR CHILD  
BY FRIDAY, APRIL 1, 2016  
AT 4:30 P.M.**



# Employee Recognition/Awards Update

- **Employee Recognition Program is being revamped**
- **Four awards available:**
  - **Harriet Montgomery Customer Service Excellence**
  - **Presidential Award**
  - **UofM Excellence Award**
  - **Community Service Outreach Award**



# Employee Recognition/Awards Update

- **Program: May 9, 2016**
- **Watch for more information as this date approaches**

# **WorkforUM Changes**

**Danny Linton**

**Assistant Director, Human Resources**

# WorkforUM Changes

- New mobile-friendly [employee portal](#) is now in production

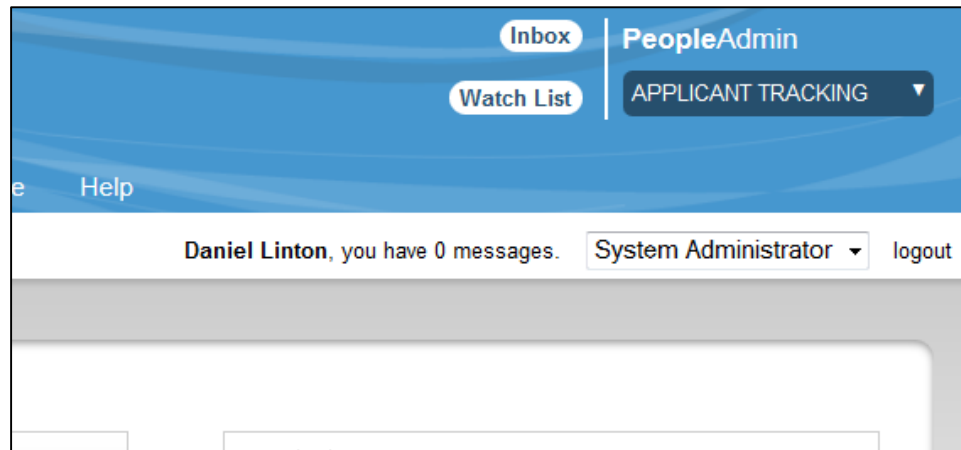
The screenshot shows the 'WorkforUM' website for the University of Memphis. The header includes the 'WORKforUM' logo and the University of Memphis logo. The main heading is 'University of Memphis Career Opportunities'. Below this is a welcome message: 'At the University of Memphis, we are driven by doing. A strong and diverse workforce is key to our institution's success. We are pleased that you are interested in joining our dynamic and enterprising team of faculty and staff members.'

The navigation menu on the left includes: Home, Search Jobs, Create Account, Log In, Help, University Benefits, Equal Employment, Annual Security Report, Campus Map, and About UofM.

The main content area features four columns of job categories: Staff Positions, Full-Time Faculty Positions, Part-Time Faculty Positions, and All Positions. The 'Staff Positions' column has a large image of a tiger with the text 'Staff Positions' below it. The 'Full-Time Faculty Positions' column has a large image of students in a computer lab with the text 'Full-Time Faculty Positions' below it. The 'Part-Time Faculty Positions' and 'All Positions' columns are currently empty.

# WorkforUM Changes

- **When changes roles in the system (Assistant, Department Authority, etc.), the system automatically refreshes and switches you to the chosen role upon selection;**
- **There is no longer a circular arrow to click**



# WorkforUM Changes

- **The System Administrator now has the ability to remove uploaded document attachments (Excel files, PDFs, etc.) from WorkforUM actions**
- **Previously, this could only be done by the user who actually uploaded the file.**
- **If you need assistance with “un-attaching” a document from an action, please contact Danny Linton at x4970.**

# WorkforUM Changes

- **Remember: departments no longer need to send an external e-mail to Institutional Equity when applicants are moved to “Recommend for Interview” status. WorkforUM now alerts OIE of this step automatically.**

# **Update on Temporary Employee Status**

**Iliana Ricelli**

**Senior Director, Human Resources**

# Update on Temporary Employee Status

- **HR updated its temporary practices to be in compliance with TBR policies**
- **The one year cap had been extended to June 30, 2016 in anticipation of the Department of Labor Changes**
- **With the proposed changes in governance, it is expected that university policies will be reviewed and possibly changed**



# Update on Temporary Employee Status

- **Until further notice, the UofM will adhere to its previous practice of continuation of employment by temporary employees, provided they have a two-week break in service (which usually occurs during the Christmas break at the end of December)**
- **Departments DO NOT need to send their employees to Kelly Services anymore**

# **Update on Temporary Employee Status**

- **Once more information is received from both the Department of Labor and TBR, we will determine if and/or when the temporary policies will be changed**

# **Update on Temporary Employee Status**

**Questions?**



**THANK YOU!**

[www.memphis.edu/hrpartners](http://www.memphis.edu/hrpartners)