

**Welcome to HR Partners!**  
**April 10, 2018**



# Agenda

- **New Policy Website & Editor**
- **Announcements and Deadlines**
- **The Return of JeoParody!**
- **Spin the Wheel!**

# ***New Policy Website & Editor***

**Ladonnal Curry,  
Business & Finance**

# New Policy Website & Editor

- A new policy website is coming soon!
- Out with the old...

The screenshot shows the current website for University of Memphis policies. It features a navigation menu on the left with categories like General, Academic, Finance, Human Resources, Information Technology, Research, Student Affairs, All, Recently Approved, Policy Review Board (PRB), Policy Editor, and TBR Policies & Guidelines. The main content area is titled 'Policies and Procedures' and includes a disclaimer, a search bar, and a table of 'Most Recently Approved Policies and Procedures'.

Reference Number	Date	Title
UM1738	1-23-2018	Limited Tobacco-Use Campus
Rationale: Revised content		
UM1241	12-11-2017	University Holidays
Rationale: Revised.		
UM1853	12-08-2017	Paid Parental Leave
Rationale: New policy		

# New Policy Website & Editor

- ...and in with the new!

The screenshot shows a web browser window with the URL <https://memphis.policytech.com/#/Home/Company>. The page features the University of Memphis logo and the text "THE UNIVERSITY OF MEMPHIS". Below the logo is the "PolicyTech@ Policy & Procedure Management" branding. A navigation menu on the left includes: Home, My Dashboard, Documents, My Tasks (with a notification badge), Reports, and System Settings. The main content area is titled "HOME" and displays a "Recently Published Documents" section with a list of documents: IT6007- Information Security Pro..., UM1800 - Firearms Policy (v.1), UM1798 - Disclosure of Financial..., UM1797 - Nepotism and Personal R..., HR5028 - Nine-Month Faculty Sick..., SA8100 - Missing Residential Stu..., and UM1788 - Limited English Profici... A RSS feed icon is visible next to the document list.

# New Policy Website & Editor

- What's changing?
  - Policy numbers: UMxxxx is going away
  - Search options
    - document owner
    - Departments
  - <http://memphis.policytech.com>

# ***Announcements & Deadlines***

# Announcements & Deadlines

- **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

- **Coming soon to Human Resources!**
- **The main HR suite (AD165) will be staffed by a trio of HR customer service representatives**

# Announcements & Deadlines

- Take Our Daughters and Sons Day 2018
- Friday, June 1, 2018
- Ages 8-18 only
- Sign up at <http://tinyurl.com/memphis-todas2018>

# Announcements & Deadlines

- Performance appraisals due April 30<sup>th</sup>!
  - Both exempt & non-exempt

# Announcements & Deadlines

- **HR On the Road**
- **All employees should plan to attend a session**
- **Upcoming Sessions:**
  - **April 25: 363 University Center (1 – 4 p.m.)**
  - **May 17: Psychology Auditorium (1 – 4 p.m.)**
  - **June 13: 1610 Community Health Building (1 – 4 p.m.)**

# Announcements & Deadlines

- **Pre-Retirement Seminar**
- **Scheduled for April 30, 2018**
- **Employees have been invited**
- **Quarterly retirement info sessions will continue throughout the year**

# Announcements & Deadlines

- **MPLOY 2018**
  - Applications still being accepted by the City of Memphis for youth ages 14-21
  - HR will begin recruiting supervisors in March for the summer program
  - Sessions run for six weeks through June and July
  - Youth are paid by the City of Memphis and considered UofM volunteers

# Announcements & Deadlines

- **Customer Service Training**

**April 24, 2pm – 3:30pm**

**AD177B**

**May 8, 10:30am – 12pm**

**AD177B**



# Announcements & Deadlines

- **Brown Bag Series**
- **AD 177B, 1pm – 2pm**
- **Upcoming Sessions:**
  - **April 11: The Mortgage Process: A Homebuyer's Guide:**
  - **April 25: Financial Literacy**

# Announcements & Deadlines

- **Banner Navigation**  
**April 24, 2018**  
**10 a.m. AD178**
- **WorkforUM Training**  
**April 25, 2018**  
**1:30 p.m. AD178**

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# JEOPARODY

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

