



Welcome to HR Partners!

April 19, 2016

Agenda

- **Shared Services Helpdesk Announcement**
- **Organizational Charts Update**
- **MPLOY**
- **EHS Trainings**
- **Excellence Awards**
- **Biometric Screenings**
- **Tennessee Lawful Employment Act**
- **Temporary Employees Update**
- **Spin the Wheel!**

Shared Services Helpdesk Announcement

Sam Cox

Director, Business Development

Shared Services Helpdesk Announcement

- **Effective Date – May 2, 2016**
- **Transition to Existing ITS Remedy Force Helpdesk Ticket System**
- **The SSC Travel Ticket Process will remain the same**
- **The SSC Travel Ticket Form will have minor changes due to the new interface**
- **Old/Open Tickets will remain in the Old System until trip is closed**
- **New tickets will be managed in the New system moving forward**
- **SSC Website**
- **Questions?**

Organizational Charts Update

Danny Linton

Assistant Director, Human Resources

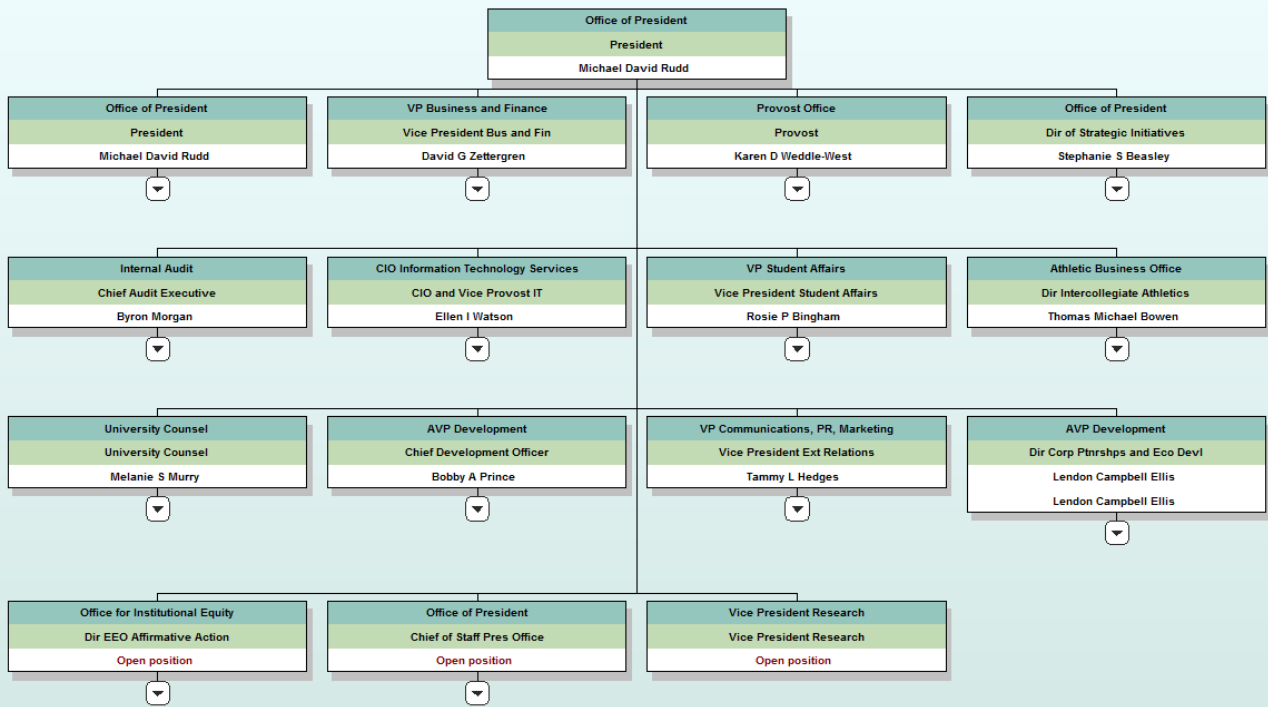
Organizational Charts Update

- **OrgPublisher: University's new org chart software**
- **Will replace org chart search in the HR Program Guide**
- **Data cleanup underway...several business officers will be contacted!**
- **Expected go live Summer 2016**

Wizard View

- Style Wizard
- Publishing Wizard
- Position Type Wizard
- Head Count Wizard
- Custom Field Wizard
- Hotspot Wizard
- Summary Wizard
- Logo Wizard

Office of President



MPLOY

Kristil Davis

Assistant Director, Workforce Management

MPLOY

- We are pleased to announce that the University of Memphis will participate in the annual **MPLOY Youth Summer Experience** sponsored by the City of Memphis' Office of Youth Services.
- MPLOY is designed to offer a meaningful employment experience for youth during a six-week period, allowing them to enter into various career paths offered throughout the city.

MPLOY

- The program runs June 6th – July 22nd (*Monday – Thursday only*).
- Youth will go through an orientation, weekly campus tours coordinated through HR, and a closing ceremony.

MPLOY

- Towards the end of April, we will send out an email inviting departments within each division to commit to employing a youth for the summer program. *Compensation for this program is provided by the City of Memphis.*
- The youth worker must be supervised by an individual who has the capacity to provide additional support to the youth worker.
- The supervisors **must attend** an orientation scheduled prior to the arrival of the youth.

MPLOY

- How can you help?
 - Sign up to employ a youth this summer
 - Donate any items for their orientation bags (pens, cups, notepads, etc.)
 - Volunteer your department for a tour.

MPLOY

For more information email us at
workforce@memphis.edu
or call us at ext. 3573

EHS Trainings

Brennan Reeves

Sr. Human Resources Associate

Ashley Koehler

Coordinator, Occupational Safety

Excellence Awards

Kim Stevenson

HR Associate, Employee Relations & Engagement

U_{OF}M EXCELLENCE AWARDS PROGRAM

**Monday, May 9, 2016
10 a.m. - UC Ballroom**

Please join the Department of Human Resources as we celebrate "WHAT EXCELLENCE LOOKS LIKE!" The Office of Employee Relations and Engagement, in partnership with divisional leaders, will present the very best from across campus at the first annual *EXCELLENCE AWARDS* Program on Monday, May 9, 2016 at 10:00 a.m. in the University Center Ballroom. This year's award categories include the Community Service Outreach Award and the TIAA Excellence Award.

We are also excited to bring you the Presidential Excellence Award. Our own Dr. M. David Rudd will present to the University his version of *excellence* and reveal the 2016 recipients at the Excellence Awards Program. Honorees will be recognized for their lasting impact made on the University through community outreach, outstanding service excellence, and support of strategic initiatives, while maintaining exemplary performance.

For more information visit our website at <http://www.memphis.edu/emprelations/> or contact the Office of Employee Relations and Engagement at 678-3540 or 678-2603 or via e-mail at emprelations@memphis.edu.

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is an Equal Opportunity/Affirmative Action University. It is committed
to education of a non-racially identifiable student body.



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Biometric Screenings

Patricia Polania
Assistant Director,
University Benefits Administration

Biometric Screenings

PARTNERSHIP PROMISE

- Complete the online [Healthways Well-Being Assessment™ \(WBA\)](#) by **March 15, 2016**
- Complete a [biometric health screening](#) by July 15, 2016
- Actively participate in [coaching](#) if you are called
- Coaching could include a tobacco cessation program and/or case management, which is managed by BlueCross BlueShield, Cigna and Magellan.
- [Keep your contact information current](#) with your employer; or, if a covered spouse, keep your contact information current with Healthways, **if it changes.**

Biometric Screenings

- **Southwest Tennessee Community College 5/4/2016**
737 Union Ave. - Parrish Building Room 101, Memphis, TN, 38103
- **MMHI - Memphis Mental Health Institute 5/5/2016**
951 Court Street, Memphis, TN, 38103
- **Department of Human Services Home Office (North) 6/8/2016**
3230 Jackson Avenue, Memphis, TN, 38122
- **University of Tennessee Health Science Center- Student Activity Center 6/21/2016-6/23/2016**
800 Madison Ave. - Dining Room, Memphis, TN, 38163
- Or, have your primary physician perform the health screening.

Customer Service Phone Number: 877-366-7483

TN Lawful Employment Act & Temporary Employees Update

Iliana Ricelli

Senior Director, Human Resources

TN Lawful Employment Act

The Tennessee Lawful Employment Act (“Act”) became effective January 1, 2012 and requires all employers in the state, both public and private, to provide evidence that they are only hiring and employing persons who are legally able to work in the United States. Employers can satisfy the requirements of the Act by:

- Enrolling in the E-Verify program and verifying the employment eligibility of all newly hired employees through E-Verify; or**
- Requesting from all newly hired employees a copy of certain specific identification documents.**

TN Lawful Employment Act

- **In lieu of E-Verify, the UofM must accept, copy and maintain a state-issued driver's license or identification, unexpired U.S. passport, permanent resident card, work authorization, birth certificate, certificate of naturalization, or a few other forms of identification from newly-hired employees. These are similar (if not the same) documents as those collected for the I-9.**
- **A second provision in the law involves a “non-employee” providing labor or services to an employer (i.e contractors hired through Procurement).**

TN Lawful Employment Act

- **A “non-employee” is defined as “any individual, other than an employee, paid directly by the employer in exchange for the individual’s services.”**
- **If your department hires a contractor, it must request and maintain a copy of one of the specified documents, such as state-issued driver’s license or identification.**

Temporary Employees Update

Temporary Employees Update

- **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**

Temporary Employees Update

- **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 winter break at the end of December)**
- **Departments DO NOT need to send their employees to Kelly Services at this time**

Temporary Employees Update

- **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**

Temporary Employees Update

Questions?

LET'S SPIN THE WHEEL!



THANK YOU!

www.memphis.edu/hrpartners