



Welcome to HR Partners!

May 16, 2017

Agenda

- **This is Jeo-Parody!**
- **Announcements & Deadlines**
- **Spin the Wheel!**

This is Jeo-Parody!

Danny Linton
Assistant Director, Human Resources

This is Jeopardy!

- **Ten players each will comprise the red, yellow, and blue teams.**
- **Each team must choose a team captain who will be responsible for ringing the bell for that team.**
- **The judge is the sole determinant for which team buzzed in first.**
- **Responses must be phrased in the form of a question.**
- **The prize wheel spun at the end of the meeting will correspond to the winning team's color...so hang on to your ticket even if you're not playing!**

Announcements & Deadlines

Announcements & Deadlines

- **The PIP team for Extra Compensation is nearing the finish line!**
- **All requests for **ANY** Extra Comp after June 1 must be submitted via e-contract; no paper forms will be accepted.**

Announcements & Deadlines

- **Extra Compensation E-Contract Training Sessions:**
 - **Tuesday, May 23** **10-11:30am**
2:30-4pm
 - **Wednesday, May 24** **10-11:30am**
2:30-4pm
 - **Thursday, May 25** **2:30-4pm**
- **Sessions will be held in 178 Administration Building.**
- **Sign up in Learning Curve today!**

Announcements & Deadlines

- **Greeting New Employees**

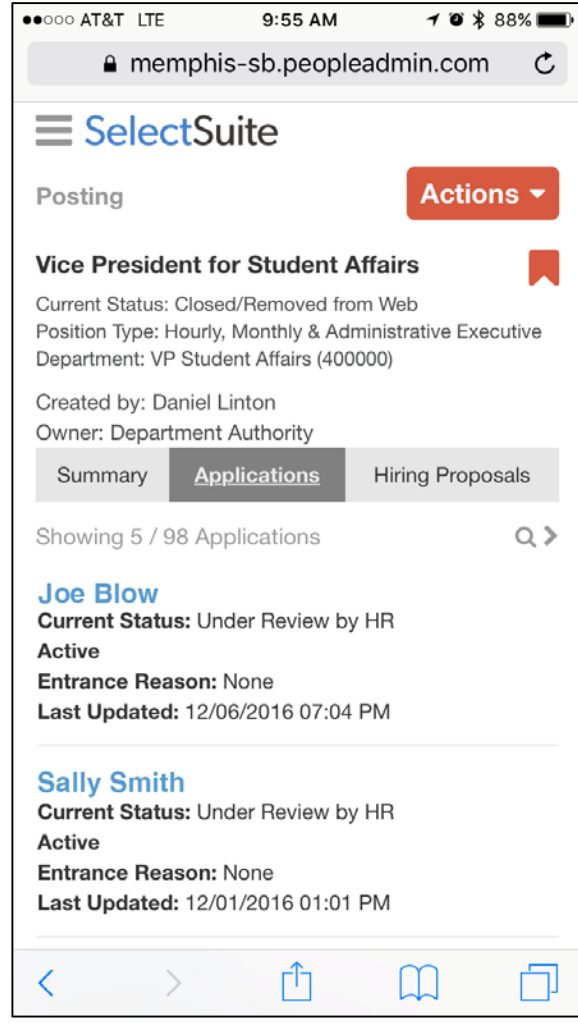
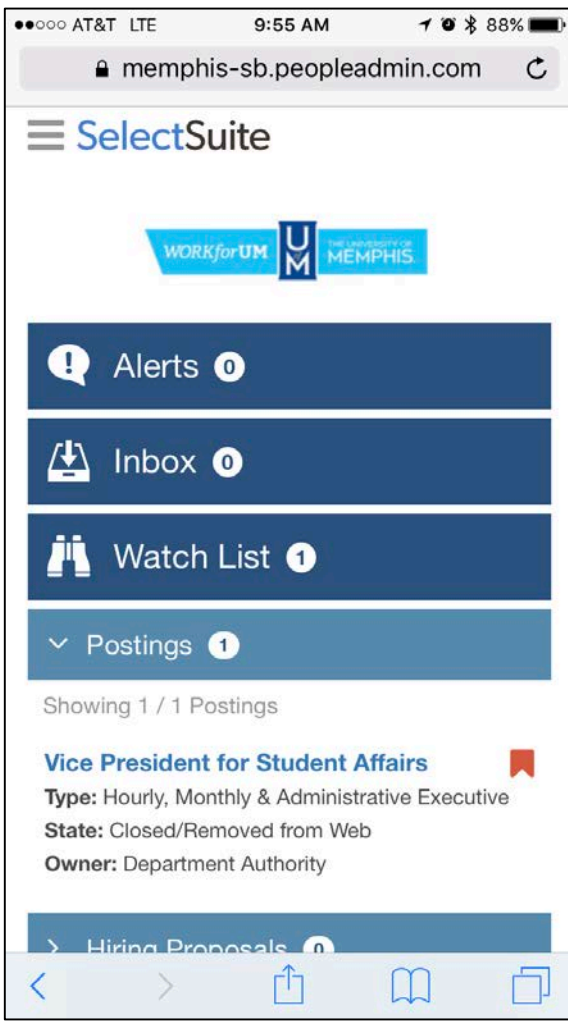
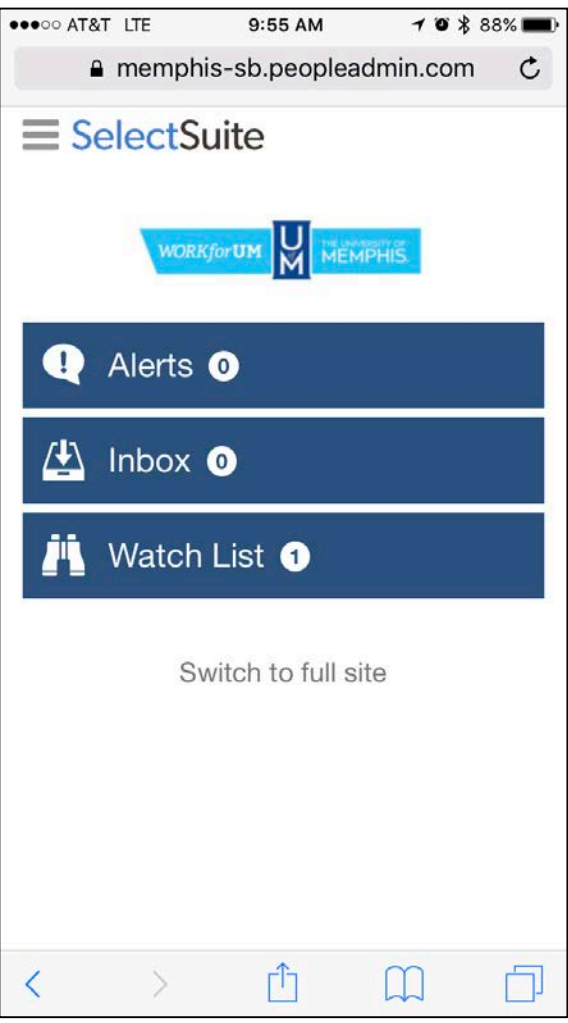
Announcements & Deadlines

- **Job Postings**

Announcements & Deadlines

- **The internal side of WorkforUM is going mobile-friendly!**
- **Within the next 10 days, internal WorkforUM will look like this...**

Announcements & Deadlines



Announcements & Deadlines

- **Sick leave roll date is June 30, 2017!**
- **Employees should review their annual leave balances now to determine how much leave would need to be used prior to the June 30th roll date.**
- **Exempt staff (i.e. executive, administrative, professional, and 12-month academic employees) may carry forward 315 hours (42 days) to the next fiscal year. Any hours above this amount will be rolled over to sick leave.**

Announcements & Deadlines

- **Non-exempt staff roll according to the following:**

Clerical & Support Employees Years of Service	Maximum Accumulation Carried Forward to Next Fiscal Year
0 - 5	225.0 hours
5 - 10	270.0 hours
10 - 20	292.5 hours
20 or more	315.0 hours

Announcements & Deadlines

- **Employees are reminded to use the Tiger Spotlight Award!**
- **Employees may be "spotted" when any of the following characteristics are observed or demonstrated:**
 - **Consistently making a significant and positive impact within their department, fostering the mission and goals of the University**
 - **Excellence in overall work performance**
 - **Making a personal effort to "go the extra step"**
 - **Consistent commitment in providing expert service to internal and external customers**
 - **Serving as a role model through positive interactions with customers**
- **Visit [this link](#) to give a Tiger Spotlight Award today!**

Announcements & Deadlines

- **Recognition Awards**
 - **Excellence Awards**
November 2, 2017
Presidential & TIAA Excellence Awards
Community Service Outreach Award
 - **Harriet R. Montgomery Customer Service Excellence Awards**
BY INVITATION ONLY in August 2017
 - **Career Milestone Awards**
Celebrating Years of Service
January 2018: Date to be determined

Announcements & Deadlines

- **Take Our Daughters and Sons to Work Day**
- **Friday, June 2, 2017**
- **Registration now closed**
- **Registrants will be contacted with next steps soon**



Announcements & Deadlines

- **MPLOY is back!**
- **MPLOY supervisor orientation is Wednesday, May 24 at 10:30 in 177B Admin**
- **MPLOY students will be on campus from June 1 thru July 14 (Monday-Thursday)**
- **More information? workforce@memphis.edu**



Announcements & Deadlines

- **My Brother's Keeper Alliance (MBK Alliance)**
- **Pathways to Success: Boys & Young Men of Color Opportunity Summit**
- **Thursday, June 22, 2017 at Cook Convention Center**
- **Announcement coming soon via e-mail**



Announcements & Deadlines

- **Continuing to complete paper timesheets & leave reports**
- **<http://www.memphis.edu/bf/forms/finance.php>
(Payroll section)**
- **Injunction extended thru June 30, 2017**
- **Paper timesheets now online through fiscal year-end**

Announcements & Deadlines

- **Summer casual attire**
 - **May 22 – August 25, 2017**
- **Independence Day Observance**
 - **Please note the UofM will be closed July 3 & 4!**
- **Summer-Only Flex Schedules**
 - **Approved at the department level based on business needs...no forms required!**

Announcements & Deadlines

- **Summer 2017 HR Brown Bag Sessions:**
 - **May 11: Healthy Lifestyles & Cooking Demos**
 - **May 25: Healthy Life/Work Balance**
 - **June 8: Incorporating Beginning Fitness into Your Lifestyle**
 - **June 22: Effective Communication: Write Right**
 - **July 13: Book Club -- *Get Unstuck, Be Unstoppable* by Valorie Burton (Part 1)***
 - **July 27: Book Club -- (Part 2)***
- *Note: This title is available in the University Bookstore. Faculty & staff will receive a 10% discount by showing Campus Card. Transfer Voucher payments will receive a 20% discount. In stock June 2017.*



Announcements & Deadlines

- **Summer 2017 HR Brown Bag Sessions:**
 - **Please register in Learning Curve!**
 - **Limited seating available.**
 - **Brown bags are held in 177B Administration Bldg.**
 - **12 to 1 p.m.**
 - **Bring your lunch!**

Announcements & Deadlines

- **Board of Trustees Meeting: June 6, 2017**
- **Open to the Public**
- **Held in University Center**
- **memphis.edu/bot**

Announcements & Deadlines

- **GA E-Contract Training**
Tuesday, June 20, 2017
2:30-4pm
- **Part-Time Faculty E-Contract Training**
Wednesday, June 28, 2017
2:30-3:30pm
- **178 Administration Building**
- **Please register in Learning Curve!**

Announcements & Deadlines

- **Workforum Training**
Wednesday, July 26, 2017
1:30-4pm
178 Administration Building
- **Please register in Learning Curve!**

LET'S SPIN THE WHEEL!



THANK YOU!

www.memphis.edu/hrpartners