



**Welcome to HR Partners!**  
**May 17, 2016**

# Agenda

- **Upcoming Meeting: Conceal & Carry Legislation**
- **Introduction: New AVP for Physical Plant**
- **Department of Labor—Latest Updates**
- **Non-Exempt Employees Who Travel**
- **Faculty Sick Leave Reporting**
- **Summertime Student Workers**
- **Potential New Benefits**
- **Announcements & Deadlines**
- **Spin the Wheel!**

# Conceal & Carry Legislation

- **As you may have heard, new laws are about to go into effect in Tennessee concerning guns on campuses.**
- **The June 21<sup>st</sup> HR Partners meeting will be largely devoted to this topic. Bruce Harber, the UofM Chief of Police, will be presenting.**
- **If you have specific questions related to this legislation, you are encouraged to send them to [hr@memphis.edu](mailto:hr@memphis.edu) in advance so that they can be addressed directly in the presentation.**

# Introduction

**Ron Brooks**

**Assistant Vice President, Physical Plant**



# **Department of Labor—Latest Updates & Non-Exempt Employees Who Travel**

**Iliana Ricelli & Kristil Davis**  
**Workforce Management**

# Department of Labor—Latest Updates

- **Federal government considering changing salary threshold to \$47,000 instead of \$50,440**
- **Currently we have 420 employees below \$50,400. Reducing the threshold decreases that number to 363 (57 employees)**
- **The proposed date for approval is July with an implementation date of September**
- **HR is creating an online questionnaire to send to all employees potentially affected to ensure their exempt/nonexempt status**

# Non-Exempt Employees Who Travel

- **Out of Town Travel – One Day Assignment**
  - **If the employee is assigned to work in another city for one day and the travel is performed at the employer's request and for the employer's benefit, it is compensable.**
  - **Travel time between the employee's home and the airport is considered home-to-work travel time and therefore not compensable.**

# Non-Exempt Employees Who Travel

- **Out of Town Travel – One Day Assignment (cont.)**
  - **Single day out-of-town travel is considered hours worked, excluding a meal period.**
    - **For example, a non-exempt employee whose normal work hours are 8:00 a.m. to 4:30 p.m. is given an assignment to be in Nashville for one day and return that evening.**

**The nonexempt employee leaves the University (or his/her home) at 7:00 a.m., the meeting is over at 3:00 p.m., and the employee arrives back at the University (or his/her home) at 6:30 p.m.**

**In this case, the travel time between 7:00 a.m. to 8:00 a.m. and 4:30 p.m. and 6:30 p.m. is considered hours worked and the three hours count towards calculating eligibility for overtime over 40 hours.**



# Non-Exempt Employees Who Travel

- **Overnight Travel**
  - **Travel away from home is clearly work time when it cuts across the employee's regular workday hours and is compensable. If this travel occurs during normal work hours on non-working days (i.e. Saturday or Sunday for an employee who works Monday through Friday) the time is also compensable.**

# Non-Exempt Employees Who Travel

- **Overnight Travel (cont.)**
  - **Time the employee spends in overnight travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile and the employee is free to relax, is not considered compensable time. If the employee is the driver of the vehicle, the employee must be compensated, as driving is considered work time.**

**To the extent that an employee performs work while traveling, e.g. preparing for a meeting, reviewing documents, making telephone calls, this time constitutes hours worked even if the travel time would otherwise not be compensable.**

# Non-Exempt Employees Who Travel

- **Overnight Travel (cont.)**
  - **Examples:**
    - **Employee drives to the airport to attend a seminar and has two co-workers as passengers with him/her. If the trip is made before or after normal work hours, only the driver receives compensation as only the driver is considered to be working. If the trip is made during normal work hours, all three employees are compensated because travel during normal work time is compensable. Time spent at a hotel with freedom to use time for the employee's own purposes is not compensable.**

# Non-Exempt Employees Who Travel

- **Overnight Travel**
  - **Examples:**
    - **On Saturday, the employee works from 8 a.m. to 4:30 p.m. with an hour meal break. The employee then leaves to travel home by car or bus, arriving at 6 p.m. Since only the travel time that overlaps the employee's regular working hours on a non-working day must be paid, the employee is eligible for 11.25 hours of compensatory time. (7.5 hours x 1.5)**

# **Faculty Sick Leave Reporting**

**Danny Linton**

**Assistant Director, Human Resources**

# Faculty Sick Leave Reporting

- **Beginning September 1, 2016, all faculty will be required to submit monthly leave reports verifying sick leave usage. This is based on a process improvement initiative originated to enforce an existing policy that was not fully implemented.**
- **This initiative will affect all 9-month and 10-month faculty members. 12-month faculty members already complete leave reports.**
- **For approvers, these new leave reports will appear as new line items in the Web Time Entry dropdown boxes in the portal (“09” & “10” will join the existing “BW” & “AT.”)**

# Faculty Sick Leave Reporting

- **Faculty will only report sick leave, not jury duty, military leave, etc.**
- **If a faculty member misses an entire day's work, this would be reflected with a "7.5" entry for that day on the leave report.**
- **If only part of the day was missed (e.g. a class was missed but research/administrative duties were performed from home), it will be between the chair and the faculty member to decide the appropriate amount of leave to be taken for that day.**

# Faculty Sick Leave Reporting

- **If a faculty member misses a class due to illness and arranges to have someone else cover that class, the faculty member still should report the appropriate amount of sick leave.**
- **These faculty members will only report their leave during the academic year. Faculty working on summer contracts are to report any sick leave taken in the summer via memo.**



# Faculty Sick Leave Reporting

- **Training will be provided to help faculty learn to complete leave reports.**
- **An online training module will launch later this summer. This training will not only be for faculty, but also for anyone who must complete a Web time sheet or leave report.**
- **It is being suggested that the online training be played at the fall general faculty meeting.**
- **A limited number of instructor-led sessions will also be scheduled for faculty who wish to attend in person. Registration will be in Learning Curve.**

# **Summertime Student Workers**

**DebraAnn Brown**  
**Associate Director, Financial Aid**

# Summertime Student Workers

- **Student Employment hires two types of students: FWS and Student Employees**
- **FWS are governed by the federal government and the university adheres to the regulations**
- **Student Employees are hired by departments and as long as they are enrolled in classes, are categorized as such**
- **Once a student employee stops taking classes (e.g. in the summer), they will be charged FICA taxes**

# Summertime Student Workers

- **A review of the IRS rules indicates that once an individual is no longer enrolled, they are to be taxed like a regular employee**
- **Finance and HR are working on a Banner script that will review the student file and will change their status based on their enrollment**
- **Departments DO NOT have to do anything other than inform the student they will be paying FICA taxes whenever they are not enrolled**

# Summertime Student Workers

- **This DOES NOT apply to students on F-1 or J-1 Visas**
- **Non-resident aliens are still considered student employees during the summer even if they are NOT enrolled in classes. They remain FICA-exempt.**

# Summertime Student Workers

- **Summer Parking: Advise your student workers to check with the Parking Office for a Summer hangtag.**

# Summertime Student Workers

## End/Termination Dates:

- **8/5/2016** if graduating at the end of Summer
- **8/19/2016** if switching from RSE to FWS
- **12/9/2016** if continuous employment through end of Fall semester

# Summertime Student Workers

## Online Separation & Termination:

- **Complete only if you wish to terminate sooner than the end of the semester or earlier than what you requested on the Payroll Action Form**
- **It's a two-step process: Originator and Manager**
- **Common mistake: listing an incorrect e-mail address for the Manager**



# Potential New Benefits

**Patricia Polania**  
**Assistant Director, University Benefits**  
**Administration**

# Potential New Benefits

- **HR is exploring expanding our benefits coverage**
- **Some of the items under consideration are Legal Insurance, Homeowner's Insurance, Pet Coverage, Automobile Insurance, and others**
- **Because of the number of employees who may be interested, there is a possibility of getting a better rate than the ones we obtain individually**
- **We are interested in HR Partners' feedback before we survey the entire University community**

# **Announcements & Deadlines**

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- **WorkforUM received a “facelift” at the end of April**
- **If your “orange button” is disappearing before you can click a routing option, clear your browser’s cache and this issue is resolved**
- **Next WorkforUM training session is June 9, 2016 from 1:30-4pm. Sign up in Learning Curve.**

# Announcements & Deadlines

- **More Upcoming Training Sessions:**
  - **Graduate Assistant E-Contracts**  
**June 8: 2-3pm**
  - **Part-Time Faculty E-Contracts**  
**June 14: 2-3pm**
  - **Banner Navigation**  
**June 7: 10-10:45am**

# Announcements & Deadlines

- **The 2016 Annual Enrollment Transfer Period will only be TWO WEEKS this year**
- **October 3-14, 2016**

# Announcements & Deadlines

- **Online White Pages Missing Phone Numbers**
  - **All employees should have an active phone number in the White Pages, even if it's the main office/front desk extension**
  - **An e-mail was sent to 654 employees who are missing business phone numbers & campus addresses in Banner. 459 remain outstanding.**
  - **May 31<sup>st</sup> deadline**
  - **Need help? Call 678-8888**

# Announcements & Deadlines

- **REMINDER: The Employee Degree Incentive Program will be expiring on June 30, 2016.**
- **The form will be removed from the Web at close of business on June 30, 2016.**



# Congratulations to our inaugural Excellence Award winners!

- **Presidential Excellence Award**  
*Tony Poteet, Campus Planning & Design*  
*Jeannie Smith, Finance*
- **TIAA Excellence Award**  
*Jan Brownlee, Academic Affairs*  
*Colis Chambers, Student Affairs*  
*Candy Donald, Lambuth*  
*Angela Fair, Research*  
*Maddie Griffith, External Relations*  
*Walter Hoehn, Information Technology*  
*Kristan Kelly, Athletics*  
*Russell Teague, Business & Finance*  
*Corina Walker, Development*
- **Community Service Outreach Award**  
*Bill Harbin, Campus Planning & Design*

# Announcements & Deadlines

- **It's official! The University will host 38 high school students this summer through the city's MPLOY initiative.**
- **Thank you to all departments who are participating!**

# Announcements & Deadlines

- **We want to hear from you! If there is a topic you would like to see covered at a future HR Partners meeting, please e-mail us at [hr@memphis.edu](mailto:hr@memphis.edu) and give us your suggestions!**

# Announcements & Deadlines

- **Don't forget to attend the STAPLES VENDOR SHOW!**
- **10am-2pm**
- **UC Shelby Room (Room 342)**



**THANK YOU!**

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