

**Welcome to HR Partners!**  
**June 11, 2019**



# Agenda

- **Separation & Clearance System**
- **Annual Salary Increases Information**
- **New HR Structure**
- **Announcements & Deadlines**
- **Spin the Wheel!**

# **Separation & Clearance System**

**Danny Linton**

***Associate Director, Human Resources***

# Separation & Clearance System

- The online Separation & Clearance form should be completed and submitted immediately when it is first disclosed that a Faculty, Staff, Temporary or Student employee will be leaving the University.
- The submission of the form will result in the notification via e-mail to the employee, the supervisor/manager, and the submitter of the form. The supervisor/managers are required to log in and acknowledge the form in order for the form to be processed.

# Separation & Clearance System

- The online Separation & Clearance system should be used for **VOLUNTARY** separations only.
- Do not submit a form for transfers to other departments.

# Separation & Clearance System



**DEMO**

# Separation & Clearance System

QUESTIONS?

# **Annual Salary Increases Information**

**Kristil Davis**

***Director, HR Strategic Initiatives  
& Talent Management***



# September Salary Increase Information

- As previously announced by the President, the University will implement a four-tier flat amount increase based on salary levels, as well as distribute a salary pool to be used for merit, equity and/or compression.
  - Effective 9/1/2019
  - Less than 1% salary pool for merit, equity and compression
  - Employees eligible for merit must have a current performance evaluation on file.
- Effective Sept. 1, 2019 the new minimum wage increases to \$11.11/hour
  - Vacant positions will also be raised to the new minimum wage (funded by the University).

Tiers	Flat Amount Increase	Earnings Criteria
Tier 1	\$1000	\$30K or less
Tier 2	\$850	\$30.1 - \$64.9K
Tier 3	\$700	\$65 - \$149.9K
Tier 4	\$550	\$150K or more

# **New HR Structure**

**Maria Alam**

***Chief Human Resources Officer***

# HR Challenges

- **Specialized staff (lack of cross-training)**
- **Fragmented processes**
- **Changing needs of the organization**
- **Inconsistent service excellence expectations within HR areas**

# Addressing Challenges

- **Creation of the HR Service Center**
- **Implementation of the HR Business Partner Model**
- **Creation of Higher-Level Specialists**
- **Consistent Service Excellence Expectations**

# Focus of HR Business Partner Model

- Supports the University's strategic mission and vision
- Builds campus relationships
- Understands assigned department's mission and goals
- Provides consistent service excellence
- Emphasizes organizational design & professional development
- Ensures compliance
- Implements HR strategies, policies, etc.

# HR Reorganization Additional Benefit

- Expands employee opportunities through the creation of a Director of Employee Engagement, Learning and Development position.

# HR Next Steps

- Interviewing and selection of staff
- Fully staffed by the end of July
- Provide HR staff training
- New structure roll-out

# ***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

- Tuition rates and new “cost to attend” estimator expected to debut in July.
- Keep watching for this as you create your graduate assistant e-contracts for the fall.

# Announcements & Deadlines

- The new version of Web Time Entry demoed last month and the other changes to Employee Self Service are being postponed while some discovered defects are resolved. Stay tuned!

# Announcements & Deadlines

- **COMING SOON!**
- **Student Worker Appointments (both regular and work study) are scheduled to move to an e-Contract this October for appointments beginning Spring 2020.**
- **Student worker appointments for the summer and fall should continue to be done on paper.**
- **Stay tuned for more info and training announcements!**

# Announcements & Deadlines

- **FERPA training will soon be a requirement for all University positions. If you have not already taken FERPA training, you may do so in the MyMemphis portal.**

# Announcements & Deadlines

- The WorkforUM Onboarding module is scheduled to be used with new hires starting after July 1.
- The last session of our current orientation format will be on July 1.
- New hires will be sent lists of onboarding tasks for pre- and post-hire and only employees in regular positions will need to attend a benefits orientation.
- Full-time faculty starting in the fall will attend regular orientation.

# Announcements & Deadlines

- **Customer Service Training**

**June 11, 2019 - 2:00pm**

**AD177B**

**June 25, 2019 - 10:30am**

**AD177B**



# Announcements & Deadlines

- **Banner Navigation**  
**June 25, 2019 - 2:00pm**  
**AD178**
- **WorkforUM Training**  
**July 24, 2019 \*\*DATE CHANGE\*\* - 1:30pm**  
**AD178**

# Announcements & Deadlines

- **E-Contract Trainings**
  - **Part-Time Faculty: June 17, 2019 2:00pm AD178**
  - **Graduate Assistants: June 18, 2019 2:00pm AD178**
  - **Extra Compensation: June 19, 2019 2:00pm AD178**

# **Announcements & Deadlines**



**SEE YOU IN SEPTEMBER!**

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

