Welcome to HR Partners!
June 11, 2019
• 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
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).

<table>
<thead>
<tr>
<th>Tiers</th>
<th>Flat Amount Increase</th>
<th>Earnings Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>$1000</td>
<td>$30K or less</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$850</td>
<td>$30.1 - $64.9K</td>
</tr>
<tr>
<td>Tier 3</td>
<td>$700</td>
<td>$65 - $149.9K</td>
</tr>
<tr>
<td>Tier 4</td>
<td>$550</td>
<td>$150K or more</td>
</tr>
</tbody>
</table>
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.
• Subscribe to our Twitter feed at @umemphisisjobs!
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.
• 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.
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
SEE YOU IN SEPTEMBER!
Thank you for attending! memphis.edu/hrpartners