

Welcome to HR Partners!
June 12, 2018



Agenda

- **Guns on Campus**
- **I-9 Updates**
- **Important Changes Coming to WorkforUM**
- **How Do I...? Do I Need to...? Why Can't I...?**
- **Announcements and Deadlines**
- **Spin the Wheel!**

Guns on Campus

Derek Myers
Assistant Chief of Police

Guns on Campus

- **Carry permit holders – who and where**
- **Law vs. Policy**
- **Changes for 2018**
- **The Future**

I-9 Updates

Toya Batson

Assistant Director, HR Records Management

I-9 Updates

- I-9 Verifications/Immigration Certification/Re-certification
- Effective March 2018, HR Records Management now E-Verifys ALL new employees.
- Effective June 1, 2018, HR Records Management has taken over I-9 verifications for new employees, and re-certifications for current employees for Shared Services.
- Effective August 1, 2018, HR Records Management will take over processing I-9s for all undergraduate student employment for the Student Employment Office.

I-9: Who Should Complete a Form I-9?

- You must complete Form I-9 each time you hire any person to perform labor or services in the United States in return for wages or other remuneration.
 - Remuneration is anything of value given in exchange for labor or services, including food and lodging.
- The requirement to complete Form I-9 applies to new employees hired after Nov. 6, 1986.
- This requirement does not apply to employees hired on or before Nov. 6, 1986, who are continuing in their employment and have a reasonable expectation of employment at all times.

I-9: Where Should I Go to Complete, Re-certify or Verify My I-9?

- You will go to 143 Administration Building (HR Records) and ask for Angela Wheeler, I-9 Coordinator.
- The link for the I-9 form can be found at <http://www.memphis.edu/bf/forms/hr.php> under HR Records Management.
- Bring acceptable and valid documentation.
- No expired documents will be accepted.

I-9 Completion Deadline

- The employee completes Section 1 of Form I-9 at the time of hire.
 - “Hire” means the beginning of employment in exchange for wages or other remuneration.
 - The date of hire is noted on the form as the first day of employment.
- Employees may complete Section 1 before the time of hire, but no earlier than acceptance of the job offer.

I-9 Completion Deadline

- I-9 Coordinator will review the employee's document(s) and fully complete Section 2 within three business days of the hire.
 - For example, if the employee begins employment on Monday, we must complete Section 2 by Thursday.
- If you hire a person for fewer than three business days, Sections 1 and 2 must be fully completed at the time of hire – in other words, by the first day of employment.

Don't Complete the I-9 for Employees Who Are:

- Hired on or before Nov. 6, 1986 who are continuing in their employment and have a reasonable expectation of employment at all times;
- Independent contractors;
- Employed by a contractor providing contract services (such as employee leasing or temporary agencies) and are providing labor to you.
- Not physically working on U.S. soil.

Important Reminders

- You cannot hire an individual who you know is not authorized to work in the United States.
- Do Not Allow Anyone to Work Without Completing an I-9!
(Offers of employment are contingent upon this process.)
- YOU are responsible for ensuring that your employee fully and properly completes Section 1 and reports to HR Records prior to the start of employment.
- Employees with expired documents **CANNOT** be allowed to continue to work until authorized by HR Records.

I-9 Updates

QUESTIONS?

Changes Coming to WorkforUM

Danny Linton

Assistant Director, Human Resources

Changes Coming to WorkforUM

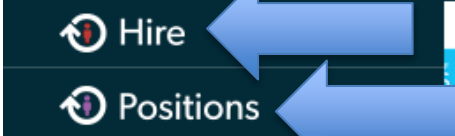
- New Internal Home Page

The screenshot displays the WorkforUM internal home page. At the top, there is a navigation bar with tabs for 'Home', 'Postings', 'Pools', 'Applicants', and 'Hiring Proposals'. Below this, the page is divided into several sections:

- Inbox:** A search box with the text 'There are no results to be displayed.' and a 'Filters' button.
- Watch List:** A search box with the text 'there are no results to be displayed.' and an 'Unwatch Postings' button.
- 0 Filled Postings Last 30 days:** A dashboard card showing a large '0' and a legend for job types: Hourly, Monthly & Administrative Executive (blue), Full-Time Faculty, Academic Executive, & Contract Coaches (purple), Part-Time Faculty (teal), and Temporary (green).
- Applicants Per Day Last Week:** A line chart showing the number of applicants per day from Sunday to Saturday. The y-axis ranges from 0 to 1.0.

At the bottom of the page, there are two buttons: 'Inbox Items' and 'Open Postings'.

User Group:
Department Authority



Pools | Applicants | Hiring Proposals

- OTHER TOOLS
- Employee Portal
- Analytics Dashboards

Postings | Users 45 | Hiring Proposals | Actions | Special Handling Lists

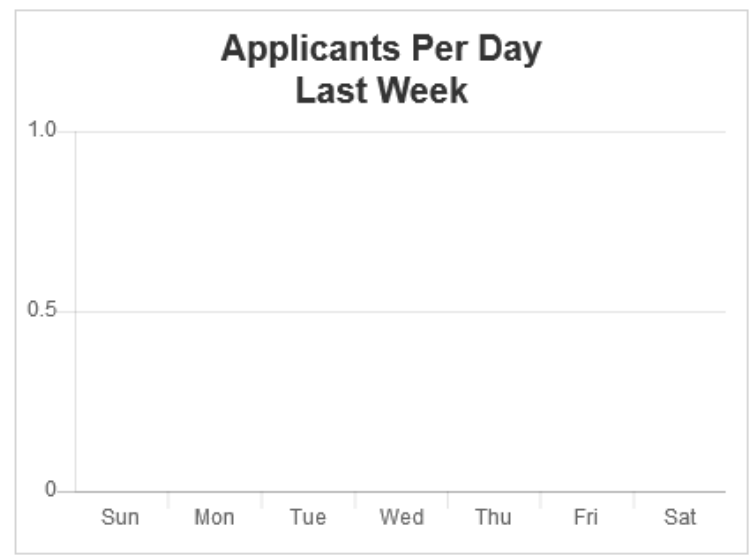
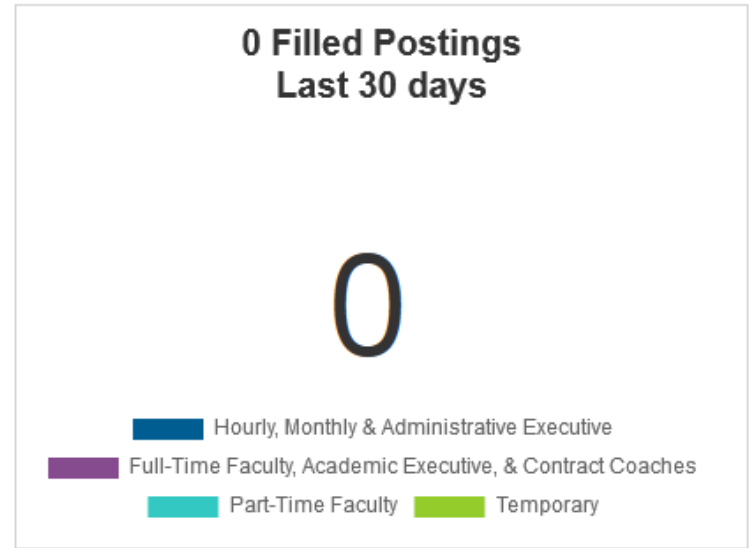
Filters

be displayed.

Postings | Hiring Proposals | Actions 1

Unwatch Postings

be displayed.



Inbox Items

Open Postings

Changes Coming to WorkforUM

- Interest Cards

Changes Coming to WorkforUM

- Onboard module coming this fall

Changes Coming to WorkforUM

- **Coaches Moving to Staff side**

How Do I...? Do I Need to...? Why Can't I...?

Danny Linton

Assistant Director,

Organization & Employee Development

How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! I'm trying to complete a graduate assistant E-contract for Fall 2018 and I don't know how much to put for tuition.

- **ANSWER:**

The Bursar's website has a tuition estimator that has been updated for Fall 2018. Tuition this year did not increase from last fall's rates.

How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! WorkforUM is broken. I don't see a posting that I should be able to see!

- **ANSWER:**

99.9% of the time, this is caused by the user not having Banner access to the org in which the posting resides. Check the Finance Program Guide's [approval queue search](#) for your org and submit a [Banner access form](#) if the name you need is not listed.

How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! An employee who is no longer in my department has her time sheet still appearing under my org.

- **ANSWER:**

Timesheets grab the org & supervisor the moment they are extracted (started). If the change was keyed after the timesheet was started, go ahead and process it and the issue should be resolved with the next pay period.

How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! I was taking Title VI training and I got trigger happy with the Next button, so I didn't get to watch the entire training.

- **ANSWER:**

You have two options: 1) E-mail me your username and I can reset your training; or 2) try opening the training link in a different browser than the one you were originally using.

How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION:**

Help, Danny! I hear there are required trainings that I am supposed to take or I may be scored lower on my performance appraisal. How do I know what trainings my position is supposed to complete?

- **ANSWER:**

Go to your MyMemphis portal's Employee tab. Click Internal Site. Change your user type to Employee. Click My Profile. Then click Position Descriptions. Click on the name of your position and then scroll down to the Training section.

How Do I...? Do I Need to...? Why Can't I...?

- **QUESTION** (and this one's a repeat from last month!):
Help, Danny! Joe Blow used to work in my department, but now he's transferred to another department on campus. But he can still see my department's information in Banner! What do I do?
- **ANSWER:**
You should complete the same form you used to grant the access in the first place, only this time you'll click **Remove** instead of **Add**.

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 [@umemphisjobs](https://twitter.com/umemphisjobs)!

Announcements & Deadlines

Across-the-board (ATB) Increases

- All employees earning above \$30,000 will receive a 1% ATB increase.
- All employees earning \$30,000/year (\$15.38/hr) or less will receive a flat ATB increase.
 - Non-Exempt - \$0.50 per hour
 - Exempt - \$975 per year
- To be eligible for the ATB, employees must have been employed by 12/31/2017*.

Announcements & Deadlines

Merit Increases

- The remaining salary pool (an approximate 1.2% pool) will be allocated for merit increases.
- All employees meeting minimum requirements will be eligible for consideration for a merit increase.
- Employees must have been employed by **12/31/2017** to be considered for a merit increase.

Announcements & Deadlines

*Salary increases – General Information

- Adjunct faculty rate increases to \$739 per credit hour (\$2,217 for a 3-hr course) starting with Fall 2018 appointments.
- All raises are funded centrally by the University, not including auxiliary departments.
- The University minimum hourly rate for non-exempt employees will increase to \$10.60/hr. effective July 1, 2018 regardless of your employment date.
- Employees whose hourly rates are below \$10.60 will be increased regardless of their ATB or merit eligibility.

Announcements & Deadlines

Take Our Daughters and Sons Day 2018



Announcements & Deadlines



Take Our Daughters and Sons Day 2018 Video

Announcements & Deadlines

Summer Brown Bag Sessions

- **June 13: Diversity in the Workplace**
- **June 27: Fostering Inclusion in the Workplace**
- **July 11: Creating a Great Place to Work in 10 Easy Steps**
- **July 25: Creating a Positive Work Environment**
- **All sessions 12-1pm in AD177B**
- **Register at learningcurve.memphis.edu**

Announcements & Deadlines

- The Weight Watchers Freestyle Program can help you focus on what really matters in your weight-loss journey: nourishing your whole self and doing more of the things you enjoy.
- From June 18 through August 17, employees can purchase a 26-Week Series to get 3 FREE WEEKS*, or purchase a 17-Week Series and get 2 WEEKS FREE**.
- Look for more details in the June issue of the HR on Campus newsletter.

Announcements & Deadlines

- Shred Day
- July 30, 2018
- Contact Ladonnal Curry regarding any items that need to be shredded.
- Retention guidelines are available online at <http://www.memphis.edu/cfo/recmgt.php>.

Announcements & Deadlines

- Beginning with the new fiscal year, the Harriet R. Montgomery Customer Service Excellence Award will be referred to as the Harriet R. Montgomery Service Excellence Award.
- Effective July 1, 2018, an added benefit to the monthly recipient will be “ALL Access Parking” for one month.
- This is in addition to the \$100 monetary award and certificate the recipient already receives.

Announcements & Deadlines

- **Customer Service Training**

July 10, 2 – 3:30pm

AD177B

July 24, 10:30am – 12pm

AD177B

Announcements & Deadlines

- **E-Contract Training**
 - **Part-Time Faculty: June 26**
 - **Graduate Assistants: June 27**
 - **Extra Compensation: June 28**
- **All sessions in AD 177B, 2:30pm**
- **Please sign up in Learning Curve**

Announcements & Deadlines

- **Banner Navigation**
June 26, 2018
10 a.m. AD178
- **WorkforUM Training**
July 25, 2018
1:30 p.m. AD178

Announcements & Deadlines

- **New Faculty Orientation (HR)**
 - August 20: 12:30-4:30pm
 - August 21: 8am-12pm
 - August 23: 8am-12pm
 - August 24: 12:30-4:30pm
 - Provost's New Faculty Orientation is August 22
8am-1:30pm

Thank you for attending!
memphis.edu/hrpartners

