



Welcome to HR Partners!

June 13, 2017

Agenda

- **Police Services Update: LiveSafe App**
- **Ticket Discounts in Athletics**
- **Extra Compensation Overview**
- **Employee Data Verification Project Demo**
- **Announcements & Deadlines**
- **Spin the Wheel!**

Police Services Update

Derek Myers

Interim Chief of Police, Police Services

Police Services Update

- **LiveSafe App now available for download**
- **Replaces TigerText, which will be terminated on August 31, 2017**
- **Provides a quick, convenient and discreet way to communicate directly with Police Services**
- **Texts, pictures, audio, video, & live chat**

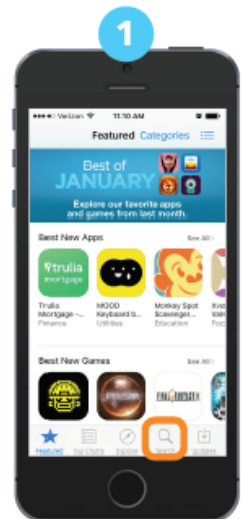
Police Services Update

- **For an overview, visit**
<http://www.memphis.edu/police/pdf/uofm-livesafe-overview-letter.pdf>
- **For Apple iOS instructions, visit**
<http://www.memphis.edu/police/pdf/uofm-livesafe-onboarding-ios.pdf>
- **For Android instructions, visit**
<http://www.memphis.edu/police/pdf/uofm-livesafe-onboarding-android.pdf>
- **For those without smartphones, or for any questions, please e-mail police@memphis.edu.**

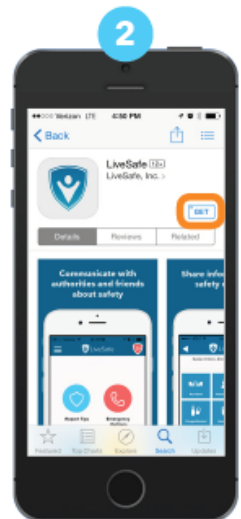
LiveSave App for iPhone



Download LiveSafe for iOS: A Step-by-Step Guide



1 Open App Store
Open the Apple "App Store". Tap the "Search" icon at the bottom.



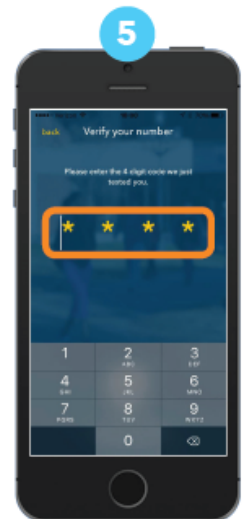
2 Download LiveSafe
Search for & download "LiveSafe". Tap "Open" to start registering.



3 Tutorial
Swipe to the left to start. Read the tutorial or continue to registration by tapping "skip" at the bottom.



4 Start registering
Enter your mobile phone number. To verify your account, a four digit code will be sent via SMS text message.

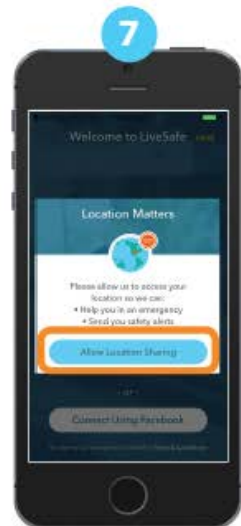


5 Verify your number
When prompted, enter the four digit code sent to you via SMS text message into the LiveSafe verification screen.

LiveSave App for iPhone



6 Finish your profile
Enter your first and last name. Create a password and tap next.



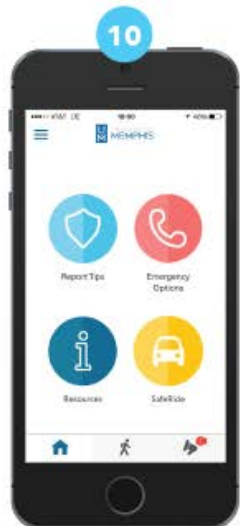
7 Enable location
When prompted, enable "Allow Location Sharing" by tapping "Allow".



8 Select organization
Search for and select "University of Memphis".



9 Sign into U of M
Please log in with you UUID and verify your account.

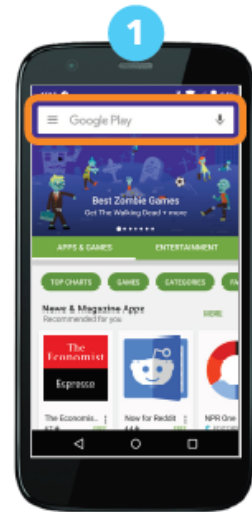


10 Welcome!
You'll know you are in the right place when you see "University of Memphis" in the top banner.

LiveSafe App for Android



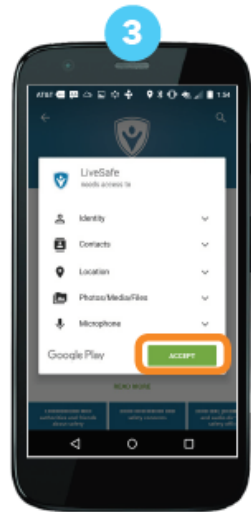
Download LiveSafe for Android: A Step-by-Step Guide



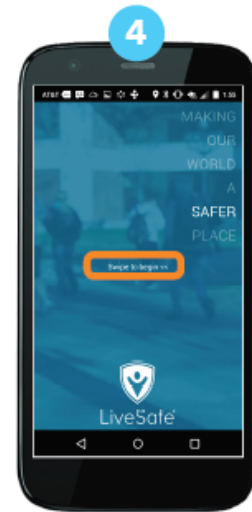
1 Open Google Play
Open the Google Play app store on your device. Tap the search box at the top of the page.



2 Download LiveSafe
Search for "LiveSafe" and tap "Install" to download. Tap "Open" to start registering.



3 Accept Permissions
Tap the green "accept" button to give LiveSafe the correct permissions.



4 Tutorial
Swipe to the left to start. Read the tutorial or continue to registration by tapping "skip" at the bottom.



5 Start registering
Enter your mobile phone number. To verify your account, a four digit code will be sent via SMS text message.

LiveSafe App for Android



Verify your number
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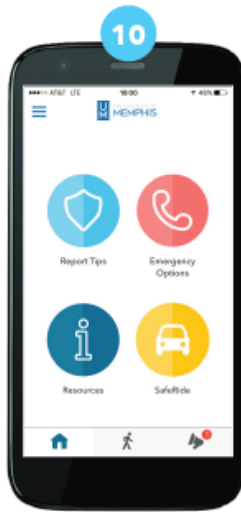
Finish your profile
Enter your first and last name. Create a password and tap next.



Select organization
Search for and select "University of Memphis".



Sign into U of M
Please log in with you UUID and verify your account.



Welcome!
You'll know you are in the right place when you see "University of Memphis" in the top banner.

Police Services Update

- **Current Police Services statistics**
- **Common issues on campus and off**
- **Questions?**

Ticket Discounts in Athletics

Jon Klein

General Manager, Ticket Sales

Ticket Discounts in Athletics

- **Full-time Faculty/Staff receive 50% off regular season ticket price in designated sections**
- **F/S discounts are available in all Chairback sections (Per seat donation not discounted) **JUST \$140****
- **F/S discount also available in lower sideline (Section 106 specifically) **JUST \$125****
- **Up to 4 seats at discounted rate, above that is regular price**
- **30% of the regular price will be reported on your W2 per new IRS regulations**
 - *Example: Joe Smith, faculty member, purchases 4 season tickets for football at the Faculty/Staff Discount Rate. The Regular Price of these tickets is \$250 each, \$1000 total. The discount allows Joe to purchase them for \$125 each, \$500 total. The taxable amount of these tickets is 30% of the regular price or \$300 at an approximate tax rate of 32.65%* for a total of \$97.95 withheld and reported on his W-2.*

2017 MEMPHIS FOOTBALL SEASON TICKET PRICING

Public Price/TSF Football Member Price

\$275* **Premium Chairback**

* Plus Required Per Seat Donation
Donation Amounts Listed in Each Yellow Section

\$250/\$225 **Lower Sideline**

\$190/\$170 **Upper Sideline**

Public Price/TSF Football Member Price

\$130/\$115 **Endzone**

\$350/\$300 **Family Fun Zone**
Includes 4 tickets

Students/Band

Visiting Team



Extra Compensation Overview

Danny Linton

Assistant Director, Human Resources

Process Overview: Extra Compensation

- **Effective June 1, 2017, all requests for extra compensation must be completed via e-contract. No paper forms will be accepted, and the links to those paper forms will be disabled.**
- **This applies to BOTH types of extra compensation:**
 - **Extra Compensation for Credit Instruction**
 - **Extra Compensation for any other purpose**

Process Overview: Extra Compensation

- **Only exempt employees are eligible for extra compensation. Non-exempt employees are not eligible; any additional work a non-exempt employee is restricted, subject to overtime, and is payable only via the [Overtime Outside Department time sheet](#).**
- **Keep in mind the monthly payroll deadline is the 15th of each month. All approvals must be received and the EPAF entered by this date to guarantee making that month's payroll.**

Process Overview: Extra Compensation

- **Nine-month faculty being paid for summer work should still use the Faculty Summer Compensation E-Contract, not the Extra Compensation E-Contract.**

Process Overview: eContract vs. EPAF

- **eContract:** The legally-binding electronic contract offered from your department to the existing employee member. Accessed at www.memphis.edu/econtract
- **EPAF:** An **E**lectronic **P**ersonnel **A**ction **F**orm in Banner. The EPAF gets created by Shared Services when the eContract is finalized.
- **No eContract? No EPAF. No EPAF? No extra comp.**

Process Overview

- **eContract Workflow for CREDIT INSTRUCTION:**
 - 1. Hiring Department Originator**
 - 2. Faculty Admin Services**
 - 3. Exception Authority (if any)**
 - 4. Chair/Department Head**
 - 5. Dean (optional)**
 - 6. Grants Accounting (if grant)**
 - 7. Provost's Office (if faculty)**
 - 8. Employee**
 - 9. Employee's Supervisor (Approve OR FYI)**
 - 10. Shared Services**

Process Overview

- **eContract Workflow for ALL OTHER PURPOSES:**
 - 1. Hiring Department Originator**
 - 2. Chair/Department Head**
 - 3. Dean (optional)**
 - 4. Grants Accounting (if grant)**
 - 5. Provost's Office (if faculty)**
 - 6. Workforce Management**
 - 7. Employee**
 - 8. Employee's Supervisor (Approve OR FYI)**
 - 9. Shared Services**

Process Overview

- **EPAF Workflow:**
 - 1. Shared Services
AND THAT'S IT!**

Departments do not initiate or approve EPAFs for extra compensation.

Process Overview

- **One contract per occurrence (if teaching two credit courses, that's two extra comp e-contracts)**
- **The employee's home supervisor only approves the extra comp request if the work is to be performed during the employee's normal work schedule; otherwise just FYI**

Process Overview

- **For Extra Compensation, there are NO REVISIONS. Need to make a change? Cancel and start over!**
- **If any approving authority disapproves a contract, that contract is nullified and the originator is notified**

Process Overview

- **Keep in mind that although part-time faculty (PF) employees are now paid biweekly, their extra comp counterparts also teaching will remain being paid monthly**

DEMONSTRATIONS

Employee Data Verification Project

Danny Linton

Assistant Director, Human Resources

Employee Data Verification Project

- **In the coming weeks, all University employees will be contacted and asked to visit a link in the MyMemphis portal to review and verify the following information:**
 - **Employee Name**
 - **Home Address & Phone**
 - **Work Address & Phone**
 - **Emergency Contact(s)**
 - **Disability**
 - **Veteran Status**
 - **Race & Ethnicity**
 - **Gender**
 - **Date of Birth**
 - **Degree(s)**

Employee Data Verification Project

- **Changes may be requested directly in the app.**
- **HR Records Management will key the changes submitted via this app.**
- **Certain changes will require documentation; Employee Records will follow up in these cases.**
- **If all info is correct, click to confirm all info has been reviewed.**

DEMONSTRATION

Announcements & Deadlines

Announcements & Deadlines

- **Greeting New Employees**

Announcements & Deadlines

- **Job Postings**

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

- **Recognition Awards**
 - **Excellence Awards**
November 2, 2017
Presidential & TIAA Excellence Awards
Community Service Outreach Award
 - **Harriet R. Montgomery Customer Service Excellence Awards**
August 17, 2017 (By invitation only)
 - **Career Milestone Awards**
Celebrating Years of Service
January 18, 2018

Announcements & Deadlines

- **Benefits**
 - **Benefits Fair**
 - September 27, 2017 (Main Campus)**
 - September 28, 2017 (Lambuth)**
 - **Annual Enrollment Transfer Period**
 - October 2-13, 2017**

Announcements & Deadlines

- **Take Our Daughters and Sons to Work Day was a great success!**
- <https://www.youtube.com/watch?v=uSoMTEAG1mw>



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**



Announcements & Deadlines

- **Continuing to complete paper timesheets & leave reports**
- **<http://www.memphis.edu/bf/forms/finance.php>
(Payroll section)**
- **These will likely need to be maintained beyond June 30, 2017**
- **Paper timesheets now online through fiscal year-end; more to come**

Announcements & Deadlines

- **Independence Day Observance**
 - **Please note the UofM will be closed July 3 & 4!**

Announcements & Deadlines

- **Remaining Summer 2017 HR Brown Bag Sessions:**
 - **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

- **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!**

Announcements & Deadlines

- **Have a great summer!**
- **Next HR Partners meeting will be in September 2017!**



THANK YOU!

www.memphis.edu/hrpartners