

Welcome to HR Partners!
October 10, 2017



Agenda

- **Introduction of New Chief of Police**
- **Dr. Rosie Phillips Bingham Student Emergency Fund & Tiger Pantry**
- **10 Super Easy Tech Tricks to Make Your Life Easier**
- **Managing Your Distress in the Aftermath of a Shooting**
- **Performance/Merit Pay Discussion**
- **Announcements and Deadlines**
- **Spin the Wheel!**

Introduction

Mary Balée
Chief of Police

Dr. Rosie Phillips Bingham
Student Emergency Fund & Tiger Pantry

Alison Brown
Administrative Associate I,
Office of VP for Student Affairs

Dr. Rosie Phillips Bingham Student Emergency Fund

- Gives small grants for emergency expenses
- Limit of \$500: most awards are not that large
- Cannot be used for tuition

- More information:

<http://www.memphis.edu/studentlife/crisis/rpbsef.php>

Application Process

- Students must complete both:
 - Dr. Rosie Phillips Bingham Student Emergency Fund Application
 - Tiger Scholarship Manager General Application
- Committee will respond to student within 2 business days with either approval or denial

The screenshot shows the Tiger Scholarship Manager interface. At the top, it displays the University of Memphis logo and the title "Dr. Rosie Phillips Bingham Student Emergency Fund Application". The user is logged in as "Alison M Brown". The main content area is titled "Your Information" and contains a dropdown menu for "What do you need help with?". Below this is another "Your information" section with input fields for Name, Select Role, UID Number, DOB, Phone number, Email address, and Address. On the right side, there is a sidebar with "Application Progress" showing "General Application" as the active step. The main content area on the right contains a disclaimer and "General Application Questions" with input fields for First Name, Middle Name, and Last Name.

THE UNIVERSITY OF MEMPHIS

Dr. Rosie Phillips Bingham Student Emergency Fund Application

You are currently authenticated as Alison M Brown. [Not you?](#)

What do you need help with? (Required): Please Choose...

Your information

Name	Select Role	UID Number	DOB (YYYY-MM-DD)
<input type="text"/>	Please choose...	<input type="text"/>	<input type="text"/>
Phone number	Email address	Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

TIGER SCHOLARSHIP MANAGER

My Applications ¹ Opportunities Donors Alison Brown

Application Progress

- General Application ⓘ

For need-based and merit scholarships that have a financial need component, only students who file the FAFSA will be considered for these awards. Non-FAFSA filers will be excluded from consideration for need-based awards. You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Continue**.

Note: Required fields are marked with an asterisk.

Disclaimer: Your record reflects the best information available at the time of submission. Recent changes made to your Banner account are not immediately reflected in Tiger Scholarship Manager. The information is intended for the use of students and prospective students to identify and evaluate possible resources. Due to the nature of funding, the list may change without notice, new scholarships could be added, or selection criteria could change. Remember that applicants will be considered for applicable scholarships; students must meet and maintain the selection criteria.

General Application Questions

* First Name

Middle Name

* Last Name

Tiger Pantry

- Food and toiletry pantry located on 3rd floor of UC
- Students check in at UC 359 (Dean of Students Office) to have door unlocked
- Hours available are 9am-3pm on university business days
- More information: <http://www.memphis.edu/tigerpantry>
- “Wish list”:
<http://www.memphis.edu/studentlife/crisis/wishlist.php>

Supporting RPBSEF and Tiger Pantry

- Emergency Fund: <http://www.memphis.edu/give>
 - Choose “Student Affairs”
 - Choose “Bingham Student Emergency Fund”
- Tiger Pantry
 - Foundation fund: choose “fund not listed” and write “Tiger Pantry”
 - Donate items at:
 - Dean of Students Office (UC 359)
 - Vice President for Student Affairs Office (AD 235)
 - UC Help Desk (1st Floor)
 - Most needed items currently: hygiene products (tampons, pads), instant oatmeal, mac n cheese, fruit cups, canned protein (tuna, chicken, etc.)
 - Tiger Pantry does not accept clothing donations

***10 Super Easy Tech Tricks
to Make Your Life Easier***

**Danny Linton
Human Resources**

#1: Getting Back a Lost Browser Tab

- If you accidentally close a tab in your Web browser, you can get it back!
- Just click **CTRL + SHIFT + T** and it comes back to life!

#2: Repeating Last Action in Excel

- Any action you take in Microsoft Excel can be duplicated by performing the action, then moving to another set of cells, and clicking F4.

#3: Easily Opening a Link in a New Tab

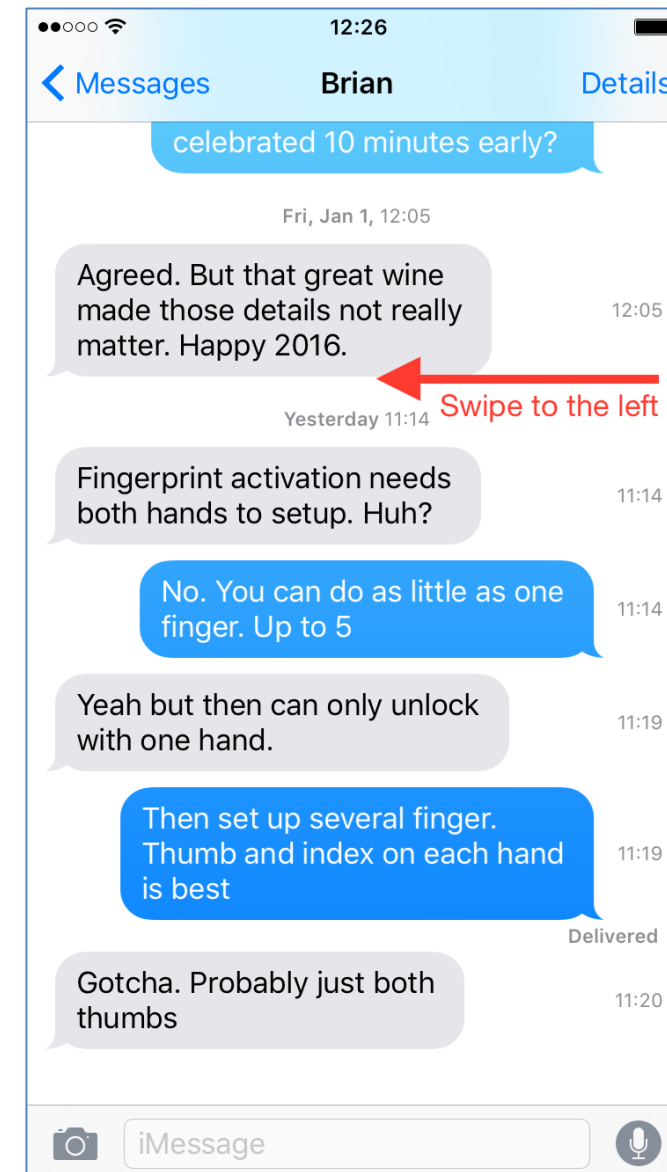
- Want to click a link without leaving the page you're currently on?
- If you are using a mouse with a trackball, click the link with your trackball instead of your mouse button and it opens in a new tab automatically.

#4: Easily Copy a File

- Need to make a copy of a file in Windows? Just press CTRL and drag/release the file.

#5: Timestamps on iPhone texts

- On an iPhone, you can see the time text message was sent by holding and swiping right.



#6: Google Image Search

- Trying to identify someone in a photo? You can use images.google.com to look up that image on the Internet and likely ID the person in the photo.

#7: Clear Your Cache...FAST!

- We're often asked for various reasons to clear our Web browser's cache. Rather than doing this the complicated way, just press **CTRL + SHIFT + R**.
- Note: This also refreshes your page.

#8: Easy Zooms

- Want to make the Web page you're viewing larger or smaller?
- Use CTRL + or CTRL -

#9: Resizing Images Correctly

- If you need to resize an image in a document without losing the original aspect ratio, hold down the **SHIFT** key when resizing & click/dragging.



#10: The Snipping Tool

- **The Snipping Tool is the best hidden tool in Windows. Need to take a picture of something on your screen to share with someone or place in a document?**
- **Go to Start menu, All Programs, Accessories, Snipping Tool. Then whatever you snip will be automatically copied to your clipboard for pasting everywhere.**

10 Super Easy Tech Tricks to Make Your Life Easier



YOU'RE WELCOME!

Managing Your Distress in the Aftermath of a Shooting

**Earle Donelson, Ph.D.
Staff Psychologist
UofM Counseling Center**

Managing Your Distress in the Aftermath of a Shooting

You may be struggling to understand how a shooting could occur and why such a terrible thing would happen. There may never be satisfactory answers to these questions.

Managing Your Distress in the Aftermath of a Shooting

You may find that you have trouble sleeping, concentrating, eating or remembering even simple tasks. This is common and should pass after a while.

Managing Your Distress in the Aftermath of a Shooting



We do know, though, that it is typical for people to experience a variety of emotions following such a traumatic event.

Managing Your Distress in the Aftermath of a Shooting



These feelings can include shock, sorrow, numbness, fear, anger, disillusionment, grief and others.

Managing Your Distress in the Aftermath of a Shooting

For some, whenever there are tragedies like this, they struggle spiritually. They wonder about how can Evil such as this exist? They struggle for meaning, answers, explanations.

Managing Your Distress in the Aftermath of a Shooting

They wonder why God, Buddha, Allah, Brahma, or simply, The Universe, could allow these things to happen?

Managing Your Distress in the Aftermath of a Shooting

Again, there may never be true answers - or, at least, satisfying answers or explanations – to the questions these kind of tragedies raise.

Managing Your Distress in the Aftermath of a Shooting

Over time, the caring support of family and friends can help to lessen the emotional impact and ultimately make the changes brought about by the tragedy more manageable.

Managing Your Distress in the Aftermath of a Shooting

You may feel that the world is a more dangerous place today than you did yesterday. It will take some time to recover your sense of equilibrium.

Managing Your Distress in the Aftermath of a Shooting

Meanwhile, you may wonder how to go on living your daily life. You can strengthen your resilience — the ability to adapt well in the face of adversity — in the days and weeks ahead.

Managing Your Distress in the Aftermath of a Shooting



Here are some tips:

Managing Your Distress in the Aftermath of a Shooting

Talk about it.

Ask for support from people who care about you and who will listen to your concerns. Receiving support and care can be comforting and reassuring. It often helps to speak with others who have shared your experience so you do not feel so different or alone.

Managing Your Distress in the Aftermath of a Shooting

Strive for balance.

When a tragedy occurs, it's easy to become overwhelmed and have a negative or pessimistic outlook. Balance that viewpoint by reminding yourself of people and events which are meaningful and comforting, even encouraging. Striving for balance empowers you and allows for a healthier perspective on yourself and the world around you.

Managing Your Distress in the Aftermath of a Shooting

Turn it off and take a break.

You may want to keep informed, but try to limit the amount of news you take in whether it's from the Internet, television, newspapers or magazines. While getting the news informs you, being overexposed to it can actually increase your stress.

Managing Your Distress in the Aftermath of a Shooting

The images can be very powerful in reawakening your feeling of distress. Also, schedule some breaks to distract yourself from thinking about the incident and focus instead on something you enjoy. Try to do something that will lift your spirits.

Managing Your Distress in the Aftermath of a Shooting

Honor your feelings.

Remember that it is common to have a range of emotions after a traumatic incident. You may experience intense stress similar to the effects of a physical injury. For example, you may feel exhausted, sore or off balance.

Managing Your Distress in the Aftermath of a Shooting

Take care of yourself.

Engage in healthy behaviors to enhance your ability to cope with excessive stress. Eat well-balanced meals, get plenty of rest and build physical activity into your day. Avoid alcohol and drugs because they can suppress your feelings rather than help you to manage and lessen your distress.

Managing Your Distress in the Aftermath of a Shooting

In addition, alcohol and drugs may intensify your emotional or physical pain. Establish or re-establish routines such as eating meals at regular times and following an exercise program. If you are having trouble sleeping, try some relaxation techniques, such as deep breathing, meditation or yoga.

Managing Your Distress in the Aftermath of a Shooting

Help others or do something productive.
Locate resources in your community on ways that you can help people who have been affected by this incident, or have other needs. Helping someone else often has the benefit of making you feel better, too.

Managing Your Distress in the Aftermath of a Shooting

If you have recently lost friends or family in this or other tragedies, remember that grief is a long process. Give yourself time to experience your feelings and to recover. For some, this might involve staying at home; for others it may mean getting back to your daily routine.

Managing Your Distress in the Aftermath of a Shooting

Dealing with the shock and trauma of such an event will take time. It is typical to expect many ups and downs, including "survivor guilt" — feeling bad that you escaped the tragedy while others did not.

Managing Your Distress in the Aftermath of a Shooting

For many people, using the tips and strategies mentioned above may be sufficient to get through the current crisis. At times, however an individual can get stuck or have difficulty managing intense reactions.

Managing Your Distress in the Aftermath of a Shooting

A licensed mental health professional such as a psychologist can assist you in developing an appropriate strategy for moving forward. It is important to get professional help if you feel like you are unable to function or perform basic activities of daily living.

Managing Your Distress in the Aftermath of a Shooting

Recovering from such a tragic event may seem difficult to imagine. Persevere and trust in your ability to get through the challenging days ahead. Taking the steps in this guide can help you cope at this very difficult time.

Managing Your Distress in the Aftermath of a Shooting



Questions?

Thoughts?

Final words?

Employee Assistance Program (EAP)/Behavioral Health Provider

- Administered by Optum
- Available to all benefits-eligible employees and eligible dependents
- Received five EAP visits, per situation, per year at no cost to you
 - 855-437-3486
 - Here4TN.com
- Behavioral Health Provider
 - Optum is your behavioral healthcare vendor.
 - Telemental Health

Here4TN.com

855-437-3486

http://players.brightcove.net/1475651770001/Sy0owlUE_default/index.html?videoId=5214297742001

Performance and Merit Pay Discussion

Margie Williamson, Iliana Ricelli & Kristil Davis
Human Resources

Performance and Merit Pay Discussion

- The University is exploring a merit/pay-for-performance plan.
- A cross-functional work team is being formed to examine this process.
- Additionally, we are querying HR Partners for their opinions on issues related to this process.

Announcements & Deadlines

Announcements & Deadlines

- New HR Employees
- New HR Partners

Announcements & Deadlines



- **Current Job Openings**

Announcements & Deadlines

- 2017 Employee Charitable Giving Campaign
- Campaign begins Monday, October 16th
- Website will be updated and ready on October 16th to take current donations
- Kickoff festivities begin on Tuesday, October 17th at 2:00pm
- Campaign runs through Wednesday, November 15th



Parental Leave Policy

- At the October 4th meeting of the Board of Trustees, a motion for the development of a paid parental leave policy for faculty/staff was approved. Here are the next steps you can expect:
 - HR will be involved in the creation of this policy.
 - 6 weeks of paid leave (paid by the University).
 - Annual/sick leave will not need to be used.
 - Will be available for both childbirth & adoptions.

Announcements & Deadlines

- **2nd Annual Excellence Awards**
Thursday, November 2, 2017
University Center Ballroom
10 a.m.
- **44 nominees**
- **Winners announced at ceremony**

Announcements & Deadlines

- Benefits Annual Open Enrollment Period

CLOSES THIS FRIDAY AT 4:30 PM CT!

- PLEASE REMIND YOUR DEPARTMENTS!!

Announcements & Deadlines

- **Career Counseling Sessions**
- **Offered by Workforce Management**
- **October 20, November 15, & December 6**
- **Limited appointments available; sign up in Learning Curve**

Announcements & Deadlines

- **IT Security Training Reminder**
- **Check E-Mails for Link**

Announcements & Deadlines

- **GA Appointment E-Contract Training**
October 24, 2017
2:30 p.m. AD178
- **WorkforUM Training**
October 25, 2017
1:30 p.m. AD178

Announcements & Deadlines

- **Extra Compensation E-Contract Training**
October 26, 2017
2:30 p.m. AD178
- **Part-Time Faculty E-Contract Training**
October 31, 2017
2:30 p.m. AD178

Announcements & Deadlines

- **Employee Data Verification Project
Kicks off October 18, 2017**
- **Employees will be ask to review and correct personal data via the MyMemphis portal.**

Thank you for attending!
memphis.edu/hrpartners

