



Welcome to HR Partners!

October 18, 2016

Agenda

- **ITS Duo Account Security Update**
- **Changes to Temporary Appointment Form**
- **FLSA Changes: The Latest**
- **Announcements & Deadlines**
- **Spin the Wheel!**

ITS Duo Account Security Update

Jon Weber

Director, Enterprise Infrastructure Services

Duo Account Security

- **If you have participated in the Annual IT Security Awareness Training, you are already aware the recurring theme is that you (and your access to University data and finances) are now the target of cybersecurity threats.**
- **Social Engineering (phishing, spear-phishing, whaling) is on the rise – some statistics cite that over 90% of data breaches are caused after someone clicks on a phishing message and inadvertently shares their login credentials.**

What is Duo Account Security?

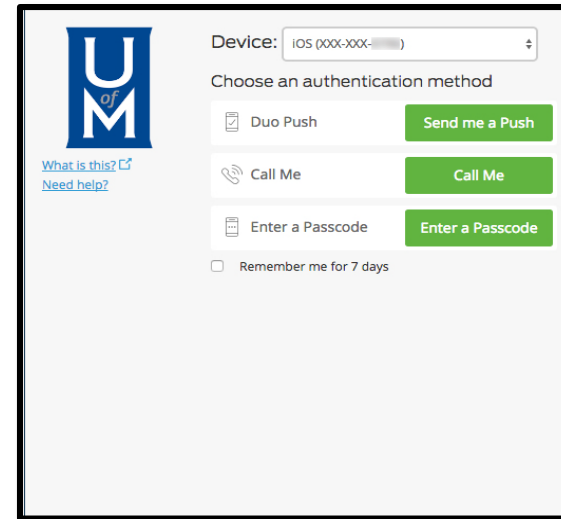
- **Duo Account Security is a multi-factor authentication (MFA) solution that allows you to use a second factor that you have or have access to when you log in to your account.**
- **That second factor could be an app on a mobile device or receiving a phone call or text message, or even a one-time passcode.**
- **Whichever factor is used, the important thing is that should someone obtain your username and password, they will not have access to your phone or other device and would not be able to complete the login process.**

How Does Duo Work?

- **Step 1: Enable Duo in iAM and enroll your devices**
- **Step 2: Log in to any SSO-protected resource (myMemphis, SSB, INB, UMdrive, umWiki, and more)**
- **Step 3: Select your factor in the Duo authentication screen and respond**
- **Done!**

Duo in Action

Brief Demo



The screenshot shows the Duo authentication interface. On the left is the University of Memphis logo (a blue 'U' with 'of' and 'M' inside) and links for 'What is this?' and 'Need help?'. On the right, there is a 'Device:' dropdown menu showing 'IOS (xxx-xxx-xxx)'. Below that is the heading 'Choose an authentication method'. There are three options, each with a green button: 'Duo Push' with 'Send me a Push', 'Call Me' with 'Call Me', and 'Enter a Passcode' with 'Enter a Passcode'. At the bottom, there is a checkbox for 'Remember me for 7 days'.

- More information and instructions on Duo:
<http://www.memphis.edu/its/security/duo.php>

Security Tips and Tricks

October is National Cyber Security Awareness Month (or NCSAM – we have acronyms for everything...) so here are our top Tips and Tricks for keeping you, your family, our University, and the larger community safe.

1. Apply Updates!
2. Don't Re-Use or Share Your Passwords
3. Hover, Don't Click
4. Be Skeptical of Attachments
5. Enable Screen-Locks and Encryption on Mobile Devices
6. Use Multi-factor authentication where available

Questions?

FLSA Changes: The Latest

Kristil Davis

Assistant Director, Workforce Management

Changes to Temporary Appointment Form

- http://www.memphis.edu/workforce/pdf/temp_appointment.pdf

FLSA Changes: The Latest

Iliana Ricelli & Kristil Davis
Human Resources—Workforce Management

FLSA Changes: The Latest

- **Transition Change for Impacted “AB” Employees:**
 - **Exempt employees changing to non-exempt will continue to receive their monthly check thru December 31, 2016.**
 - **In December 2016 only, impacted employees will complete BOTH an online leave report as well as a paper timesheet to record work hours and overtime hours, if appropriate.**
 - **HR will provide a copy of the December timesheet in the coming weeks to those employees.**
 - **Beginning in January, these employees will only submit an online timesheet via Web Time Entry.**

FLSA Changes: The Latest

- **Please note that although your annual salary is the same, because of the pay frequency from monthly to biweekly (12 paychecks vs. 26 paychecks) your monthly take home pay will be different.**

FLSA Changes: The Latest

Monthly Period	Month	Amount
MN 1	Jan	\$2,500
MN 2	Feb	\$2,500
MN 3	Mar	\$2,500
MN 4	Apr	\$2,500
MN 5	May	\$2,500
MN 6	Jun	\$2,500
MN 7	Jul	\$2,500
MN 8	Aug	\$2,500
MN 9	Sep	\$2,500
MN 10	Oct	\$2,500
MN 11	Nov	\$2,500
MN 12	Dec	\$2,500
Total		30,000.00

Biweekly Period	Month	Amount
BW 1	Jan	\$1,153.85
BW 2	Jan	\$1,153.85
BW 3	Feb	\$1,153.85
BW 4	Feb	\$1,153.85
BW 5	Mar	\$1,153.85
BW 6	Mar	\$1,153.85
BW 7	Apr	\$1,153.85
BW 8	Apr	\$1,153.85
BW 9	May	\$1,153.85
BW 10	May	\$1,153.85
BW 11	Jun	\$1,153.85
BW 12	Jun	\$1,153.85
BW 13	Jun	\$1,153.85
BW 14	Jul	\$1,153.85
BW 15	Jul	\$1,153.85
BW 16	Aug	\$1,153.85
BW 17	Aug	\$1,153.85
BW 18	Sep	\$1,153.85
BW 19	Sep	\$1,153.85
BW 20	Oct	\$1,153.85
BW 21	Oct	\$1,153.85
BW 22	Nov	\$1,153.85
BW 23	Nov	\$1,153.85
BW 24	Dec	\$1,153.85
BW 25	Dec	\$1,153.85
BW 26	Dec	\$1,153.85
Total		30,000.00

Total:
\$2,307.70

Total:
\$3,461.55

FLSA Changes: The Latest

- **On October 3rd, all temporary retirees (previously paid monthly) were switched to a biweekly pay cycle.**
- **All other monthly-paid temporary employees will continue to receive a monthly check until December 31, 2016.**
- **These temporary employees transitioning to the biweekly payroll must complete a paper timesheet to record work hours for the month of December only.**
- **Beginning in January, these employees will only submit an online timesheet via Web Time Entry.**
- **Temporary employees are paid only for hours worked and are not eligible for holiday pay.**

FLSA Changes: The Latest

- **Reminder: starting with Spring 2017 appointments, part-time faculty will be paid on a biweekly cycle.**
- **For example, a part-time faculty member who received three (3) monthly checks in Fall 2016 will receive six (6) biweekly checks in Spring 2017.**
- **This change will accommodate those employees who work as both part-time faculty and temporary employees simultaneously.**
- **No action will be required on the part of the employee.**
- **Departments will see this change reflected on the E-contract for Spring 2017.**

What We're Doing Now

- **HR and Financial Planning will:**
 - **Automatically reclassify appropriate AD employees to become AB employees (or CL employees in a few cases) in both Banner and WorkforUM**
 - **Work with departments to create new position numbers for AB (& CL) employees**
 - **Creating a “December 2016 only” paper timesheet**
 - **Continue to charge newly AB and CL employees at the current AD fringe benefit rate until next fiscal year**
 - **Advise business officers once the new AD fringe rate has been provided**
 - **Notify the change to each affected employee and his/her supervisor (as designated in WorkforUM) in November 2016**
 - **Answer questions via e-mail: workforce@memphis.edu and budget@memphis.edu**

Announcements & Deadlines

Announcements & Deadlines

- **CLARIFICATION:**
Employee \$750 Bonus Payment coming in October
- **Bonus eligible if hired on or before June 30, 2016, have one year of UofM service, and still employed as of Oct. 1, 2016**
- **Temporary employees, part-time employees, and student workers are not eligible**
- **Eligible exempt employees will receive payment on the Oct. 31st check**
- **Eligible non-exempt employees will receive payment on the Oct. 21st check**

Announcements & Deadlines

- **Upcoming HR Brown Bag Sessions:**
 - ***Department of Labor Changes: How They Affect You***
Thursday, October 20th
12pm, UC Bluff Room
 - ***Healthy Holiday Challenge***
Wednesday, October 26th
12pm, AD177B
 - ***FMLA Truths & Myths***
Wednesday, November 9th
12pm, AD177B

Register in Learning Curve!

Announcements & Deadlines

- **Career Milestone Awards
(Formerly known as Staff
Service Awards)**

*Including special recognition of
our veterans*

Wednesday, Nov. 2, 2016
10:30am
UC Ballroom



CELEBRATING SERVICE
HONORING VETERANS

WEDNESDAY, NOVEMBER 2, 2016

10:30 AM | UNIVERSITY CENTER BALLROOM

Please join the Department of Human Resources as we celebrate staff employees for achieving milestones in their careers at the University of Memphis. This year's theme will spotlight the Red, White and Blue! Staff employees who are also members of the armed forces will be recognized during this year's ceremony. We invite each of you to help us thank them by wearing red, white and blue on November 2.

For more information contact

Office of Employee Relations and Engagement

678-2603 | emrelations@memphis.edu



Human Resources

Announcements & Deadlines



Join us on October 18th!

EMPLOYEE CHARITABLE GIVING CAMPAIGN

October 17 thru November 15, 2016

KICKOFF: October 18, 2016 UC Fountainview Suite 2:30-4 p.m.

Help the UofM "shine the light on giving" by electing to donate to our worthy list of charities that each make our surrounding communities stronger. The participating organizations offer a wide array of services, including environmental, cultural, child care, substance abuse, financial assistance for deserving students, job training, domestic violence prevention, health and medical care, hunger and homelessness, illiteracy, physical and developmental disabilities and many other programs that help local people of every age. You may sign up to give online or via a paper form. Visit our website for more details!

www.memphis.edu/ecgc



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Driven by doing.

The University of Memphis, a Tennessee Board of Regents institution, is an Equal Opportunity/Affirmative Action University. It is committed to education of a non-racially identifiable student body.

- **Employee Charitable Giving Campaign
October 17 – November 15, 2016**
- **Kickoff
Tuesday, October 18
UC Fountainview Suite
2:30-4 p.m.**



THANK YOU!

www.memphis.edu/hrpartners