



Welcome to HR Partners!

November 17, 2015

AGENDA

1. Demo – *My Memphis* Portal Upgrade
2. Resume and Cover Letter Writing Workshop
3. Q & A Temporary Employees
4. Campus Consent Announcement
5. HR Open House Announcement
6. Enterprise Business Rental Presentation

Spin the Wheel!



MyMemphis Upgrade

Assistant Director, Danny Linton

New MyMemphis Portal Information & Demo

New MyMemphis Portal

- Your MyMemphis portal will have a new look starting January 6, 2016
- Same Web address: **my.memphis.edu**
- Tabs are now “pages”
- Channels are now “portlets”
- You may use the new portal now! Until 1/6, it can be accessed at **myuofm.memphis.edu**
- Feedback about the new portal can be submitted via the new portal’s front page

New MyMemphis Portal

DEMO

Workforce Management

Human Resources Associate, Armie Williams



Workshops

Workforce Management Presents:

Resume and Cover Letter Writing Workshops

Don't miss the next session!

Tuesday, December 8

11:30 a.m.-1:00 p.m.

Register in Learning Curve (learningcurve.memphis.edu)



Q and A on Temporary Staff Employment

Temporary Employees are defined by TBR as...



All personnel whose initial period of appointment or expected service is less than one year. If temporary assignments are recurring, then the campus must make a decision to create and fund a regular position.

Date Extension



We are postponing the implementation of the policy affecting temporary staff until June 30, 2016.

For example, if temporary appointment began January 2015, extension is through June 30, 2016, instead of originally ending January 2016.

What if the temporary is on a grant that goes beyond June 30th?



The appointment should end June 30, 2016. After that Kelly Services must be utilized, or a base budget position can be funded through the grant.

How much is the markup with Kelly Services?



35% of salary

For example: Temporary being paid \$9 per hour,
will be actually be charged \$12.15 per hour by
Kelly Services.

What if the department wants to hire their own employee and not Kelly?



You can instruct Kelly to hire the employee through a direct hire/payroll process.

Does the 12 month apply to retirees?



No, retirees hired under the TR e-class are exempt.

How do I know if I have a TS, TE, or TH position available?



The [HR Program Guide](#) has position lookup options for you to utilize.

**Does the Temporary still need to
take a break?**



The December dates the UofM is officially closed
will serve as the employee's break.



Any additional questions?

Employee Relations & Engagement



Campus Consent Announcement

Senior Director, Margie Williamson

THURSDAY, NOVEMBER 19, 2015

COMMUNITY CONVERSATION

ON CONSENT.

A SPECIAL FREE MULTI-CAMPUS TRAINING EVENT FOR MEMPHIS-AREA STUDENTS AND YOUTH TO ADDRESS
AND UNDERSTAND CONSENT.

Hosted by the University of Memphis, **Memphis Sexual Assault Kit Task Force**, **Memphis Says No More**,
Memphis Area Women's Council.



THE UNIVERSITY CENTER,
RIVER ROOM
499 University
Memphis, TN 38152

For further information or to
reserve space-email
dclubb@memphiswomen.org

Human Resources



- What:** Open House Announcement
- When:** Wednesday, December 16th
- Time:** 9am – 11 am
- Place:** Administration Bldg Main Hall

Business Rental Presentation

University of Memphis



 DRIVE ALLIANCE™ PARTNERS

Agenda

- State Contract Renewal
- National Car Rental and Enterprise Rent-A-Car
- Emerald Club Program
- Emerald Aisle Benefits
- Reserving a Vehicle

State Contract Renewal

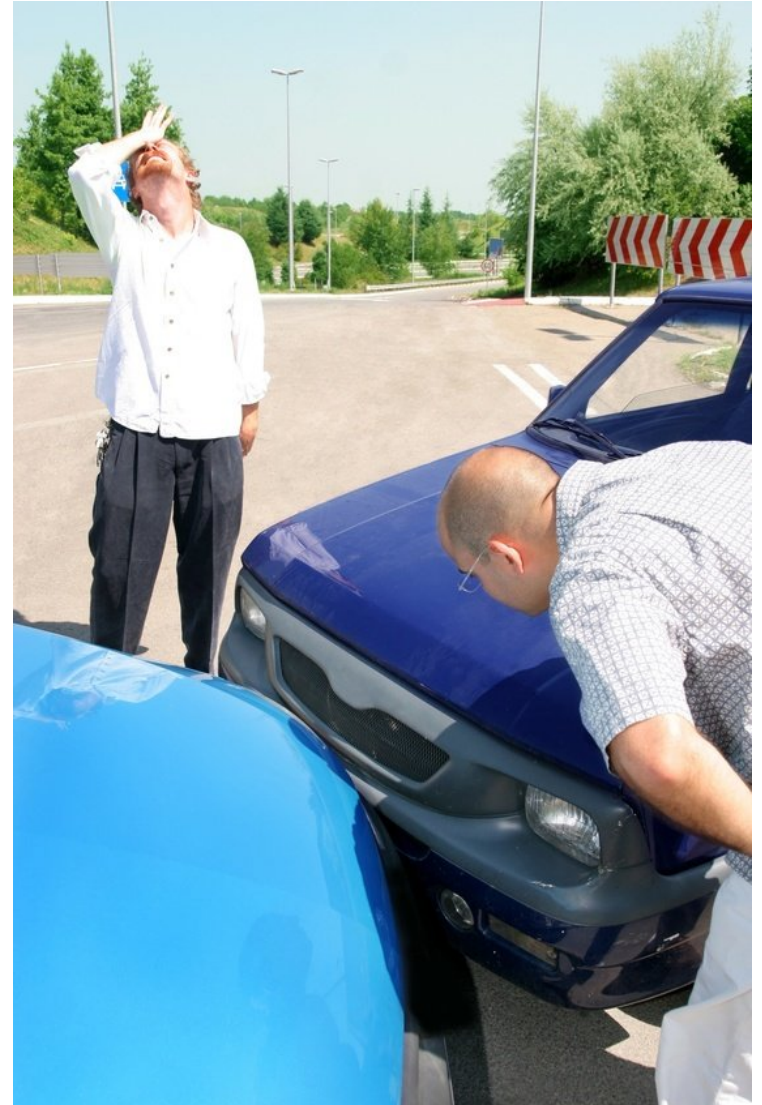
- LOWER RATES!
- 5 year agreement

Class	Daily Rate	Weekly Rate
Compact	\$26.58	\$147.89
Intermediate	\$28.44	\$156.97
Fullsize	\$29.38	\$174.61
Minivan	\$45.46	\$245.54
Midsize SUV	\$44.47	\$255.88
Large SUV	\$68.77	\$348.85

What if this happens?



**INSURANCE IS NOW
INCLUDED!
YOU ARE COVERED!**



National vs. Enterprise

Which brand would I use?

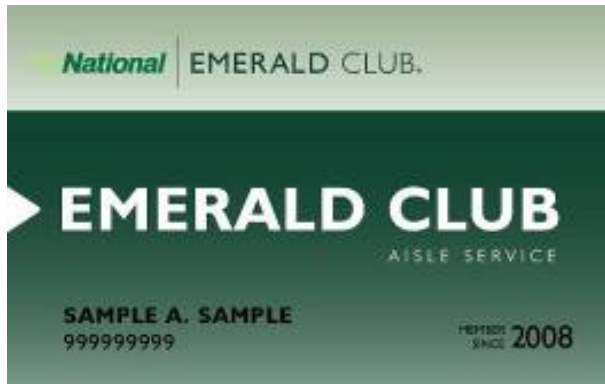


- Airport rentals
- Emerald Club
- Counter By-Pass
- Choose your own car



- Local/Home City rentals
- Over 9,000 locations throughout North America
- Pick-up from home or office

Emerald Club Program



- Membership is complimentary and available to every traveler
- Free rental credits earned from every rental
- Allows travelers to bypass the counter & choose vehicle and upgrade options from Emerald Aisle
- Honored at Enterprise Rent-A-Car
- STATUS MATCH

Renting with National: Emerald Aisle: 3 Easy Steps

1. Reserve and Pay for a Midsize Car

2. Bypass the Counter

3. Choose any Car



Where do I reserve for U of M travel?



THE UNIVERSITY OF
MEMPHIS

Lambuth CampusmyMemphisWebmailFaculty & StaffContactDirectories

SearchAcademicsAdmissionsAthleticsResearchSupport UofMLibraries

RESOURCES FOR...

Procurement and Contract Services

Travel Services

University Travel Policy
Travel Rate Schedule, City
Mileage Distances, and More
Car Rentals

Tigerbuy and Bids
The University's online bidding
and e-procurement system.

Staff DirectoryContract ServicesTigerbuy and BidsPurchasing CardTravel Services

Home > Procurement and Contract Services > Travel Services > Procurement and Contract Services

Car Rentals

Car Rentals for Business Purposes (requires login with University credentials)

Car Rentals for Personal/Non-Business Purposes

Where do I reserve for U of M travel?



THE UNIVERSITY OF
MEMPHIS

UNIVERSITY OF MEMPHIS - BUSINESS

Trip Optimizer

Select ▶



Enterprise Rent-A-Car

Select ▶

Enterprise Rent-A-Car – Use for Local Area Rentals and Select Airport Locations where National is Not Available
Please Note: The only expenses reimbursable related to car rental are the cost of the car per day, taxes and surcharges, and fuel. The University does not reimburse for protection products (i.e. insurance) and/or optional items (i.e. GPS). Please call accounting at 901-678-2271 or email accounts payable@memphis.edu, if you have questions about travel reimbursement policy.



National Car Rental

Select ▶

National Car Rental – Use for Airport Rental Only. Please Note: The only expenses reimbursable related to car rental are the cost of the car per day, taxes and surcharges, and fuel. The University does not reimburse for protection products (i.e. insurance) and/or optional items (i.e. GPS, Car Seat). Please call accounting at 901-678-2271 or email accounts payable@memphis.edu, if you have questions about travel reimbursement policy.



Emerald Club

Select ▶

[Enterprise Rent-A-Car Privacy Policy](#) | [Terms of Use](#) | [Ad Choices](#) | © 2015 Enterprise Rent-A-Car. Patent Pending

How to Reserve-cont'd

Main Information	
* Indicates Required Field	
* Renter's Name:	<div>First <input type="text"/></div> <div>Last <input type="text"/></div>
* Home Phone Number: (Including Area Code)	<input type="text"/>
* Credit Card Type:	<div>Visa <input type="button" value="v"/></div> <div>What about debit cards and other forms of payment?</div>
* Renter's Email: (to send you a confirmation)	<input type="text"/>
<div>Privacy Policy</div> <div><input type="checkbox"/> Email me special offers</div>	

Corporate Account Details
<div>Your account is associated with UNIVERSITY OF MEMPHIS</div> <div>Are you travelling on behalf of UNIVERSITY OF MEMPHIS for this rental?</div> <div><input checked="" type="radio"/> Yes <input type="radio"/> No</div>

Get Your Rental Started!

What is needed to complete reservation?

- Billing#:16771269
- Department
- Index Code
- Travel PO

Corporate Account Details
Your account is associated with UNIVERSITY OF MEMPHIS Are you travelling on behalf of UNIVERSITY OF MEMPHIS for this rental? <input checked="" type="radio"/> Yes <input type="radio"/> No
Payment Details
We can bill UNIVERSITY OF MEMPHIS for this rental if you are authorized for billing privileges with UNIVERSITY OF MEMPHIS . Are you authorized and choosing to bill UNIVERSITY OF MEMPHIS for this rental? <input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, please provide a billing number for this reservation. Billing Number: <input type="text" value="16771269"/>
Additional Information
* Department: <input type="text"/>
* Index Code: <input type="text"/>
* Travel PO#: <input type="text"/>
Get Your Rental Started!



Questions?

Thank you!



THANK YOU!

www.memphis.edu/hrpartners