

Welcome to HR Partners!

March 12, 2019



Agenda

- Human Resources Reorganization
- ACA Updates
- ORP to TCRS Transfers
- WorkforUM Onboarding Demo
- Announcements and Deadlines
- Spin the Wheel!

Human Resources Reorganization

Maria Alam

AVP/Chief HR Officer, Human Resources

Human Resources Reorganization



- A new model for Human Resources

Affordable Care Act (ACA) Updates

**Patricia Polania
Assistant Director,
University Benefits Administration**

ACA Compliance

- The University of Memphis in compliance with the Affordable Care Act (ACA) affordability and safe harbor options, is required to furnish statements for all individuals receiving health coverage for year 2018.
- Employers that provide minimum essential health coverage are required to report information on this coverage to the IRS and to the covered individuals under section 6055 and Section 6056 of the Internal Revenue Codes. The reporting requirement continue to be in effect for year 2019.

ACA Measurement Process

- Any of the employees groups below working an average of at least 30 hours per week over a 10-month measurement period will be considered a benefits-eligible employee (health, dental, & vision).
- The four main groups that ACA affects:
 - Temporary employees
 - Adjunct faculty/part-time instructors
 - Undergraduate and graduate student employees
 - Graduate assistants

ACA – Measurement Period

- If an employee is eligible, an initial 10-month look-back period will be used to determine the average hours an employee has worked.
- 60-day enrollment period, with coverage becoming effective at the end of the 60-day enrollment period.

ACA Stability Period

- The stability period is the period of time the insurance coverage is in effect, once determined eligible by the employer and elected by the employee.

ORP to TCRS Transfers

Patricia Polania

Assistant Director, Human Resources

ORP to TCRS Transfers

- **Estimate of Salary and Service Credit**
 - TCRS mails each eligible active employee a packet of information at the beginning of the year outlining his or her options.
- **ORP to TCRS Transfer Packet**
 - Once employee initiates a request to transfer, approximately 2-4 weeks, TCRS will send the employee an official packet based on the salary and service credit form received.
- **Recovering Contributions for Prior Year**
 - Banner Payroll system is adjusted to switch contributions from ORP to TCRS for the current year.
- **Transfer Forms**
 - Employee works with ORP vendor and other companies to initiate transfer of monies to satisfy the total amount of transfer.

WorkforUM Onboarding Introduction

Danny Linton

Assistant Director, Human Resources

WorkforUM Onboarding Introduction

- In the coming weeks, HR will launch a new module in WorkforUM aimed at assisting new employees with their new hire orientation.
- The new module is called Onboarding.

WorkforUM Onboarding Introduction

- When a new employee is hired, he/she will be sent one or two “checklists,” each of which contains tasks the new hire should complete on or before his/her first workday.
- This new process should eliminate the need for some new hires to attend UMBoarding, and will shorten the process for those that still should attend.

WorkforUM Onboarding Introduction

- Checklists have been created for the following employee types:
 - Non-Exempt Staff (Pre-Hire & First Day)
 - Exempt Staff (Pre-Hire & First Day)
 - Full-Time Faculty (Pre-Hire & First Day)
 - Part-Time Faculty (New)
 - Temporary Employees

WorkforUM Onboarding Introduction

WORKforUM

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THE UNIVERSITY OF
MEMPHIS

System

Home

Postings ▾

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Applicants ▾

Hiring Proposals ▾

Employment Events ▾

Hourly, Monthly & Administrative Executive / ... / Kameron Lurry (Hired) / Hiring Proposal / Summary

Search

Hiring Proposal: Kameron Lurry (Hourly, Monthly & Administrative Executive)

Current Status: Hiring Proposal Approved/Position Seated

Position Type: **Hourly, Monthly & Administrative Executive**

Office: **Human Resources (520000)**

Applicant: Kameron Lurry

Posting: HR Service Center Representative (Limited)

Created by: **Haneefah Holden-Muhammad**

Owner: **HR**

Print Preview

Create Onboarding Event

Summary

History

✔ Hiring Proposal

Posting Information


















WorkforUM Onboarding Introduction

CHECKLISTS
















WorkforUM Onboarding Introduction

Staff Pre-Hire (Exempt and Non-Exempt) [EDIT](#)

- | | | |
|-----|---|----------------------|
| 01. |  Complete W-4 Form * | EDIT |
| 02. |  Review International W-4 Requirements (if applicable) | EDIT |
| 03. |  Complete I-9 Form * | EDIT |
| 04. |  Complete Unpaid Compensation Beneficiary Form * | EDIT |
| 05. |  Complete Employee Disclosure Form * | EDIT |
| 06. |  Acknowledge Transcript Reminder * | EDIT |
| 07. |  Complete Prior State Service Form * | EDIT |
| 08. |  Complete Direct Deposit Form * | EDIT |
| 09. |  Acknowledge Drug/Alcohol-Free Campus Policy * | EDIT |
| 10. |  Acknowledge Affordable Care Act Information * | EDIT |
| 11. |  View Safety Presentation * | EDIT |
| 12. |  View Estate Planning Presentation * | EDIT |
| 13. |  Review Parking Information * | EDIT |
| 14. |  View University Welcome Video * | EDIT |
| 15. |  View University History Video * | EDIT |
| 16. |  Complete Vendor Payment Direct Deposit Form * | EDIT |
| 17. |  View Edison Self Service Videos * | EDIT |

* Required tasks

Staff First Day (Exempt) [EDIT](#)

- | | | |
|-----|---|----------------------|
| 01. |  E-Mail Account Setup * | EDIT |
| 02. |  Retirement Election * | EDIT |
| 03. |  Long Term Disability * | EDIT |
| 04. |  FSA Enrollment Form * | EDIT |
| 05. |  HSA Enrollment Form * | EDIT |
| 06. |  Campus Card * | EDIT |
| 07. |  Confidentiality Acknowledgement * | EDIT |
| 08. |  Title VI Training * | EDIT |
| 09. |  Discrimination & Harassment Prevention Training * | EDIT |
| 10. |  Enrollment Change Application (Edison Self Service) * | EDIT |
| 11. |  Optional Group Term Life Insurance Enrollment * | EDIT |
| 12. |  HIPAA Information * | EDIT |
| 13. |  Guidelines on TennCare * | EDIT |

* Required tasks

WorkforUM Onboarding Introduction

FOLDERS



Accounting

Benefits

Bursar

ITS

OED

Parking

Payroll

Welcome

Workforce

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

MPLOY is back! The program will run from June 3-July 11.

- **If you are interested in making a difference in a high schooler's life, you can help by:**
 - **Signing up to participate in this summer experience.**
 - **Donating any items for their orientation bags (pens, cups, notepads, etc.).**
 - **Volunteering your department for a tour.**
- **For more information, e-mail us at workforce@memphis.edu or call us at 901.678.3573.**

Announcements & Deadlines

- Onsite Biometric Screenings
 - April 25 at Brister Hall, Room 220
 - Participants can register for the screening by accessing <https://my.questforhealth.com> and using the registration key SOT, or by contacting the Quest Diagnostics Service Center at 855.623.9355.

Announcements & Deadlines

- Take Our Daughters and Sons to work program will be held Friday, May 31, 2019.
 - Children Ages 8-18 may participate.
 - Registration is required and open until Tuesday, April 30, 2019 at 4:30 p.m. Register at <https://tinyurl.com/memphis-todas2019>.

Announcements & Deadlines

- Interested employees are encouraged to register for TIAA's March live webinars.
- Register online at <https://TIAA.org/webinars>

Special Topic: Social Security basics
March 12 | 11 AM (CDT)

Gaining Insight: Navigating debt consolidation and understanding the mortgage process
March 12 | 2 PM (CDT)

Special Topic: Responsible Investing
March 13 | 11 AM (CDT)

Money at Work 1: Foundations of Investing
March 13 | 2 PM (CDT)

Special Topic: Market-proof your retirement
March 14 | 11 AM (CDT)

Postcards from the Future: A woman's guide to saving and investing
March 14 | 2 PM (CDT)

Announcements & Deadlines



- **Leave Roll Reminder!**

Announcements & Deadlines

- **Faculty Summer Compensation E-Contract Training**
Led by DEAN FRANKLIN
March 28, 2 – 3:30pm
AD178

Announcements & Deadlines

- **Customer Service Training**

March 12, 2 – 3:30pm

AD177B

March 26, 10:30am – 12pm

AD177B

Announcements & Deadlines

- **SAMS (Staff Performance Appraisal) Training**

March 14, 10 - 11am

AD 178

March 29, 3 – 4pm

AD 178

Announcements & Deadlines

- **Banner Navigation**
March 29, 2019
10 a.m. AD178
- **WorkforUM Training**
April 24, 2019
1:30 p.m. AD178

Thank you for attending!
memphis.edu/hrpartners

