Welcome to HR Partners!
June 12, 2018
• Guns on Campus
• I-9 Updates
• Important Changes Coming to WorkforUM
• How Do I...? Do I Need to...? Why Can’t I...?
• Announcements and Deadlines
• Spin the Wheel!
Guns on Campus

Derek Myers
Assistant Chief of Police
Guns on Campus

- Carry permit holders – who and where
- Law vs. Policy
- Changes for 2018
- The Future
I-9 Updates

Toya Batson
Assistant Director, HR Records Management
I-9 Updates

• I-9 Verifications/Immigration Certification/Re-certification

• Effective March 2018, HR Records Management now E-Verifys ALL new employees.

• Effective June 1, 2018, HR Records Management has taken over I-9 verifications for new employees, and re-certifications for current employees for Shared Services.

• Effective August 1, 2018, HR Records Management will take over processing I-9s for all undergraduate student employment for the Student Employment Office.
I-9: Who Should Complete a Form I-9?

- You must complete Form I-9 each time you hire any person to perform labor or services in the United States in return for wages or other remuneration.
  - Remuneration is anything of value given in exchange for labor or services, including food and lodging.

- The requirement to complete Form I-9 applies to new employees hired after Nov. 6, 1986.

- This requirement does not apply to employees hired on or before Nov. 6, 1986, who are continuing in their employment and have a reasonable expectation of employment at all times.
I-9: Where Should I Go to Complete, Re-certify or Verify My I-9?

• You will go to 143 Administration Building (HR Records) and ask for Angela Wheeler, I-9 Coordinator.

• The link for the I-9 form can be found at http://www.memphis.edu/bf/forms/hr.php under HR Records Management.

• Bring acceptable and valid documentation.

• No expired documents will be accepted.
I-9 Completion Deadline

• The employee completes Section 1 of Form I-9 at the time of hire.
  – “Hire” means the beginning of employment in exchange for wages or other remuneration.
  – The date of hire is noted on the form as the first day of employment.

• Employees may complete Section 1 before the time of hire, but no earlier than acceptance of the job offer.
I-9 Completion Deadline

• I-9 Coordinator will review the employee’s document(s) and fully complete Section 2 within three business days of the hire.
  – For example, if the employee begins employment on Monday, we must complete Section 2 by Thursday.

• If you hire a person for fewer than three business days, Sections 1 and 2 must be fully completed at the time of hire – in other words, by the first day of employment.
Don’t Complete the I-9 for Employees Who Are:

- Hired on or before Nov. 6, 1986 who are continuing in their employment and have a reasonable expectation of employment at all times;

- Independent contractors;

- Employed by a contractor providing contract services (such as employee leasing or temporary agencies) and are providing labor to you.

- Not physically working on U.S. soil.
Important Reminders

• You cannot hire an individual who you know is not authorized to work in the United States.

• Do Not Allow Anyone to Work Without Completing an I-9! (Offers of employment are contingent upon this process.)

• YOU are responsible for ensuring that your employee fully and properly completes Section 1 and reports to HR Records prior to the start of employment.

• Employees with expired documents CANNOT be allowed to continue to work until authorized by HR Records.
QUESTIONS?
Changes Coming to WorkforUM

Danny Linton
Assistant Director, Human Resources
Changes Coming to WorkforUM

- New Internal Home Page
Changes Coming to WorkforUM

• Interest Cards
Changes Coming to WorkforUM

• Onboard module coming this fall
Changes Coming to WorkforUM

• Coaches Moving to Staff side
How Do I...? Do I Need to...? Why Can’t I...?

Danny Linton
Assistant Director,
Organization & Employee Development
QUESTION:
Help, Danny! I’m trying to complete a graduate assistant E-contract for Fall 2018 and I don’t know how much to put for tuition.

ANSWER:
The Bursar’s website has a tuition estimator that has been updated for Fall 2018. Tuition this year did not increase from last fall’s rates.
How Do I...? Do I Need to...? Why Can’t I...?

• QUESTION:
Help, Danny! WorkforUM is broken. I don’t see a posting that I should be able to see!

• ANSWER:
99.9% of the time, this is caused by the user not having Banner access to the org in which the posting resides. Check the Finance Program Guide’s approval queue search for your org and submit a Banner access form if the name you need is not listed.
• QUESTION:
Help, Danny! An employee who is no longer in my department has her time sheet still appearing under my org.

• ANSWER:
Timesheets grab the org & supervisor the moment they are extracted (started). If the change was keyed after the timesheet was started, go ahead and process it and the issue should be resolved with the next pay period.
QUESTION: Help, Danny! I was taking Title VI training and I got trigger happy with the Next button, so I didn’t get to watch the entire training.

ANSWER: You have two options: 1) E-mail me your username and I can reset your training; or 2) try opening the training link in a different browser than the one you were originally using.
How Do I...? Do I Need to...? Why Can’t I...?

• QUESTION:
Help, Danny! I hear there are required trainings that I am supposed to take or I may be scored lower on my performance appraisal. How do I know what trainings my position is supposed to complete?

• ANSWER:
Go to your MyMemphis portal’s Employee tab. Click Internal Site. Change your user type to Employee. Click My Profile. Then click Position Descriptions. Click on the name of your position and then scroll down to the Training section.
QUESTION (and this one’s a repeat from last month!): Help, Danny! Joe Blow used to work in my department, but now he’s transferred to another department on campus. But he can still see my department’s information in Banner! What do I do?

ANSWER: You should complete the same form you used to grant the access in the first place, only this time you’ll click Remove instead of Add.
Announcements & Deadlines
Announcements & Deadlines

• New HR Partners
• Don’t forget to review the University’s current job openings at workforum.memphis.edu.
• Subscribe to our Twitter feed at @umemphisisjobs!
Announcements & Deadlines

Across-the-board (ATB) Increases

• All employees earning above $30,000 will receive a 1% ATB increase.

• All employees earning $30,000/year ($15.38/hr) or less will receive a flat ATB increase.
  – Non-Exempt - $0.50 per hour
  – Exempt - $975 per year

• To be eligible for the ATB, employees must have been employed by 12/31/2017*. 
Announcements & Deadlines

Merit Increases

• The remaining salary pool (an approximate 1.2% pool) will be allocated for merit increases.
• All employees meeting minimum requirements will be eligible for consideration for a merit increase.
• Employees must have been employed by 12/31/2017 to be considered for a merit increase.
Announcements & Deadlines

*Salary increases – General Information

• Adjunct faculty rate increases to $739 per credit hour ($2,217 for a 3-hr course) starting with Fall 2018 appointments.

• All raises are funded centrally by the University, not including auxiliary departments.

• The University minimum hourly rate for non-exempt employees will increase to $10.60/hr. effective July 1, 2018 regardless of your employment date.

• Employees whose hourly rates are below $10.60 will be increased regardless of their ATB or merit eligibility.
Announcements & Deadlines

Take Our Daughters and Sons Day 2018
Announcements & Deadlines

Take Our Daughters and Sons Day 2018 Video
Announcements & Deadlines

Summer Brown Bag Sessions

• June 13: Diversity in the Workplace
• June 27: Fostering Inclusion in the Workplace
• July 11: Creating a Great Place to Work in 10 Easy Steps
• July 25: Creating a Positive Work Environment
• All sessions 12-1pm in AD177B
• Register at learningcurve.memphis.edu
Announcements & Deadlines

• The Weight Watchers Freestyle Program can help you focus on what really matters in your weight-loss journey: nourishing you whole self and doing more of the things you enjoy.

• From June 18 through August 17, employees can purchase a 26-Week Series to get 3 FREE WEEKS*, or purchase a 17-Week Series and get 2 WEEKS FREE**.

• Look for more details in the June issue of the HR on Campus newsletter.
Announcements & Deadlines

• Shred Day
• July 30, 2018
• Contact Ladonnal Curry regarding any items that need to be shredded.
• Retention guidelines are available online at http://www.memphis.edu/cfo/recmgt.php.
Announcements & Deadlines

• Beginning with the new fiscal year, the Harriet R. Montgomery Customer Service Excellence Award will be referred to as the Harriet R. Montgomery Service Excellence Award.

• Effective July 1, 2018, an added benefit to the monthly recipient will be “ALL Access Parking” for one month.

• This is in addition to the $100 monetary award and certificate the recipient already receives.
• Customer Service Training
  July 10, 2 – 3:30pm
  AD177B

  July 24, 10:30am – 12pm
  AD177B
Announcements & Deadlines

• E-Contract Training
  – Part-Time Faculty: June 26
  – Graduate Assistants: June 27
  – Extra Compensation: June 28

• All sessions in AD 177B, 2:30pm

• Please sign up in Learning Curve
Announcements & Deadlines

• Banner Navigation
  June 26, 2018
  10 a.m.  AD178

• WorkforUM Training
  July 25, 2018
  1:30 p.m.  AD178
Announcements & Deadlines

• New Faculty Orientation (HR)
  – August 20: 12:30-4:30pm
  – August 21: 8am-12pm
  – August 23: 8am-12pm
  – August 24: 12:30-4:30pm
  – Provost’s New Faculty Orientation is August 22 8am-1:30pm
Thank you for attending!
memphis.edu/hrpartners