

**Welcome to Focus on Finance & HR!**  
**June 16, 2020**



# Agenda

- **Electronic Offer Letters for Faculty in WorkforUM**
- **University Volunteers**
- **Conflict of Interest**
- **Year End Reminders**
- **Adjustment Time Sheets**
- **International Request & Payment to Contractor**
- **Announcements & Deadlines**

# **Electronic Offer Letters for Faculty in WorkforUM**

**Danny Linton**

***Associate Director, Human Resources***

# Electronic Offer Letters for Faculty in WorkforUM

- Beginning August 1, 2020, all offer letters sent to faculty will be handled electronically within WorkforUM.
- A new “Offer Letter” tab will appear on the candidate’s hiring proposal.
- The department level, the dean level, and the Provost level all can edit this letter.

# Electronic Offer Letters for Faculty in WorkforUM

- Departments/deans will have 13 choices of potential letters to be created:
  - Tenure Track Offer Letter
  - One Year Offer Letter
  - Lambuth One Year Offer Letter
  - Post-Doctoral Fellow Offer Letter
  - Clinical Faculty Offer Letter
  - Grant-Funded Tenure Track Offer Letter
  - Grant-Funded One Year Offer Letter
  - Grant-Funded Lambuth One Year Offer Letter
  - Grant-Funded Post-Doctoral Fellow Offer Letter
  - Grant-Funded Clinical Faculty Offer Letter
  - Campus School Offer Letter
  - Middle School Offer Letter
  - Lipman ELRC Offer Letter

# Electronic Offer Letters for Faculty in WorkforUM

- Templates only provide a rough draft of the letter; you will need to fine tune the text to make sure it reflects what needs to be stated.
- Certain fields from the hiring proposal, such as salary, are automatically populated into the letter.
- Once the wording of the letter has been finalized, Academic Affairs will send the final version to the candidate, who may either accept or decline.
- All parties will be notified when a response from the candidate has been received.

# Appointment Form (Hiring Proposal): Daniel Linton (Full-Time Faculty & Aca

**Current Status:** Hiring Proposal Approved/Position Seated

Position Type: **Full-Time Faculty & Academic Executive**

Created by: **Daniel Linton**

Office: **Loewenberg College of Nursing (265000)**

Owner: **HR**

Applicant: Daniel Linton

Posting: Loewenberg Chair of Excellence/Director for Nursing Research

Position: Loewenberg Chair of Excellence/Director for Nursing Research

Summary

History

Offer Letter

**Status:** Offer Letter Completed



May 14, 2020

Daniel Linton  
417 S Main St Apt 102  
Memphis, TN 38103

Dr. Linton:

I am very pleased to offer you a tenure-track appointment as a(n) Assistant Professor in the Department of Loewenberg College of Nursing at the University of Memphis. The appointment will commence on 08/17/2020. Your compensation package will include a 9-month base salary (institutional base pay) of \$50,000 for the fall and spring semesters (to be paid in twelve monthly payments, in accordance to the University of Memphis policy [BF4019](#), with the first monthly payment at the end of September).

The research compensation program may allow faculty to supplement their 9-month institutional base pay upon successful solicitation of external grants and contracts. This compensation would come from the salary recovery received by your department as the result of your externally funded research program.

# Electronic Offer Letters for Faculty in WorkforUM

- Remember, for any faculty hires after August 1, all letters will be electronic in WorkforUM and **YOU WILL NOT SEND A PAPER LETTER IN THE U.S. MAIL.**
- These letters have be used for staff hires in the future, but they would be created at the HR step, not within the departments.



# **Electronic Offer Letters for Faculty in WorkforUM**



**QUESTIONS?**

# **University Volunteers**

**Kristil Davis**

***Director, HR Strategic Initiatives & Talent  
Management***

# University Volunteers

- All volunteers utilized in any University program must be registered with the Tennessee Board of Claims.
- Registration is necessary for both the volunteer and the University to be protected from liability for claims arising out of the volunteer's service on behalf of the University. Registration is also necessary to ensure that volunteers and/or the University will be reimbursed for the cost of defense in the event of such a claim. T.C.A. §9-8-307 (h)

# University Volunteers

- Volunteers may include, but are not limited to, members of the community serving on University committees and students who provide services for various departments or programs. Student leaders (e.g. SGA president) as well as unpaid persons in athletics and other areas are considered volunteers.
- Graduate assistants and other student workers who receive wages from the University do not need to register.
- In addition, volunteers in the medical profession who are providing direct health care are considered "state employees" under the defense reimbursement provisions for purposes of medical malpractice. T.C.A. §8-42-101(3) (B).

# University Volunteers

- The Office of Legal Counsel has handled volunteers in the past, but this function will transition to Human Resources beginning July 1, 2020.
- A [DocuSign form](#) has been created to help with the registration process. The form is to be initiated by the volunteer's supervisor, and routed to the department head, the volunteer, and HR.

# University Volunteers

- Questions? E-mail [volunteers@memphis.edu](mailto:volunteers@memphis.edu).

# **Conflict of Interest**

**Vicki Deaton**  
***Chief Audit Executive***

# Conflict of Interest

- In our audits and investigations, we look for situations where an employee may appear to or actually allow their personal interests to affect their judgment.
- These situations are governed by GE2021 Conflict of Interest.



# Example of Conflicts of Interest

- **Self-dealing** – employee appears to or actually influences a UofM decision that personally benefits the employee or their family
- **Inappropriate use of students or support staff**
- **Inappropriate use of State owned resources**
- **Failure to disclose intellectual property**
- **Nepotism**

# Potential Conflict of Interest Seen By UofM Internal Audit

- UofM purchases from a vendor related to an employee or their family
- Acceptance of gifts/favors from vendors or possible vendors
- Related employees – supervision by a relative or approval of transactions involving self or family members
- Self-dealing – employee appears to or actually influences a UofM decision that personally benefits the employee or their family

# What Does Internal Audit Do?

**Internal Audit recommends compliance with UofM Policy.**

**GE2021: Persons who believe that a conflict of interest may exist either for themselves or with respect to another person should make a written disclosure of the facts and circumstances on the Conflict of Interest Disclosure Form.**

**(A potential or actual conflict of interest does not necessarily mean that the conflict must be eliminated.)**

# Other Policies Providing Guidance

- **HR5055 Nepotism and Personal Relationships Policy**
- **HR5011 Extra Compensation and Outside Employment**
- **RE7003 Disclosure of Financial Interests Related to Sponsored Research**
- **RE7004 Intellectual Property**
- **RE7001 Research Misconduct**
- **AA3016 Faculty Authored Educational Material**

# **GE2021 Disclosure Requirements**

- **The Conflict of Interest Disclosure Form is completed and submitted to the Office of Legal Counsel.**
- **The University's Conflicts Review Committee reviews the information and makes a recommendation to the President's Office on managing or eliminating any conflict of interest.**

# Questions



# **Year End Reminders**

**Shan Arnold**  
***Assistant Controller***

# Things To Do Before Year End

- Complete all travel claims
- Settle supply and travel advances
- Review and request de-obligation of purchase orders (Travel and Goods/Services)
- Ensure that all invoices for goods and services are forwarded to Accounting



# Things To Do Before Year End

- Complete all Transfer Vouchers
- Ensure FY-20 fixed asset purchases are properly tagged

# What's Due?

<b>Activity</b>	<b>Accounting Deadlines</b>
Book Airfare Reservation via Travelennium for Travel in FY20	N/A
Cancel, Adjust, De-obligate Remaining Balances on FY20 Requisitions	Friday, June 19, 2020
Time Sheet for BW13 Biweekly Payroll (June 6th - June 19th)	Friday, June 19, 2020
Complete Staples Purchase Orders	Monday, June 22, 2020
Settle Travel Advances for FY20	Monday, June 15, 2020
Submit Claims for Petty Cash Reimbursement	Monday, June 22, 2020
Online Budget Revisions between Account Pools	Monday, June 22, 2020
Submit Invoices, Travel Claims, & Reimbursements to Accounting (FY20)	Thursday, July 2, 2020
Submit Transfer Vouchers to Accounting	Thursday, July 2, 2020
Time Sheet for Split BW14 Biweekly Payroll (June 20th - July 3rd)	Thursday, July 2, 2020

# Questions

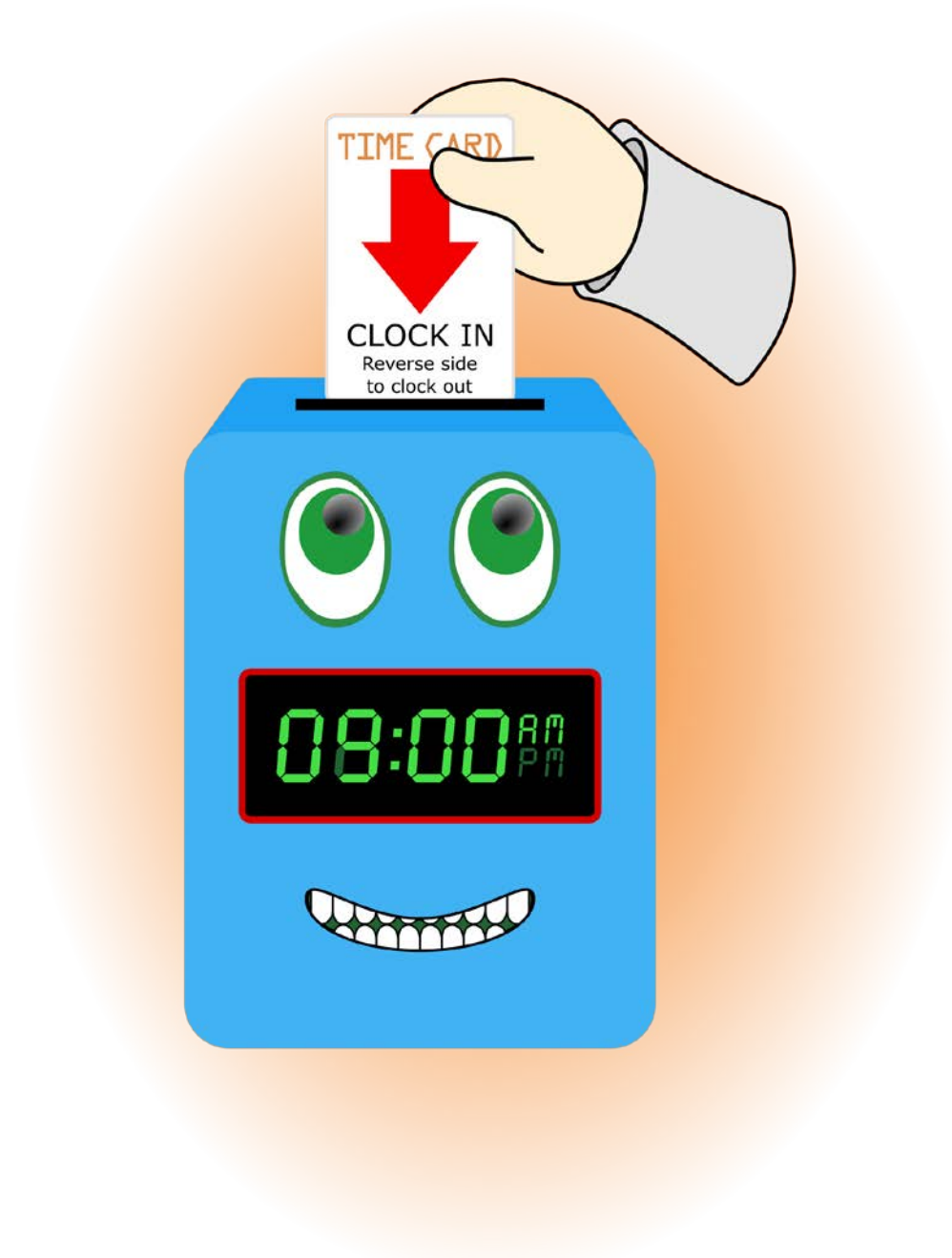


QUESTIONS?

# **Adjustment Time Sheets**

***Russ Teague***  
***Manager, Payroll***

# Adjustment Time Sheets



# What's New?

- ALL Adjustment Timesheets are now submitted via DocuSign.
- NO paper timesheets will be accepted any longer.
- Simply go to forms on the Payroll website and click on [Adjustment Time Sheet](#) and fill out as explained in this presentation.

# Adjustment Time Sheets

- Used for Biweekly paid employees only
- Adjusts time submitted on the Web Time Sheet after the deadline or payroll has passed
- Submit time for a past payroll
- Total of top section must equal total of bottom section
- Top section tells type of earnings being adjusted and bottom tells hours by day

# Adjustment Time Sheets

- Payroll ID is BW
- Payroll Number and the dates of the payroll periods may be found on the Payroll Schedules web site for the current Fiscal Year (2019-20)  
(<http://www.memphis.edu/payroll/schedules.php>)
- E.C. to the far left hand side of form is used to enter an earnings code that is not already listed or one that is listed at the box on the lower right hand side
- Most common earnings codes:
  - 009 – Regular pay for benefit eligible employees
  - 014 – Graduate Assistant – Doctoral
  - 015 – Graduate Assistant – Master’s
  - 019 – Hourly Temporary Employees
  - 025 – Work-Study Students
  - 026 – Regular Student Worker
  - 032 – Overtime 1.0 (Straight OT)
  - 035 – Overtime 1.5 (Premium OT)
  - 150 – Holiday
  - 152 – Inclement Weather
  - 170 – Annual Leave
  - 180 – Sick Leave
  - 420 – Leave without Pay

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Adjustment Time Sheet

### Total Adjustment Hours

Payroll ID:	Hours Present			Hours on Leave With Pay		
Payroll No.:	Regular	Straight OT	Prem OT	Sick	Annual	Other
Dept:		032	035	180	170	EC
Organization Code:						

Name:						EC:
UID:						
Position No.:	Suffix:					
Earnings Code:						
Total:						<b>0</b>

### Detailed Adjustment Hours

For the Pay Period Beginning: \_\_\_\_\_ Through: \_\_\_\_\_

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Total:								0.0

### Earning Codes:

150	Holiday
152	Inclement Weather
165	Bereavement
230	Military Leave
310	Jury Duty
315	Voting Leave
420	Unpaid Leave - LWOP

I certify that supporting time card(s) and/or time clock document(s) signed by the employee and approved by the supervisor are on file in this department for the employee listed above.

I hereby certify that the time in attendance, hours worked, and leave time reported above is true and accurate and in compliance with provisions of the fair labor standards act and University policy and procedures. All services were performed for the benefit of this budgetary unit. All work assignments for CWSP students have been performed in a satisfactory manner.

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Adjustment Time Sheet Examples

- Regular employee, John Doe, reported time as Regular but actually was out on sick leave

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Adjustment Time Sheet

### Total Adjustment Hours

Payroll ID: BW Payroll No.: 22 Dept: Testing Organization Code: 123456	Hours Present			Hours on Leave With Pay		
	Regular	Straight OT	Prem OT	Sick	Annual	Other
		032	035	180	170	EC

Name: John Doe	-7.50	7.50	EC:
UID: U12345678			
Position No.: 002900    Suffix: 00			
Earnings Code:			
<b>Total:</b>			<b>0</b>

Clear Information

Clear Hours

### Detailed Adjustment Hours

For the Pay Period Beginning: 10/14/2017      Through: 10/28/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+) 7.5	7.5
	(-)	(-)	(-)	(-)	(-)	(-)	(-) 7.5	-7.5
<b>Total:</b>								<b>0.0</b>

Update Total

Clear Details

### Earning Codes:

150 Holiday  
152 Inclement Weather  
165 Bereavement  
230 Military Leave  
310 Jury Duty  
315 Voting Leave  
420 Unpaid Leave - LWOP

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Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Adjustment Time Sheet Examples

- Student worker, Jane Smith failed to turn in time for the BW21 pay period, but did work.

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Adjustment Time Sheet

### Total Adjustment Hours

Payroll ID: BW Payroll No.: 21 Dept: Admissions Organization Code: 654321	Hours Present			Hours on Leave With Pay		
	Regular	Straight OT	Prem OT	Sick	Annual	Other
		032	035	180	170	EC

Name: Jane Smith	40					EC:
UID: U67891234						
Position No.: 019289 Suffix: 00						
Earnings Code: 026						
Total:						40

### Detailed Adjustment Hours

For the Pay Period Beginning: 09/30/2017 Through: 10/13/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	20.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	20.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Total:								40.0

### Earning Codes:

150 Holiday  
152 Increment Weather  
165 Bereavement  
230 Military Leave  
310 Jury Duty  
315 Voting Leave  
420 Unpaid Leave - LWOP

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Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Adjustment Time Sheet Examples

- Hourly temporary employee, Alex Fall, stayed over to help with project after BW22 time was submitted and approved. Overtime was not reported.

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Total Adjustment Hours

Payroll ID: BW Payroll No.: 22 Dept: Landscape Organization Code: 987654	Hours Present			Hours on Leave With Pay		
	Regular	Straight OT	Prem OT	Sick	Annual	Other
		032	035	180	170	EC
Name: Alex Fall UID: U897256401 Position No.: 004897 Suffix: 00 Earnings Code: 019		2.50	3.0			EC:
<input type="button" value="Clear Information"/>	Total:					5.5
						<input type="button" value="Clear Hours"/>

Detailed Adjustment Hours

For the Pay Period Beginning: 10/14/2017 Through: 10/28/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+) 5.5	5.5
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Total:								5.5
								<input type="button" value="Update Total"/> <input type="button" value="Clear Details"/>

Earning Codes:

150	Holiday
152	Incliment Weather
185	Bereavement
230	Military Leave
310	Jury Duty
315	Voting Leave
420	Unpaid Leave - LWOP

I certify that supporting time card(s) and/or time clock document(s) signed by the employee and approved by the supervisor are on file in this department for the employee listed above.

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Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Adjustment Time Sheet Examples

- Student worker, Emily Johnson, reported and turned in time that she was going to be at work on the 2nd Friday of the time period, but she did not show up for work.

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Adjustment Time Sheet

### Total Adjustment Hours

Payroll ID: BW Payroll No.: 23 Dept: Help Desk Organization Code: 849721	Hours Present			Hours on Leave With Pay		
	Regular	Straight OT	Prem OT	Sick	Annual	Other
		032	035	180	170	EC

Name: Emily Johnson	-3.5					EC:
UID: U54829716						
Position No.: 002009 Suffix: 00						
Earnings Code: 026						

Clear Information

Total: -3.5

Clear Hours

### Detailed Adjustment Hours

For the Pay Period Beginning: 10/29/2017 Through: 11/10/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-) 3.5	-3.5
	Total:							-3.5

Update Total

Clear Details

### Earning Codes:

150 Holiday  
152 Inclement Weather  
165 Bereavement  
230 Military Leave  
310 Jury Duty  
315 Voting Leave  
420 Unpaid Leave - LWOP

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Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Questions



# **International Request & Payment To Contractor**

***LaTisha Williams***

***Assistant Manager of General Accounting***

# International Request and Payment to Individuals or Contractors

- Please acquire a W8BEN for all new International Request for Payments
- Please acquire a W8BEN-E for all new International Organizational Entity Request for Payments
- Once U numbers are established in Banner, additional copies of W9s, photo ID's, W8BEN-E's or W8BENs are no longer required unless requested by Accounting
- All International Vendors must be reviewed by Tax Compliance – Laurie Whiteside
- Payments cannot be made to any University or State employee which includes full or part-time faculty and staff under the Payment to Individual or Contractor Agreement
- Payments to the same individual or contractor for \$5,000.00 or more during a calendar year (whether fragmented or paid in a lump sum) require an obligated contract established through Procurement and Contract Services

# ***Announcements & Deadlines***



# Announcements & Deadlines

- Don't forget to review the University's current job openings at [workforum.memphis.edu](http://workforum.memphis.edu).
- Subscribe to our Twitter feed at [@umemphisjobs](https://twitter.com/umemphisjobs)!
- Follow us on Instagram! [@uofmhr](https://www.instagram.com/uofmhr)

# Announcements & Deadlines

- **Changes to Fall 2020 Academic Calendar**
  - Semester now begins August 17, with faculty returning August 10
  - No Fall Break
  - Classes end before Thanksgiving Break
  - Labor Day holiday still in effect
  - Faculty contract ends with service on December 7

# Announcements & Deadlines

- **Effects on E-Contracts, New Faculty Orientation**
  - E-Contracts that populate service dates will now have the new service dates for Fall 2020
- **New Faculty Orientation will be held a week earlier via Zoom**
  - Monday, August 10, 2020: 9am - 11am
  - Tuesday, August 11, 2020: 3pm - 5pm
  - Wednesday, August 12, 2020: 2pm - 4pm
  - Thursday, August 13, 2020: 8:30am - 10:30am
  - Friday, August 14, 2020: 8:30am - 10:30am
- **New nine-month faculty will still receive first paycheck September 30**

# Announcements & Deadlines

- **Special COVID-19 EAP Sessions on Zoom**
- **Register in [Learning Curve](#)**
  - **June 30**  
**COVID-19: Preparing You and Your Family to Return to Work**  
**10-11am**
  - **July 28**  
**COVID-19: Coping with Traumatic Events**  
**2-3pm**
  - **August 6**  
**COVID-19: Building Resilience**  
**10-11am**

# Announcements & Deadlines

- **REMINDER:**

As employees return to work, be sure to request the reinstatement of parking deductions prior to returning to campus, if previously deactivated.

# Announcements & Deadlines

- Org Charts available at <https://www.memphis.edu/hr/orgcharts.php> will be getting a facelift on June 30
- No loss in functionality
- Data will continue to update nightly

# Announcements & Deadlines

- **Chrome River Trainings**
  - **New Travel & Expense System (Goes live July 1)**
  - **Thursday, June 25**
  - **9-11am**
  - **<https://memphis.zoom.us/j/99330903154>**
  - **Registration not required**

# Announcements & Deadlines

- **System Trainings via Zoom: Sign up in Learning Curve**
  - **Extra Compensation**  
**June 17, 2020 at 2pm**
  - **Student Employment Appointments**  
**June 17, 2020 at 3pm**
  - **WorkforUM**  
**July 29, 2020 at 1:30pm**



# Announcements & Deadlines

- Finance & HR Trainings can be held via Zoom, dependent upon demand.

# Announcements & Deadlines

- **REMINDER:**  
**Records Inventory and Holding Report Due August 6**

# Announcements & Deadlines

- Need someone added to the Focus on Finance & HR mailing list?
- Don't forward to them—forward to us!
- [hr@memphis.edu](mailto:hr@memphis.edu)

# **Announcements & Deadlines**

**NEXT MEETING**

**July 21, 2020**

**2:30pm via Zoom**

**Thank you for virtually attending!**  
**[memphis.edu/focus](https://memphis.edu/focus)**

