FOCUS ON FINANCE & HR

JUNE 21, 2022

Today's **Agenda**

- Upcoming E-Contract Changes to Student Workers & Temporary Employees
- University Records Management
- Red Flags Program
- Dual Services
- FY22 Year-End Close
- Announcements & Deadlines

Upcoming Changes to E-Contracts & Faculty Titles

Danny Linton

Associate Director, Human Resources

Upcoming Changes to Students & Temps

- Use of one position # per e-class (ST, TH, TE) University-wide
- Process is similar to how one-time pays are processed now
- Use that stock position number and fill in your Index only; FOAP will populate

Upcoming Changes to Students

- Select the closest match from the new Employee Job Categories dropdown
- Student Workers
  - Clerical/Student Support Services
  - Instructional Support
  - Residence Assistant
  - Recreation/Fitness/Wellness
  - Technical Support
  - Service/Labor/Security
- Hold on starting Fall 2022 e-contracts until these changes are in place

Upcoming Changes to Temps

- Select the closest match from the new Employee Job Categories dropdown
- Temps
  - Clerical/Student Support Services
  - Consultant
  - Financial/Budget/Professional
  - Instructional Support
  - Research/Research Support
  - Service/Labor/Security
  - Technical

Upcoming Changes to Students & Temps

- Minimum wage for student workers and temps beginning with Fall 2022 appointments is $10/hour
- Temporary employees working annually should be appointed with end dates of June 30 or December 31

Upcoming Changes to GAs

- Doctoral in-state tuition is pulled from a central pool
- GA assignments loaded one-by-one in a separate flyout section on contract
- Tuition waivers loaded one-by-one in a separate flyout section on contract
- Tuition can now be split among multiple index numbers
- Tuition is now viewable directly on the contract if the student has already registered

Upcoming Changes to Faculty Titles

- Effective Fall 2022, changes are coming to the title of non-tenure faculty such as instructors, lecturers, etc.
- These non-tenured faculty members will have the opportunity to go through the promotion process similar to their tenured counterparts beginning with Fall 2022. (Promotions would then be effective Fall 2023, etc.)
- New titles will be used, replacing existing titles like Instructor, Lecturer, etc.
- New titles are delineated on the following slides and in the updated Faculty Handbook, along with promotion processes.
- This is the result of an effort from Faculty Senate and the Provost.

Upcoming Changes to Faculty Titles

- Tenure Track and Tenured Faculty Ranks (not changing)
    - Assistant Professor
    - Associate Professor
    - Professor

- Non-Tenure Track Teaching Faculty Ranks (changing)
    - Assistant Professor of Teaching (formerly Instructor or Lecturer)
    - Associate Professor of Teaching (Senior Lecturer)
    - Professor of Teaching

Upcoming Changes to Faculty Titles

- Non-Tenure Track Research Faculty Ranks (not changing)
    - Research Assistant Professor
    - Research Associate Professor
    - Research Professor

- Non-Tenure Track Clinical Faculty Ranks (not changing)
    - Clinical Assistant Professor
    - Clinical Associate Professor
    - Clinical Professor

- Non-Tenure Track Faculty of Practice Ranks (Changing)
    - Assistant Professor of Practice
    - Associate Professor of Practice
    - Professor of Practice

Questions?

University Records Management

Ladonnal Curry
Assistant Director, Business & Finance Operations

UNIVERSITY RECORDS MANAGEMENT

WHAT ARE RECORDS?

Records are the evidence of what an organization does. Records capture business activities and transactions of contract negotiations, business correspondence, personnel files, and financial statements to name a few.

UNIVERSITY RECORDS MANAGEMENT

WHAT IS RECORDS MANAGEMENT?

As a State university, we are considered an agency under T.C.A. 10-7-301(1) and are required to follow public record laws and rules established by the Public Records Commission.

The University's Records Management Program allows us to:

- demonstrate regulatory compliance with State of Tennessee laws
- document our management decisions
- enhance our organization's operational efficiencies
- provide litigation support
- preserve the University's institutional history

UNIVERSITY RECORDS MANAGEMENT

WHAT RECORDS AM I REQUIRED TO RETAIN?

University employees are required to retain and report official and original records that are created and/or maintained in their offices. This includes original records (forms, applications, etc.) that are not submitted to any other University office or external agency. The comprehensive list of records is included on the Records Retention and Disposition Schedule created by the Records Management Division of the State of Tennessee.

The University of Memphis

Advising Worksheet

Name: ______________________ U __ __ __ __ __ __ __ __ Term/Year: _________

Advising Location: ____________________ Major(s): ______________________

Students are responsible for ensuring that the courses selected will fulfill degree requirements; changes in course selections should be discussed with an advisor. Registering for a course without the necessary co-requisites or prerequisites may result in being withdrawn from the course.

APPROVED COURSES					
CRN	Subject & Course Number	Section #	Credits	Days	Times
APPROVED ALTERNATES					

Campus Resources

- **Admissions Office** 201 Wilder Tower 901.678.2111
- **Bursar's Office** 115 Wilder Tower 901.678.5579
- **Career Counseling** 211 Wilder Tower 901.678.5305
- **Career Services** 400 Wilder Tower 901.678.2239
- **CARES** 500 Wilder Tower 901.678-2393
- **Educational Support Programs** 217 Mitchell Hall 901.678.2704
- **Financial Aid** 103 Wilder Tower

THE UNIVERSITY OF MEMPHIS

Department of Civil Engineering

Masters Project Committee Appointment

Name: ____________ U-Number: ____________

Current Mailing Address: ____________

Email Address: ____________

Area of Concentration (if applicable): Water Resources Engineering

COMMITTEE APPOINTMENTS: (please print & sign your name)

Committee Chair: ____________

U of M Department / Affiliation ____________

Member: ____________

U of M Department / Affiliation ____________

Member: ____________

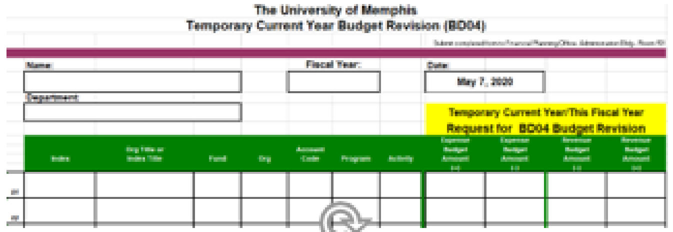
U of M Department / Affiliation ____________

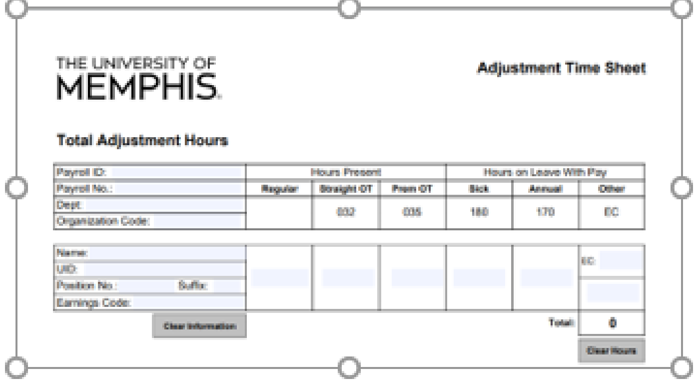
ADD MEMBER TO COMMITTEE: (please print & sign your name)

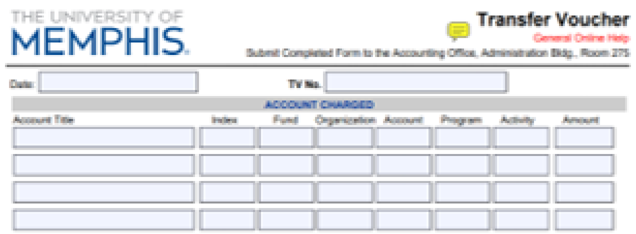
UNIVERSITY RECORDS MANAGEMENT

WHAT IF I SUBMIT ALL ORIGINAL DOCUMENTS TO OTHER UNIVERSITY OFFICES AND/OR EXTERNAL AGENCIES?

After reviewing their files, some University employees have determined all original documents (budget revisions, transfer vouchers, invoices, payroll forms, contracts, etc.) were submitted to other offices and the documents maintained in their offices are copies. These copies are defined as Working Papers; additional details for maintaining and recording Working Papers are included in this presentation.







UNIVERSITY RECORDS MANAGEMENT

SHOULD I KEEP HR RELATED RECORDS IN MY OFFICE?

Departments are discouraged from maintaining employee records/files within their areas. HR is considered the official custodian of employee records, therefore any documents that are not housed in HR are not considered part of the official employee file/record.

However, notes regarding performance to be used in evaluations or employee issues that will be later officially presented to HR should be kept by the department until such time as the documents are used to either complete the evaluation or filed with HR.

UNIVERSITY RECORDS MANAGEMENT

HOW LONG SHOULD I KEEP PURCHASING CARD (P-CARD) STATEMENTS?

P-card statements are only required to be retained by those individuals/departments who have grants and the Office of Procurement and Contract Services. Regions and US Bank p-card statements from Fiscal Year 2015 to today are maintained by the Office of Procurement and Contract Services.

PLEASE NOTE: P-card records related to a grant should be kept for 5 years from the submittal date to the sponsor, unless it is a federal grant with different stipulations.

UNIVERSITY RECORDS MANAGEMENT

I SERVED ON A SEARCH COMMITTEE. AM I REQUIRED TO MAINTAIN MY NOTES?

Yes, all committee members are required to maintain those items for 5 years from the date of the committee meeting.

RECORDS MANAGEMENT FAQs

WE SCANNED ALL OUR PAPER RECORDS. SHOULD WE KEEP BOTH PAPER AND ELECTRONIC VERSIONS? WHICH IS THE OFFICIAL RECORD?

No. Once records are scanned, ensure the scanned documents are legible and destroy the paper documents (with permission). The electronic record is the official record.

RECORDS MANAGEMENT FAQs

I HAVE COPIES (WORKING PAPERS) OF TRANSFER VOUCHERS, INVOICES, STUDENT FILES, ETC. SHOULD I SUBMIT A REQUEST TO DESTROY THESE ITEMS?

A request is not required to destroy copies.

RECORDS MANAGEMENT FAQs

IS IT EVER PERMISSIBLE TO DISPOSE OF SENSITIVE OR CONFIDENTIAL RECORDS IN A REGULAR TRASH CAN?

NO! NEVER dispose of documents (papers, file folders, etc.) containing Social Security Numbers or any other sensitive/confidential information without shredding. All confidential paper documents MUST be disposed by cross-cut shredding.

Destruction requests should be submitted through the Records Disposal and Authorization Form found on the Records Management website. All requests require approvals from the department head, Provost or area Vice President and University Records Officer.

RECORDS MANAGEMENT FAQs

WHAT IS THE PROCESS FOR SHRED SERVICES ON CAMPUS?

The University has a contract with Shred-It. If you would like more information, please contact Jovanna Edone.

Jovanna Edone

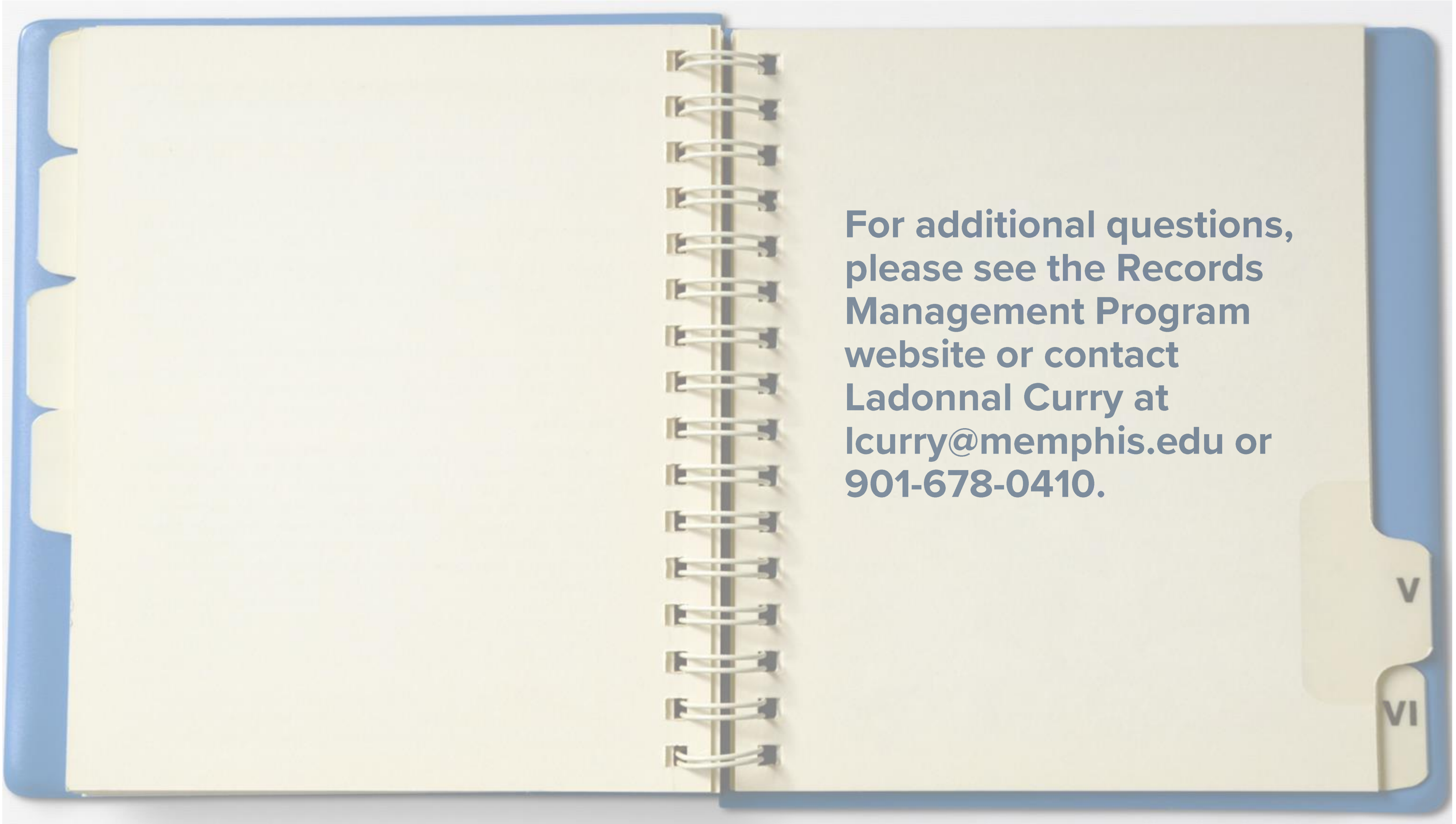
Inside Account Representative
Office: 901-424-7028
E-mail: jovanna.edone@stericycle.com

Shred-it®
A SECURIT® COMPANY

RECORDS MANAGEMENT REMINDERS

- **NEVER** dispose of sensitive or confidential records in a regular trash container. Use a locked container or shred.
- For documents that exist in both paper and electronic form, the electronic version of the document is considered the official document. The paper version is a duplicate and can be destroyed.
- Records certifications are due on or by June 30.
- Departments are allowed to submit a compiled report for all individuals in the department.
- The final training date is Friday, June 24 at 11am.

RECORDS MANAGEMENT RESOURCES



For additional questions, please see the Records Management Program website or contact Ladonnal Curry at lcurry@memphis.edu or 901-678-0410.

Questions?

Red Flags Program

Mark Heath
Executive Director,
Business Continuity & Risk Management

What is the Red Flags Program?

The program is designed to:

1. Outline areas of risk associated with identity theft on campus

2. Address the means to identify those risks

3. Identify the methods of response to Red Flag incidents to mitigate the effects of identity theft

Red Flags Importance

The University maintains files in various formats that contain identity information.

These files include, but are not limited to:

- admission information
- financial aid information
- student billing information
- employee personal information
- academic and financial records
- third party service providers and identity information

Identifying a Red Flags Incident

Five Primary Ways a Red Flags Incident is Generated:

- Notice from an Individual or Entity
- Suspicious Documents
- Suspicious Personally-Identifying Information
- Suspicious Covered Account Activity
- Notifications or Warnings from Credit Reporting Agencies

Detecting Red Flags Day-to-Day

Student Enrollment

- Require specific identifying info such as name, DOB, address, etc.
- Verify the student's identity at the time of issuance of an ID card

Existing Covered Accounts

- Verify the ID of the student, faculty, or staff member
- Verify the validity of request to change billing information
- Verify the validity of changes in banking information given for billing and payment purposes

Notifications from Consumer Credit Reporting Agencies (CCRA)

- Require written confirmation
- Discrepancy Notice: Verify the report matches the person for whom the request was made and report back to the CCRA

Response to Red Flags

- In the event a red flag or potential red flag is identified, the University must act quickly to assess the risk posed by the red flag.
- All related documents should be submitted with a description of the situation to the Red Flag Program Administrator.
- The Program Administrator, with assistance from appropriate University personnel, will determine whether the attempted transaction was fraudulent or authentic.

Response to Red Flags (cont.)

Upon notice of a Red Flag, the University may take the following steps as deemed appropriate:

- Monitor the covered account
- Credit Warning? Contact the individual
- Change any passwords or security measures
- Close & re-open the account
- Cancel the transaction
- Not open a new covered account
- Provide a new University ID number
- Notify law enforcement
- No response warranted

Red Flag Program Oversight

Executive Director of Business Continuity and Risk Management and the Red Flag Committee

The committee meets periodically (a minimum of once per year) to review current processes, determine their effectiveness, and implement changes to the Red Flag Program as needed

Red Flag Committee representatives include:

- Academic Affairs
- Advancement
- Human Resources
- Information Technology Services
- Office of Admissions
- Office of Financial Aid
- Office of Legal Counsel
- Registrar's Office
- University & Student Business Services

Red Flags Reporting

The Program Administrator is responsible for ensuring:

- Measures to prevent and mitigate identity theft
- Review of reports of Red Flags for response
- Providing annual report to the University President for:
  - Institutional compliance with the program
  - Effectiveness of Red Flags
  - Arrangements with service providers
  - Significant incidents of identity theft
  - University response
  - Recommendations for program changes

Tips & Best Practices

- Lock file cabinets, desks, and any other storage space containing documents with covered account information when not in use
- Lock storage rooms and record retention areas containing documents with covered account information
- Review and adhere to recommended security best practices as identified in the University's campus data security policy
- Avoid the use of social security numbers. Use the student's "U" number
- Utilize encryption devices when transmitting covered account information. If an employee is uncertain of the sensitivity of a particular piece of information, they should contact their supervisor

Questions?

Dual Services

Kristil Davis

Director, HR Strategic Initiatives & Talent Management

Dual Services

- A new website (memphis.edu/dualservices) has been created for handling Dual Services Agreements.
- Dual Services refers to when a UofM employee is performing work functions for another State of TN entity (“outgoing”) OR when an employee of another State of TN entity is performing work duties for UofM (“incoming”).
- The website provides information covering both “outgoing” and “incoming” dual service agreements.
- A Dual Services Agreement form should be completed & approved for any UofM employee performing Dual Services externally PRIOR to the work being performed.
- A Memorandum of Understanding (MOU) PDF form has been created for any outside agency that does not have their own standard form.

Website

Questions?

FY22 Year-End Close

Shan Arnold
Associate Controller, Accounting Office

FY22 Year-End Close To-Do List

- Complete all travel claims
- Settle travel and supply advances
- Settle purchase card claims
- Review and request de-obligation of non-travel purchase orders (Goods/Services)
- Travel purchase order do not roll to the new fiscal year
- Ensure that all invoices for Goods and Services are forwarded to Accounts Payable
- Submit invoices for FY22 accruals

FY22 Year-End Close To-Do List

- Review FGRODTA – Transaction Detail Report (ePrint Report)
- Ensure FY22 fixed asset purchases are properly tagged
- Submit transfer vouchers for FY22 corrections

Questions?

Announcements & Deadlines

Announcements & Deadlines

- Welcome to all first-time attendees at Focus on Finance & HR!

Announcements & Deadlines

NEW SENIOR HR BUSINESS PARTNERS

Stacey Henderson

Chebrew Leonard (promotion)

NEW HR BUSINESS PARTNER

Andrea Spencer (promotion)

Announcements & Deadlines

- Don’t forget to review the University’s current job openings at workforum.memphis.edu.
- Follow the Division of Business & Finance on Twitter at @uofmemphisbf!
- Subscribe to our WorkforUM Twitter feed at @umemphisjobs!
- Follow us on Instagram! @uofmhr

Announcements & Deadlines

Upcoming Salary Increases

- 3% increase across-the-board, based on 6/30/2022 salary
- Effective July 1, 2022 (or the beginning of the 2022-23 academic year for appropriate employees)
- Must have been hired on or before January 10, 2022 and continuously employed until July 1 (or September 1)
- 3% increase on all current part-time faculty pay rates effective with Fall 2022 semester (new minimum rate is $798 per credit hour)
- Does not include temps, student workers, graduate assistants, or affiliate faculty or employees whose contracts otherwise state ineligibility

Announcements & Deadlines

- Beginning in July 2022, the State of Tennessee match on 401(k) contributions will increase from a $1 to $1 match to a $1 to $2 match.
- This is for a maximum of a $100 match for a $50 contribution by the employee.
- The employee must contribute at least $20 to get a match.
- This increase was approved for FY23.

Announcements & Deadlines

2022 Benefits Open Enrollment Period

- October 1-14, 2022
- A complete benefits presentation centered on Open Enrollment will take place at the September 2022 Focus on Finance & HR meeting.
- This year, the State of Tennessee will not send paper newsletters in the postal mail. All newsletters will be e-mailed to your memphis.edu e-mail address.

Announcements & Deadlines

Attention AIG/VALIC ORP Members

- AIG Retirement Services (formerly known as VALIC) will cease to be an active provider in the State's ORP and TBR's 403(b) Plan effective September 1, 2022.
- New employees electing the ORP plan will only select from TIAA & Voya as retirement options upon hire.
- Existing AIG/VALIC members will be contacted by the State to transfer their accounts to a different ORP vendor.
- Non-respondents will automatically be transferred to TIAA.
- The State of Tennessee is offering informational webinars on this topic:
  - July 13, 2022 (9-10am CT | Register here)
  - August 4, 2022 (11am-12pm CT | Register here)

Announcements & Deadlines

- REMEMBER: to access the Finance Program Guide, HR Program Guide, or Learning Curve, users must be using an on-campus computer OR be connected remotely to the University's VPN.
- Otherwise, these sites or anything else on the B&F web server will not load as expected.

Announcements & Deadlines

Separation & Clearance:

- Please remember to immediately complete online separation notices for any employees you have that are departing the University!
- Not doing so can lead to an audit finding because the employee would still have access to University systems.
- Keep in mind it is HR’s practice to process clearances closer to the date of separation so that leave balances can be accurately calculated for payouts.
- https://umwa.memphis.edu/sep-clear

Announcements & Deadlines

University Records Management Training Dates:

- Friday, June 24 at 11am
- **Sign up in Learning Curve!**

Announcements & Deadlines

Quarterly WorkforUM trainings have been scheduled in Learning Curve for 2022:

- July 27
- October 26

- **Sign up in [Learning Curve](#)!**

Announcements & Deadlines

Upcoming Finance trainings:

- Accounting Basics
  June 24, 2022
  10:00am

- **Sign up in Learning Curve!**

Announcements & Deadlines

- Police Services is offering Crisis Preparedness and Response trainings for departments upon request.
- Active Shooter Response and Behavioral Intervention Strategies are among the topics.
- If your department is interested, please contact Derek Myers at dmyers@memphis.edu.

Announcements & Deadlines

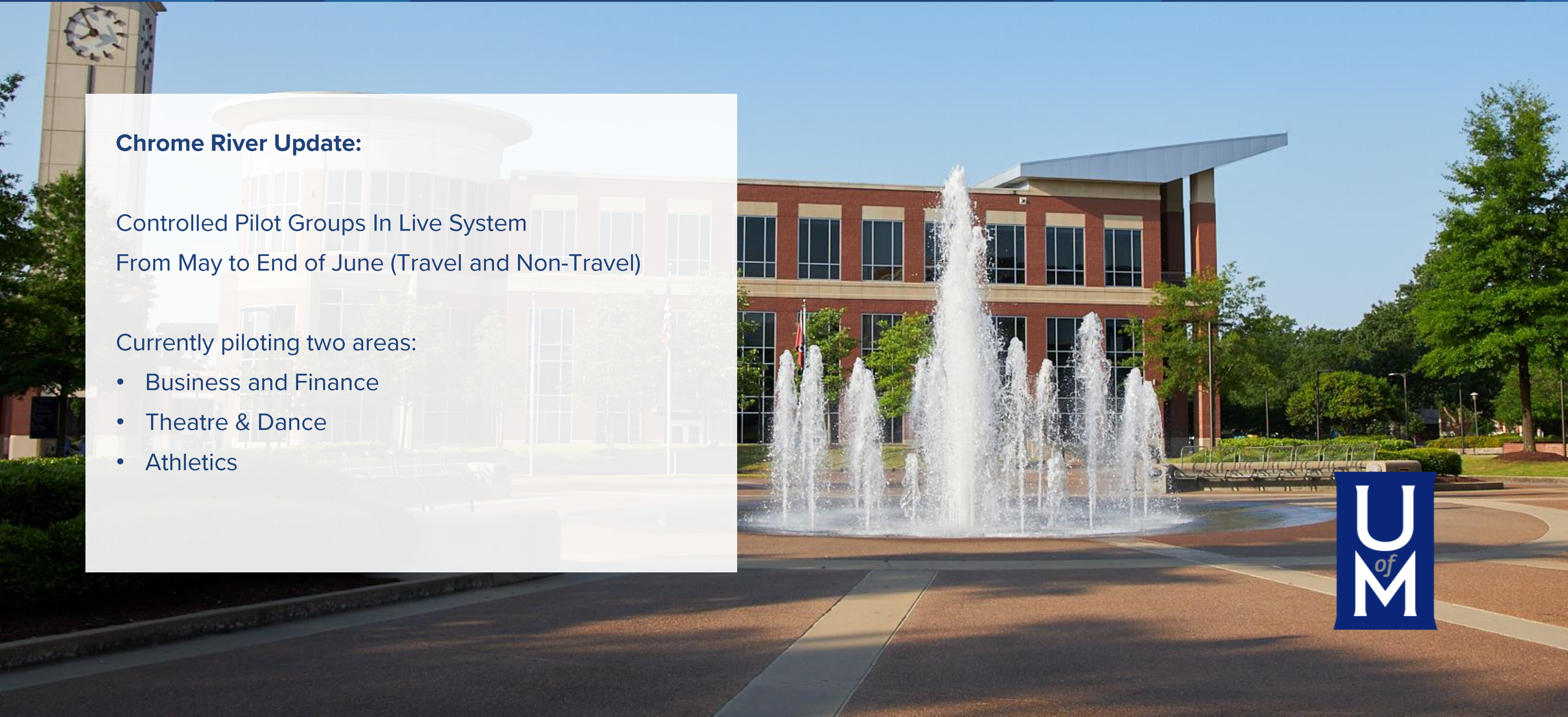
Chrome River Update:

Controlled Pilot Groups In Live System

From May to End of June (Travel and Non-Travel)

Currently piloting two areas:

- Business and Finance
- Theatre & Dance
- Athletics



Announcements & Deadlines

Values in Action (VIA)

- New workshop series where employees will learn how to incorporate the University's Values in their daily actions. Sessions will be hosted on Zoom at midday, so you can watch and learn while enjoying your lunch.
- Latest sessions are available directly at https://www.memphis.edu/hr/via.php.
- **July session:**
  Cooking Up Summer Fun
  July 15 | 12-1pm

Announcements & Deadlines

Do You Have a New Employee Starting Soon?

- Please make sure your new hires know where they need to report to after their orientation with HR. New Employee Orientation runs from 8:30-11:30am every other Monday.
- Before they leave, we provide them with information on where they need to go to get their parking passes, ID cards and e-mail addresses. We also provide them with information on how to set up their direct deposit and benefits online. Open lab time is provided.
- Sometimes new hires have not received any further directions from their hiring supervisors and they have questions about what time they should take lunch that day, what time they should meet their supervisor, and where they are supposed to report to that afternoon.
- All supervisors are more than welcome to pick up their new hires from 177B Administration Building after the HR Orientation. If you are unable to do that, please make sure you have communicated clearly with them about what they should be doing on their first day.

Announcements & Deadlines

Form I-9 Information:

- Appointments not needed during regular business hours.
- Visit 143 Administration Building M-F 8-4:30.
- Questions? i9@memphis.edu

Announcements & Deadlines

Employee Assistance Program (EAP)

Support tool to help employees and dependents deal with issues such as:

Family or relationship issues	Child and elder care
Feeling anxious or depressed	Difficulties and conflicts at work
Dealing with addiction	Grief and loss
Legal or financial issues	Work/life balance

- All services are confidential and available at no cost, 24/7
- Employees and their eligible dependents may get up to five, no cost counseling sessions per problem episode, per year
- Contact ParTNers EAP:
- Toll Free 24/7 at 1.855.HERE4TN (1.855.437.3486)
- Or at www.Here4TN.com
- Vendor of EAP is Optum

Announcements & Deadlines

- Need someone added to the Focus on Finance & HR mailing list?
- Don’t forward to them—forward to us!
- hr@memphis.edu

NEXT MEETING

Tuesday, September 20, 2022
2:30 p.m.

Web: memphis.edu/focus
Meetings: memphis.edu/focuszoom