

Welcome to HR Partners!
May 14, 2019



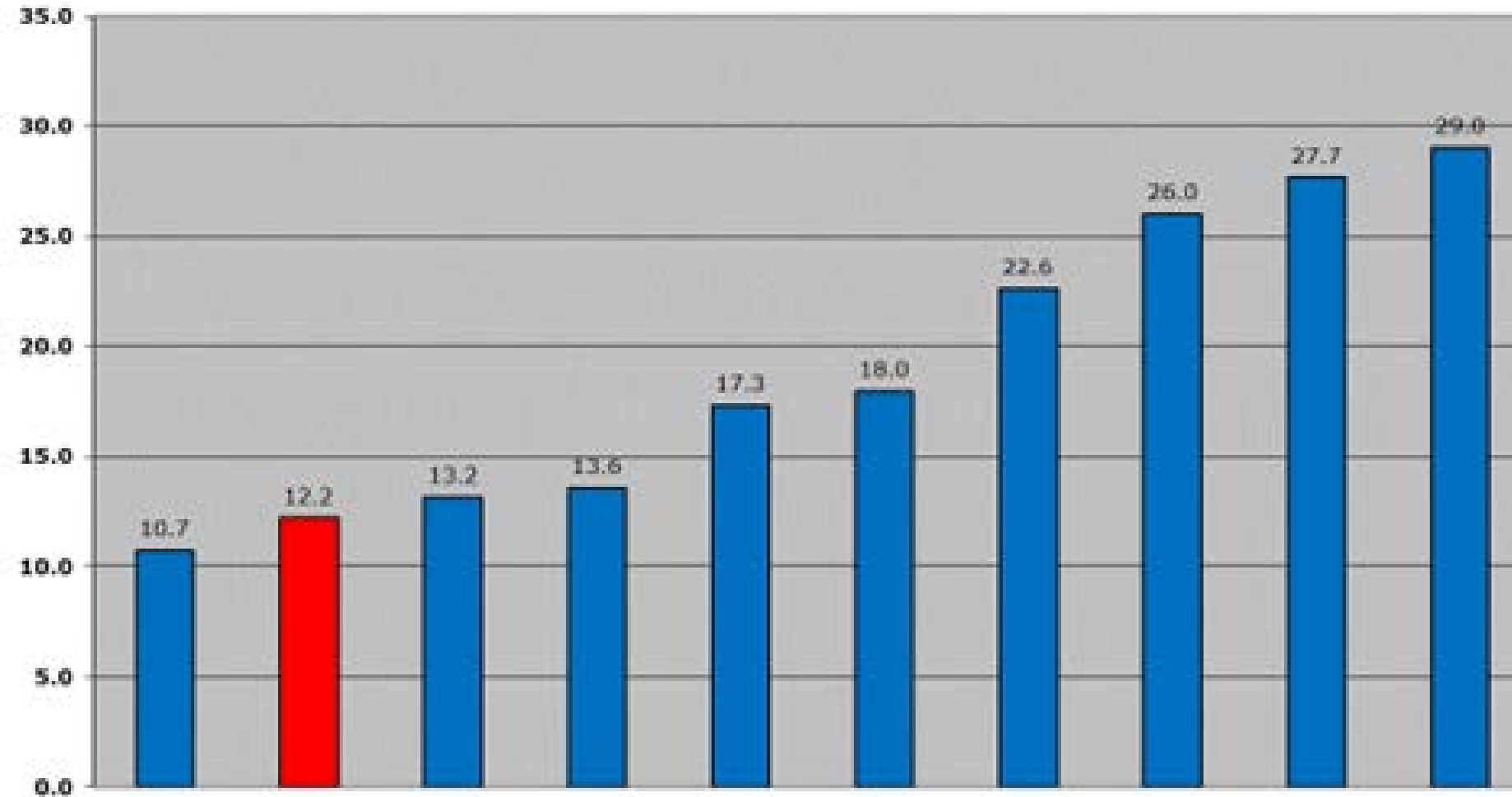
Campus Crime, Gun Legislation, Safety Q&A

Derek Myers

Assistant Chief of Police

Campus Crime, Gun Legislation, Safety Q&A

Crime rate per 1000



Campus Crime, Gun Legislation, Safety Q&A



QUESTIONS?

Upcoming Changes to Employee Self Service

***Danny Linton,
Associate Director, Human Resources***

Upcoming Changes to Employee Self Service

- This summer, several changes will be coming to the Employee tab's links to Banner SSB applications (previously referred to as Employee Self Service).
- One of the new features of Banner 9 is the creation of a new "Employee Dashboard," which consolidates many of the various SSB links under the current Employee tab all in one console.

Upcoming Changes to Employee Self Service

The screenshot displays the 'Employee Dashboard' for Daniel M. Linton. The header includes the University of Memphis logo and the user's name. The main content area features a 'Leave Balances as of 05/09/2019' section with two cards: 'Annual Leave in hours' at 325.90 and 'Sick Leave in hours' at 277.80. Below this, there are sections for 'Pay Information' (with links for latest pay stub, all pay stubs, and direct deposit info), 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. A right-hand sidebar titled 'My Activities' contains buttons for 'Enter Time' and 'Enter Leave Report', and a list of actions including 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Effort Certification', 'Labor Redistribution', and 'Campus Directory'.

Employee Dashboard

Linton, Daniel M.

[My Profile](#)

[My Team](#)

Leave Balances as of 05/09/2019

Annual Leave in hours	325.90	Sick Leave in hours	277.80
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[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: [03/29/2019](#) [All Pay Stubs](#) [Direct Deposit Information](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

- [Enter Time](#)
- [Enter Leave Report](#)
- [Approve Time](#)
- [Approve Leave Report](#)
- [Approve Leave Request](#)
- [Effort Certification](#)
- [Labor Redistribution](#)
- [Campus Directory](#)

Upcoming Changes to Employee Self Service

- While time sheets and leave reports will still need to be completed, their look and feel will be changing as well as some functionality.
- New PDF training guides for non-exempt (biweekly) employees, exempt (monthly) employees, and approvers are being created now.

Upcoming Changes to Employee Self Service



**DEMONSTRATION OF ENTERING TIME/LEAVE
(WITH A SIDE OF OVERTIME ENTRY TRAINING!)**

Upcoming Changes to Employee Self Service

- Available now: you may now update your Form W-4 (Withholding Allowance) online without needing to submit a paper form to Payroll.
- Click any of the tax forms currently under the Employee tab, then click Employee on the next screen. Click Tax Forms, then W-4 Employee's Withholding Allowance Certificate.
- Click Update at the bottom of the screen.

Upcoming Changes to Employee Self Service

- You may then update your tax deduction status, filing status, number of allowances, additional withholding, etc.
- Make sure you make the effective date of your changes **AFTER** your most recent payroll date, which will be shown.

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

- Tuition rates and a new “cost to attend” estimator will be debuting over the summer as soon as these rates are finalized.
- Keep watching for this as you create your graduate assistant e-contracts for the fall.

Announcements & Deadlines

- **COMING SOON!**
- **Student Worker Appointments (both regular and work study) are scheduled to move to an e-Contract this August for appointments beginning Fall 2019.**
- **Student worker appointments for the summer should continue to be done on paper.**
- **Stay tuned for more info and training announcements!**

Announcements & Deadlines

- Please be reminded that we are approaching the renewal dates for many limited contracts on June 30, 2019.
- You will be receiving an e-mail about any contracts you have that may be expiring.
- If you plan on renewing these contracts, you will need to provide a budget revision.
- If not renewing, notices must be provided to the employee by June 1.

Announcements & Deadlines

- Kids & teens on campus!
- Take Our Daughters and Sons to Work Day is Friday, May 31.
- The MPLOY program is back from June 3-July 11. Look for our MPLOY students on campus and make them feel welcome.

Announcements & Deadlines

- **Biometric Screenings**
 - The on-campus event has passed but don't forget you can complete a biometric screening with your own doctor and qualify for the \$50 bonus.

Announcements & Deadlines

- **Customer Service Training**
May 14, 2 – 3:30pm
AD177B

Announcements & Deadlines

- **Banner Navigation**
May 28, 2019
10 a.m. AD178

- **WorkforUM Training**
July 31, 2019
1:30 p.m. AD178

Announcements & Deadlines

- **E-Contract Trainings**
 - **Part-Time Faculty: June 17, 2019 2 p.m. AD178**
 - **Graduate Assistants: June 18, 2019 2 p.m. AD178**
 - **Extra Compensation: June 19, 2019 2 p.m. AD178**

Thank you for attending!
memphis.edu/hrpartners

