

Welcome to Focus on Finance & HR!

April 14, 2020



Agenda

- IT Security Update
- Families First Coronavirus Response Act (FFCRA)
- Hiring Moratorium & Status of Pool Positions
- Mid-South Heart Walk
- Other Topics
- Open Question Period
- Announcements & Deadlines

IT Security Update

Theresa Brignole

ITS Security Communications Coordinator

IT Security Update Focus on Finance & HR

THERESA BRIGNOLE
IT SECURITY
4.14.20

TOPICS TODAY

- PHISHING
- BEST PRACTICES WHILE WORKING FROM HOME

Phishing

- As we all adjust to a "new normal" of daily life, be aware that hackers are still operating in full force to take advantage of the confusion.
- Recent Phishes:
 - A recent one pretends to be from Dr. Rudd with a subject of "Payroll and Benefits Adjustment".
 - Others pretend to have vital Covid-19 information.
- Never click on any links or attachments in an unsolicited email, even from someone you may know. Take a few seconds to determine:
 - Am I expecting an email from this person?
 - Is the sender's email "from" address what I would expect?
 - Would this person send me an attachment, link or request of this type?
 - Does the "voice" of the email fit the sender?
 - Look for awkward wording or grammatical errors.
- If you get a phishing email, forward it to abuse@memphis.edu.

Best Practices While Working From Home

- Personal devices can be used to access UofM data, but it is the user's responsibility to ensure the devices are properly protected.
- Properly Protected Devices:
 - OS and apps updated (Acrobat, Java, Flash etc.)
Security patches installed as soon as available.
 - Updated anti-virus software running in the background.
(examples: Windows Defender, Norton, McAfee, Kaspersky, Trend Micro)
 - If your devices can't accept the newest software, time to upgrade!
(For example Windows 7 and Office 2013 are obsolete and should not be used).

Accessing The Internet

- Cellular is secure to use but expensive. Also, connection can be spotty.
- Wi-Fi Best Practices
 - Always use a VPN when off campus or on Wi-Fi.

UofM data - Cisco AnyConnect

Download here:

<https://www.memphis.edu/umtech/solutions/vpn.php>

Personal browsing: should also use a VPN

Paid ones better than free ones. Examples: ExpressVPN, IPVanish VPN, Norton Secure VPN, NordVPN.

Check it periodically, make sure it's on.

Wi-Fi Best Practices

- Be sure you're connecting to a legit network.

Hackers create networks with similar names to trick people into connecting to the wrong one.

Verify the network name and PW with a barista, hotel front desk or an employee.

- Look for the lock: 

Lock icon or ***https*** means secure browsing

Physical Security

- Use passcodes to lock devices.
Keeps data secure if device is lost or stolen.
- Make sure devices are encrypted.
Windows – Bitlocker
Mac – Filevault
iOS/iPadOS – passcode does it
Android – depends on brand of device
- UofM computer: Don't let anyone else use it or load software on it.
- Personal device - be sure to log out of all UofM applications and close browser windows before allowing anyone else to use it.

Questions?

theresa.brignole@memphis.edu

IT Security will meet with your department or group to provide Security Awareness training for your team.

Contact me to set up a Zoom session!

Families First Coronavirus Response Act (FFCRA)

Amanda Clarkson

***Director, Employee Relations,
Benefits, & Data Management***

Families First Coronavirus Response Act (FFCRA)

- As part of the current pandemic and in an effort to ease employees' choices between protecting their jobs and their families, the Department of Labor has enacted the Families First Coronavirus Response Act (FFCRA) effective April 1, 2020 through December 31, 2020.
- This act provides University employees with expanded FMLA coverage and additional paid sick leave.

Eligibility and Information

	FMLA	Emergency Paid Sick Leave	
Eligibility	Employees with 30 days of employment	Current employees	
Qualifying Reason	Employee is unable to work (or unable to telework) due to a need for leave because the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.	<p>Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:</p> <p>1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</p> <p>2) has been advised by a health care provider to self-quarantine related to COVID-19;</p> <p>3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</p>	<p>Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:</p> <p>4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</p> <p>5) is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or</p> <p>6) is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.</p>
Length of Leave	Up to 12 weeks	Up to 2 weeks (up to 80 hours, or a part-time employee's two-week equivalent)	
Rate of Pay	<p>During the first 10 days (2 weeks): Employee chooses to be unpaid, use emergency paid sick leave, or personal annual/sick leave.</p> <p>During remaining 10 weeks, employee will be paid at 2/3 their regular rate of pay, up to \$200 per day.</p>	For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).	For leave reasons (4), (5), or (6): employees taking leave shall be paid at 2/3 their regular rate up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

Families First Coronavirus Response Act (FFCRA)

- Keep in mind that this is NOT an automatic, extra two weeks of sick leave for everyone. Employees must apply & qualify.
- The FFCRA Request Form is available [online](#).
- More information about the act (including fact sheets and FAQs) can be found at the [DOL's web site](#).
- Employees interested in applying for either coverage should contact Human Resources at hrbusinesspartners@memphis.edu or 901.678.3573.

Hiring Moratorium & Status of Pool Positions

Kristil Davis

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

Hiring Moratorium

- The University has implemented a moratorium on all employment actions, effective April 1, 2020, until further notice. This action includes all requests to hire, reclassify or otherwise adjust staff and faculty positions. This action will allow the University to continue to monitor and assess this fluid situation and responsibly position itself to minimize the anticipated financial impact.
- Recognizing there will be a need for essential or strategic hiring, an exception process has been developed to evaluate proposals. Any request for exceptions will be presented to the President through the Provost (faculty positions) and the CFO (staff positions) for consideration. The exception request form is located [online](#) and must be approved prior to any actions being started (WorkforUM actions, e-contracts, etc).

Student Workers & Graduate Assistants

- President Rudd has indicated that no student's employment with the University is to be adversely affected by the COVID-19 situation.
- Do not submit early terminations for student worker or graduate assistant appointments for reasons related to COVID-19.

Student Workers & Graduate Assistants

- There are professional development, desk manual, and web-based tasks students and graduate assistants can perform from home if their daily tasks are not easily performed while telecommuting.
- If students and GAs can perform actual/regular work duties from home, they may be appointed for summer and fall positions.

Temporary Employees

- With the transition to a remote working environment, the University re-evaluated its use of temporary employees.
- Temps identified as essential are being approved on a case-by-case basis.
- Any new temporary assignment must follow the exception approval process.

Faculty Hires

- Any faculty hire will require the Position Prioritization Request form with the exception of the following:
 - Fall reappointments
 - Summer/fall adjunct faculty: work with your Dean for approval.
 - Summer Instruction
 - Summer Admin Pay

Extra Compensation & Faculty Summer Compensation

- Requests for extra compensation and faculty summer compensation (other than admin pay and instruction) will be handled on a case-by-case basis and may require a higher level of approval than in normal circumstances.

Mid-South Heart Walk

Melanie Drisdale

***Director, Employee Engagement,
Learning & Development***

Mid-South Heart Walk

- Mid-South Heart Walk
- This event was scheduled for April 25, 2020 at FedExForum; since we are all practicing social distancing, the heart walk has been changed to a virtual heart walk.
- Please disseminate the information to all your employees and anyone interested in the fight against heart disease.
- You may establish your own team by creating a team under the University of Memphis organization. We can't wait to see who raises the most money, so let's get started!
- https://www2.heart.org/site/TR?fr_id=4930&pg=company&company_id=230237

Other Topics

Danny Linton

Associate Director, Human Resources

Virtual Onboarding

- The University is being strategic with its recruitment efforts. Any approved hires will be virtually onboarded via Zoom.

Performance Appraisals

- This telecommuting period is a great time to get performance appraisals completed!
- Annual faculty appraisals were released in WorkforUM on January 28.
- Annual staff appraisals, completed in the SAMS system, are due to Human Resources by April 30, 2020 and should (generally) reflect May 1, 2019 – April 30, 2020.
- Online SAMS training is available now in Learning Curve.

LinkedIn Learning

- Now is the time to develop our teams!
- LinkedIn Learning provides 12,000 professional and skills development courses.
- The University has paid for all faculty and staff to access LinkedIn Learning for free.
- Activation is simple. Simply log into the [myMemphis portal](#) using your UUID and password. Next, click the Employee tab located at the top. Scroll down and look to the right-hand side of the screen for Training Opportunities to locate LinkedIn Learning.

LinkedIn Learning

- Course collections have been created for various job functions throughout the University. Leaders may contact Human Resources regarding professional development courses needed for faculty and staff.
- Individuals managing student workers may contact Human Resources regarding the student worker professional development course collection.
- Reports can be generated by work unit to show time spent on professional development in LinkedIn Learning.
- University-specific content can be added for distribution to faculty and staff.
- Contact Human Resources at engagement@memphis.edu for LinkedIn Learning requests or questions.

Telecommuting Forms

- Human Resources still wants telecommuting forms for those employees who are working off-site.
- Form is available [online](#).
- Faculty employees whose primary duty is teaching do not need to fill out a form...everyone else should.
- Route through DocuSign.

Employee Assistance Program

- The state's Employee Assistance Program is available to employees and their dependents.
- Optum Public Crisis Line
The toll-free emotional support help line at 866.342.6892 is FREE of charge and available to anyone, so you can share it with family and friends. Caring professionals will connect people to resources. It will be open 24 hours a day, seven days a week.

Employee Assistance Program

- [Read about mindfulness techniques](#) for coping with coronavirus anxiety.
- [Watch a video](#) to learn about COVID-19, how to protect yourself and where to get ongoing updates.
- [Watch a webinar](#): Coping with Traumatic Events
Traumatic events can range from acts of terrorism, war, natural disasters and infectious disease outbreaks such as COVID-19. Whatever form they take, when trauma hits close to home, it can be hard to process. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. This program helps identify and normalize reactions to traumatic events. Participants will explore the broad emotional impact and look at healthy ways to cope.

Employee Assistance Program

- [Watch a webinar](#): Get the Best of Stress

In this training, participants will get an overview of stress basics as well as practical suggestions for coping with stressful situations, like the coronavirus outbreak. The concept of stress hardiness is also introduced as a focus for healthy stress management. In addition, attendees will get tools to help them dial down stress and better understand personal and organizational aspects of stress.

Available FAQ Pages

- [HR's COVID-19 Resource Page](#)
- [UofM's Coronavirus Resource Page](#)
- [UofM's Coronavirus FAQs](#)

Hours of Operation for Key Offices

- **Accounting & Payroll:**
Open for walk-ins and check pickup, Wednesday through Friday from 2-4:30 p.m. only
- **Tiger Copy & Graphics:**
Open Monday through Friday from 9am-2pm

Hours of Operation for Key Offices

Mail Services

- Departmental Mail

Mail is available for pick up daily at Mail Services on Park Avenue (located in the rear of the Student Ventures Building). If mail is critical for your area and you would like to request a different arrangement, please contact mailsvcs@memphis.edu.

Be mindful that there is not enough space in the UC Campus Postal Station to hold all departmental mail. Therefore, mail for departments without mailboxes will be delivered directly to the department (e.g. Library, Residence Life, Admissions, Registrar).

- Outgoing Mail

Please deliver to the Campus Postal Station at the University Center or to Mail Services at Park Avenue.

Hours of Operation for Key Offices

Mail Services

- **Packages**
All UPS, FedEx and Amazon packages will be delivered to Mail Services at Park Avenue.
- **Student Mail**
Mail will be sorted daily and placed in student mailboxes outside the Campus Postal Station in the University Center.
- **Locations and Hours**
Campus Postal Station (University Center): Monday-Friday, 10a.m.-2 p.m.
Mail Services (Park Avenue Campus): Monday-Friday, 10a.m.-3 p.m.

Open Question Period

The Staff of Human Resources

Open Question Period

Does the University have any protocols in place for Zoom meetings?

- CTL has produced some instructions for using Zoom. They can be found [here](#).

Open Question Period

Will temporary employees be eligible for any of the emergency leave?

- No, only benefits-eligible employees will be eligible for the Emergency Paid Sick Leave.

Open Question Period

Nursing homes are asking people to remove their loved ones from nursing homes if they can. Will they be covered under FMLA?

- Specific circumstances like this would need to be discussed with your HR Business Partner to determine eligibility for FMLA.

Open Question Period

If students do not want to work or accept assigned training in place of work duties, can we end their appointment?

- Yes, if students do not wish to telecommute you may end their appointment, but make a note of the circumstances in the comments section.

Open Question Period

University Libraries hires student workers to staff our public service desk which is open. For the summer, will we still be able to hire students since it is not remote work?

- Yes.

Open Question Period

I will need to re-appoint temps in July due to annual grant funding. Will I need to get PPR forms for them even if they have been determined by the department as essential?

- Grant positions, those that are truly assigned to a grant, not those being redistributed to a grant on the back end, are able to be reappointed without PPR forms. This is based off the positions being grant-funded, not the fact that the department has deemed the position as essential. Essential positions will still require a PPR form approval if they are not grant-funded.

Open Question Period

Does Summer Comp for administrative duties, Chair's summer comp, researchers, etc. require the PPR forms as well?

- We do not need PPR forms for the following groups for the summer:
 - Faculty admin pay
 - Faculty instructional pay
 - Summer GAs

Open Question Period

For extra comp, is the PPR Form required prior to initiating the request via the system?

- Yes, for extra comp the PPR form needs to be approved before any work is done or any action is initiated either in WorkforUM or e-contracts (except for the exceptions previously noted).

Open Question Period

How do we enter time for our Student Workers?

- Students should be entering their own time based on their original work schedule, before the safer-at-home order was enacted.

Open Question Period

Has the University considered subsidizing the income for those who need to take Emergency Paid Sick Leave to care for their family (reasons 4,5 and/or 6)? Additionally, are any other emergency sick leave options not dictated by the federal government being considered?

- The University is not in a position to subsidize the income of employees who use Emergency Paid Sick Leave.
- The University has relaxed the qualifications for joining and using the sick leave bank to better suit our employees' needs during this pandemic. You can find more information [here](#) under the Faculty and Staff section.

Open Question Period

Telecommuting forms: Should we fill out for our student workers, GAs, TAs?

- No, no type of student employee will need to submit a telecommuting agreement.

Open Question Period

What about delivery options for Staples?

- If Staples is unable to deliver to the department directly, they will be leaving deliveries at the Park Avenue Campus Mail Services Office for pick up.

Open Question Period

I have supplies that should have gone back to Staples, so do they go to South Campus to be returned now?

- Yes, the South Campus Mail Services Office is open from 10am-3pm Monday-Friday.

Open Question Period

Is the University Center open to pick up mail from the personal mailboxes?

- Yes. The UC is open Monday-Thursday: 7am-6pm and Friday: 7am-5pm.

Open Question Period

Do student workers and temporary employees have access to the LinkedIn Learning training videos?

- Yes, anyone with an Employee tab in their MyMemphis portal has access to LinkedIn Learning.

Open Question Period

If a student is graduating soon and wants to become a temp, will the PPR form need to be filled out? What if they do not have enough credit hours due to upcoming graduation and need to be signed up as a temp? Will the form also be required?

- Yes, a PPR form is required for all temporary positions, even if the person applying is a previous student employee.

Open Question Period

Where can we find the PPR form?

- The form is online [here](#). It is also linked from the internal home screen of WorkforUM.

Open Question Period

Will employees be reimbursed for parking?

- Employees can request to cancel or suspend their parking payments by emailing parking@memphis.edu. There will not be a blanket parking reimbursement for all employees as some essential employees are still reporting to campus for work.

Announcements & Deadlines

Announcements & Deadlines



- **First-Time Attendees at Focus on Finance & HR**

Announcements & Deadlines



- Welcome Christin Brooks!
HR Service Center Associate

Announcements & Deadlines

- Don't forget to review the University's current job openings at workforum.memphis.edu.
- Subscribe to our Twitter feed at @umemphisjobs!
- Follow us on Instagram! @uofmhr

Announcements & Deadlines

- **GOOD NEWS!**
- **Health Insurance Premium Holiday for June 2020 coverage**
- **Employees will not be charged premiums for health insurance in their May 2020 paychecks.**

Announcements & Deadlines

- Professional Privilege Tax Changes for 2020
- Beginning this year, only the following professions, which are licensed in Tennessee, are subject to professional privilege tax:
 - Agents, broker-dealers, and investment advisors registered under Title 48 of the Tennessee Code;
 - Attorneys
 - Lobbyists
 - Physicians and Osteopathic Physicians
- All other professions previously subject to the professional privilege tax are now exempt.
- <https://www.tn.gov/revenue>
- Be on the lookout for an official e-mail notification for steps to submit your request.
- Form is [online](#). DocuSign version coming soon.

Announcements & Deadlines



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

Announcements & Deadlines

- Pre-Retirement Seminar
 - ~~Thursday, April 30~~
 - To be rescheduled for a later date

Announcements & Deadlines

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

Announcements & Deadlines



NEXT MEETING

May 12, 2020

UC340 or via Zoom

Thank you for virtually attending!
memphis.edu/focus

