

Welcome to Focus on Finance & HR!

May 12, 2020



Agenda

- Preparing for Year End – Bucket List
- University Records Management
- Chrome River Demo
- Preparing for Return to Campus: Key Issues
- Announcements & Deadlines

Preparing for Year End – Bucket List

Monica Goldsby
Manager, General Accounting



Seven Things To Do Before FY-20 Rolls Over

1. Complete all travel claims
2. Settle supply and travel advances
3. Review and request de-obligation of purchase orders (Travel and Goods/Services)
4. Ensure that all invoices for goods and services are forwarded to Accounting
5. Request your future year travel purchase orders

Seven Things To Do Before FY-20 Rolls Over

6. Review FGRODTA – Transaction Detail Report (ePrint report)
7. Ensure FY-20 fixed asset purchases are properly tagged

Bucket List Resources

- Accounting Forms
<http://bf.memphis.edu/forms/finance.php#accounting>
- Review Open POs (FPIOPOF) & Finance ePrint Reports FGROPNE
Open Encumbrances
<https://my.memphis.edu>
- Fixed Assets
<http://bf.memphis.edu/finance/accounting/fixedassets.php>
- Accounting & Procurement Deadlines
<https://www.memphis.edu/accounting/yearend.php>

What's Due? – Year-End

Activity	Accounting Deadlines
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



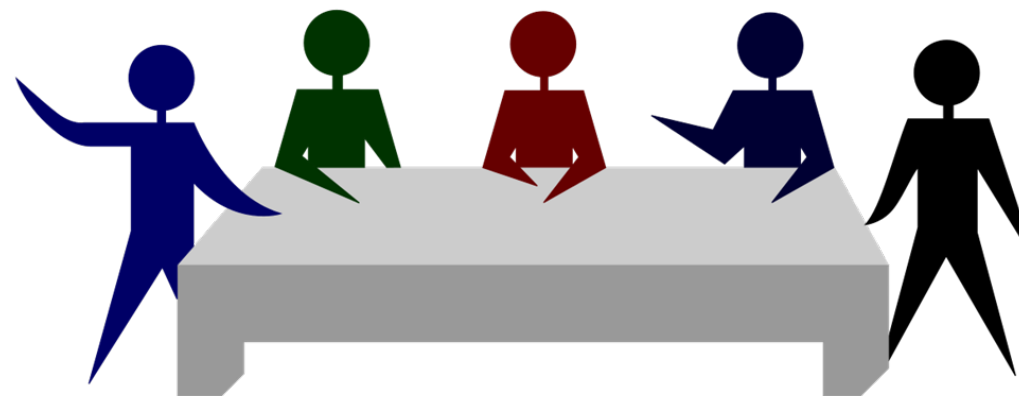
University Records Management

Ladonnal Curry

***Assistant Director,
Business & Finance Operations***

What are Records?

- Records are the evidence of what the organization does. They capture its business activities and transactions such as contract negotiations, business correspondence, personnel files, and financial statements, just to name a few.



University Records Management Program

- 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
- Each University office has the primary legal responsibility for the proper care and management of its records
- No records are to be destroyed or otherwise disposed by University employees on their own initiative until the minimum retention period has elapsed & Records Officer has approved.

Common Record Types



- Student Files
- Budget Revisions
- Journal Entries
- Contracts
- Transfer Vouchers
- Personnel files
- Invoices
- Grants
- Research Records
- Payroll Adjustment Forms
- Temporary Records
- Working Papers

University Records Management Program

The University of Memphis
Temporary Current Year Budget Revision (BD04)

Name: _____ Fiscal Year: _____ Date: May 7, 2020

Department: _____

Temporary Current Year/This Fiscal Year
Request for BD04 Budget Revision

Index	Req Title	Fund	Org	Account	Program	Activity	Current Budget	Current Budget	Current Budget	Current Budget	Current Budget

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Adjustment Time Sheet

Total Adjustment Hours

Payroll ID:	Hours Present			Hours on Leave With Pay		
Payroll No.:	Regular	Straight OT	Flex OT	Sick	Annual	Other
Dept:		033	035	186	170	EC
Organization Code:						
Name:						EC
UID:						
Position No.:						
Suffix:						
Earnings Code:						
Total:						0

Clear Information

Clear Hours

THE UNIVERSITY OF
MEMPHIS

Transfer Voucher

Submit Completed Form to the Accounting Office, Administration Bldg., Room 275

Date: _____ Tr No: _____

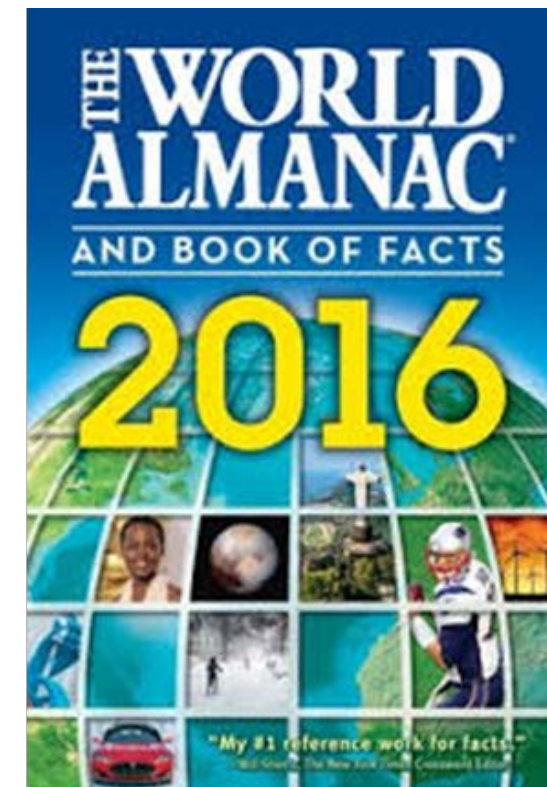
ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount

- Most departments maintain copies of invoices, budget revisions, journal entries, payroll adjustment forms, etc., when the original has been submitted to either Accounting or Financial Planning. The copies are considered Working Papers.
- Some offices DO NOT maintain any original records.

Reference Materials ARE NOT Records

- Almanacs
- Bibliographies
- Indexes
- Atlases
- Handbooks
- TCA Books
- Blue Books
- Directories
- Encyclopedias
- Dictionaries
- Catalogs
- Trade Journals
- Periodicals



Frequently Asked Questions

- Why are we required to monitor and maintain records?

As a state university, we are considered an agency under T.C.A. 10-7-301(1) and have an obligation to retain and dispose of records pursuant to public record laws and rules established by the State of Tennessee Public Records Commission. To comply with this law, the University is required annually to submit a records holding report to the State of Tennessee Records Management Division. The holding report provides the state an overview of our records and an opportunity to monitor the growth and reduction of those records. Once we severed from Tennessee Board of Regents, we were required to submit the report.



Frequently Asked Questions

- I submit all original forms and invoices to other offices and only maintain copies. Should I submit a report if I don't have any original records?



If you are not keeping any Working Papers or Temporary Records, you will not submit the actual Records Inventory form, but **you will need** to enter “0” in the totals for the online report.

Frequently Asked Questions

- Should I keep HR-related records in my office?

Departments are discouraged from maintaining employee records within their areas. Since HR is considered the official custodian of employee records, any documents that are not housed in HR are not considered part of the employee record. However, notes regarding performance to be used in evaluations or employee issues that will be later used to present to HR to discuss possible discipline should be kept by the department. Until such time as the documents are used to either complete the evaluation or discipline is actually imposed on the employee, all discipline documents should be turned over to HR for back-up documentation on discipline.



Frequently Asked Questions

- Should I keep Grant files?

Departments should maintain grants and research records for the following document types:

- Purchasing card statements (keep 5 years from the submittal date to the sponsor)
- Interim reports
- Final reports
- Program reports

Grants and Contract Services is the official office of record for financial records (invoices), but NOT purchasing cards.

The Office of Research Support Services will maintain any contract related records.



Frequently Asked Questions

- How long should I keep purchasing card (p-card) records?

If your p-card records are not related to a grant, records for Fiscal Year 2014 should be kept and destroyed in 2020. Any records submitted and created in the Regions or US Bank systems from Fiscal Year 2015 and beyond 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.



Next Steps: Records Holding Report

DUE JUNE 30, 2020

1

Submit the information compiled on your paper Records Inventory form in the online application:

https://memphis.co1.qualtrics.com/jfe/form/SV_1RMwur4cInSmIRL.

2

Send your Records Inventory form via email to:

lc Curry@memphis.edu or deliver to 367 Administration Building

Next Steps: Learning Curve Training



Scheduling

- [add a class session](#)
- [add an online class session](#)
- [add an ongoing web course](#)
- [view my class sessions](#)
- [view all class sessions](#)
- [view reports](#)

Registration

To begin, please select a category below.

If you don't see the training you are looking for, it may not yet be available through Learning Curve. [This link](#) offers a list of other training opportunities on campus.

Finance

Finance ▼

**Located in the Finance training section under
“University Records Management”**

Resources

- For additional questions, please see the **University of Memphis Records Management Program** website at <https://www.memphis.edu/cfo/recmgt.php>, or contact Ladonnal Curry at lc Curry@memphis.edu or 901-678-0410.
- University's Retention & Disposition Schedule:
<https://bf.memphis.edu/vp/recordretention.php>
- Records Inventory Form:
https://www.memphis.edu/cfo/pdf/records_inventory.pdf
- Annual Records Holding Report:
https://memphis.co1.qualtrics.com/jfe/form/SV_1RMwur4cInSmIRL
- Records Management Training:
Register in [Learning Curve](#)

Questions?



Chrome River Travel & Expense

Danny Linton

Associate Director, Human Resources

Chrome River Travel & Expense System

- What's New
- Travel Policy
- Training Sessions
- Demonstration

Chrome River Implementation Team

- Amy Anglin, Business & Finance
- Shan Arnold, Accounting
- Barbara Farrar, Information Technology Services
- Justin Fenlon, Athletics
- Carroll Keys, Information Technology Services
- Carol Laney, Process Improvement
- George Ninan, Controller
- Vickie Peters, School of Urban Affairs
- Kerri Reece, Procurement & Contract Services
- Stephen Schenck, Shared Services Center
- Kate Sims, Shared Services Center
- Robin Stewart, Business & Finance
- Colette Williams, Process Improvement
- Keith Yates, Shared Services Center

What's New for Faculty & Staff

- Paperless processing, electronic approvals
 - No longer need travel worksheet or paper expense report
 - Eliminate paper Cash Reimbursement form
 - Eliminate UofM Travel Rate Schedule
- Travelers will create and submit their own Pre-Approvals with estimated expenses that will route to financial managers for approval
- Upon travel completion, traveler will create and submit their own Expense Report that will route to financial managers for approval

What's New - Travel Cards

- Introducing Travel Cards for all faculty & staff
- All expenses must be paid via UofM travel card or personal funds (reimbursable).
- UofM travel cards can be used for the following expenses:

Pre-Paid Expenses Allowed

- Registrations
- Air Fare
- Hotel
- Baggage Fees

Travel Expenses

- Ground Transportation
- Car Rental

What's New

- **No More Travel POs/Encumbrances**
 - Travel Funds will no longer be encumbered in Banner
 - Departmental reports will be available via Argos
- **Expense Reports**
 - Receipts Required – traveler can easily take a picture of a receipt and scan/upload to their expense report via app or email
 - UofM Travel & CONUS regulations are validated via Chrome River

What's New

- **Direct Pay for Travel & Non-Travel Expenses**
 - Per UofM Policy BF4004, all reimbursement payments will be made via direct deposit in accordance with the State of Tennessee mandate
- **Travel Advance**
 - Team is currently testing - Travel advances for employees may be approved for an amount equal to the meal per diem and must be accessed via UoM travel card

What's New

- **Super Delegate**
 - A super delegate can create a pre-approval or expense report on behalf of anyone
 - All financial managers & designees will be assigned the “super delegate” role
- **Approver Delegate**
 - Financial Manager can delegate approval authority to ONE person for a specific time period
 - Only one approval delegate can be active

What's New for Students & Guests

- Vendor Request Form for Students & Guests
 - A standardized form is available for requesting a new vendor setup for student or guest, employees are pre-loaded
 - Form will route to student / guest to complete
 - Routes to Accounting to set up vendor record and direct deposit information

Travel Policy Changes: General

- Exceptions must be authorized by CFO or designee
- Removed references to:
 - Corporate travel cards
 - Paper forms
 - Direct billing
 - Mileage charts
 - Prepaid expenses
 - Travel rate schedule
 - Purchase Orders
 - Cash Advances

Travel Policy Changes: Reimbursement

- All per diem and lodging rates standardized and based on destination
 - Domestic: CONUS rates
 - International: Department of Defense
- Mileage will be point to point
- Receipts required for ALL items except per diem
- Tips for taxi and rideshare reimbursable up to 20%

Travel Policy Changes: International Travel

- International Travel redefined – outside the United States and territories. Alaska and Hawaii are no longer international travel
- Travel will not be allowed to areas with active Travel Warnings with a high level risk factor of 5
 - State Department, CDC
- End of flat rate restrictions

Chrome River Training

- Training Timeline
- June sessions will be scheduled in Learning Curve
- If anyone is interested in testing the pre-approval, travel and non-travel expense reports before go-live, e-mail processimprovement@memphis.edu and they will setup your account.
- If you have other Chrome River questions, e-mail sharedservices@memphis.edu.

Chrome River Demonstration



DEMONSTRATION

Preparing for Return to Campus: Key Issues

Kristil Davis

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

Preparing for Return to Campus: Key Issues

- A Workforce committee has been established to formulate a return to campus plan of action taking into consideration the following:
- Workplace Safety Considerations
 - Providing personal protective equipment (PPE) such as masks, gloves, and personal hand sanitizer
 - Procuring necessary supplies for cleaning procedures within personal workspaces
 - Establishing physical distancing measures within the workplace and conference rooms
 - Staggered shifts and lunch/rest breaks
 - Rotating weeks in the office and continuing to work remotely
 - Moving workstations to increase separation distance
 - Defining customer and/or visitor contact protocols

Preparing for Return to Campus: Key Issues

Return to Campus Considerations

- Create an organized and controlled approach by:
 - Phasing-in employees returning to campus incrementally (e.g. 25%, 50%, 75% and 100%)
 - Allowing employees to work from home by alternating days in the office with days working remotely

Preparing for Return to Campus: Key Issues

- Reimagine/Reinvent University Operations
 - What should we be doing differently?
 - How do we streamline processes and move towards a paperless environment?
 - Where can we save money if enrollment diminishes?
 - How can we make in-person processes digital/remote?
 - What functions/positions can be performed/managed remotely?
 - What are the lessons learned and how do we mitigate issues in case of future emergencies?

Announcements & Deadlines

Announcements & Deadlines



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

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

- Performance Appraisals Extension
- Staff Performance Appraisals in the SAMS system were due April 30, 2020.
- An extension has been granted so supervisors can still submit until May 25, 2020.

Announcements & Deadlines

- REMINDER OF 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

- **SMILE! THERE'S MORE GOOD NEWS!**
- **Dental Discounts for Cigna and MetLife Members**
- **Both of our dental vendors, MetLife and Cigna, will give a dental premium discount to enrolled members!**
 - Cigna will give members a 25% discount for March, April and May coverage.
 - MetLife will give members a 25% discount for April and May coverage.
- **This discount will be applied to premiums in May 2020 paychecks.**

Cigna Dental Care® Prepaid Plan



2020 PREMIUM DISCOUNTS

	Regular Monthly Premiums	25% Monthly Discount	3-Month Total Savings (*for March, April, May)	Regular Monthly Premium Minus Total Discount
ACTIVE MEMBERS				
Employee Only	\$13.44	\$3.36	\$10.08	\$3.36
Employee + Child(ren)	\$27.91	\$6.98	\$20.93	\$6.98
Employee + Spouse	\$23.83	\$5.96	\$17.87	\$5.96
Employee + Spouse + Child(ren)	\$32.76	\$8.19	\$24.57	\$8.19
COBRA PARTICIPANTS				
Employee Only	\$13.71	\$3.43	\$10.28	\$3.43
Employee + Child(ren)	\$28.47	\$7.12	\$21.35	\$7.12
Employee + Spouse	\$24.31	\$6.08	\$18.23	\$6.08
Employee + Spouse + Child(ren)	\$33.42	\$8.36	\$25.07	\$8.36
RETIREE PARTICIPANTS				
Employee Only	\$14.79	\$3.70	\$11.09	\$3.70
Employee + Child(ren)	\$30.71	\$7.68	\$23.03	\$7.68
Employee + Spouse	\$26.22	\$6.56	\$19.67	\$6.56
Employee + Spouse + Child(ren)	\$36.02	\$9.01	\$27.02	\$9.01

*NOTE: Members will receive the 25% credit only for the months they were enrolled during this time period. June 2020 premium may be different than what is shown in the chart.

MetLife Dental Preferred Provider Organization (DPPO)



2020 PREMIUM DISCOUNTS

	Regular Monthly Premiums	25% Monthly Discount	2-Month Total Savings (*applies to April and May)	Regular Monthly Premium Minus Total Discount
ACTIVE MEMBERS				
Employee Only	\$23.64	\$5.91	\$11.82	\$11.82
Employee + Child(ren)	\$54.36	\$13.59	\$27.18	\$27.18
Employee + Spouse	\$44.72	\$11.18	\$22.36	\$22.36
Employee + Spouse + Child(ren)	\$87.50	\$21.88	\$43.75	\$43.75
COBRA PARTICIPANTS				
Employee Only	\$24.11	\$6.03	\$12.06	\$12.06
Employee + Child(ren)	\$55.45	\$13.86	\$27.73	\$27.73
Employee + Spouse	\$45.61	\$11.40	\$22.81	\$22.81
Employee + Spouse + Child(ren)	\$89.25	\$22.31	\$44.63	\$44.63
RETIREE PARTICIPANTS				
Employee Only	\$30.52	\$7.63	\$15.26	\$15.26
Employee + Child(ren)	\$70.18	\$17.55	\$35.09	\$35.09
Employee + Spouse	\$57.74	\$14.44	\$28.87	\$28.87
Employee + Spouse + Child(ren)	\$112.98	\$28.25	\$56.49	\$56.49

*NOTE: Members will receive the 25% credit only for the months they were enrolled during this time period. June 2020 premium may be different than what is shown in chart.

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>
- Forms must be submitted by June 1, 2020.
- DocuSign form is [online](#).

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

- Immigration Training
Thursday, May 14, 2020
1:30 p.m.- 2:15 p.m.
Zoom Video Conferencing
- Sign-up through Learning Curve under “Legal” category

Announcements & Deadlines

- **E-Contract Trainings via Zoom: Sign up in Learning Curve**
 - **Part-Time Faculty**
June 15, 2020 at 2pm
 - **Graduate Assistant Appointments**
June 16, 2020 at 10am
 - **Extra Compensation**
June 17, 2020 at 2pm
 - **Student Employment Appointments**
June 17, 2020 at 3pm

Announcements & Deadlines



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

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

- Be on the lookout on your calendars for Focus on Finance & HR meetings for the rest of 2020, including a bonus July meeting on July 21, 2020 at 2:30pm.
- There will be no August meeting, but meetings will resume September thru December on the third Tuesday of each month at 2:30pm.

Announcements & Deadlines



NEXT MEETING

June 16, 2020

2:30pm via Zoom

Thank you for virtually attending!
memphis.edu/focus

