Agenda

- Stipends Vs. Grants and Scholarships
- ADA Accommodations vs Telecommuting/Flextime Requests
- Current Return to Campus Plans
- Announcements & Deadlines

Financial Aid/USBS:
Stipends vs. Grants and Scholarships

Dr. Rob S. Kniss
Director, Student Financial Aid

Greg Atkins
Executive Director, USBS

THE UNIVERSITY OF
MEMPHIS.

Funds to be Provided to Student

- Source of the Funds
- Intent of the Funds
- Accounting and Reporting of the funds
- Provide additional information (Taxable Reporting) based the awarding of the funds

Stipends

- Awarded for research or work performed
- Do not count against a student's Federal, State, and Institutional Aid
- Reported through University Accounting services
- If determined as a Stipend, the stipend payments would be handled through Accounts Payable

Institutional Grants and Scholarships

- Not awarded for work or research
- Must be accounted for within a students Cost of Attendance
- Will affect other Federal, State, and Institutional Aid
- Federal regulation. These all must be reported to The Office of Student Financial Aid

USBS Processing Refund or Payments

- **IF - Institutional Grants and Scholarships**
- **Funds will be applied to the student account and any eligible refund would be processed**
- **To Best Serve the students, we always recommend that they have their refund selection set up to e-Refund/Direct Deposit**
- **If no selection, then a paper check would be issued**

Announcements and Deadlines

- Fall 2020 Payment Due Date – 08/10/2020
- Early Installment Payment Plan OPEN
- Financial Aid will begin to disburse on 8/11/2020
- Refunds will begin to process on 8/11/2020
- E-Refunds/Direct Deposit – Best Option
- PAPER CHECKS will be sent on 8/24/2020

Questions?

Dr. Rob S. Kniss

Director of Student Financial Aid

rskniss@memphis.edu

Greg Atkins

Executive Director – USBS

gatkins2@memphis.edu

# ADA Accommodations vs. Alternative Work Arrangement Requests

The Staff of Human Resources

ADA Accommodations vs. Alternative Work Arrangement Requests

- Given the current pandemic, employees may be looking to request a medical accommodation under the Americans with Disabilities Act (ADA).

- Other employees may wish to request a non-medical accommodation.

- Let's discuss the difference and which accommodation request requires what documentation.

- Remember, requests are not automatically approved.

ADA Accommodations vs. Telecommuting/Flextime Requests
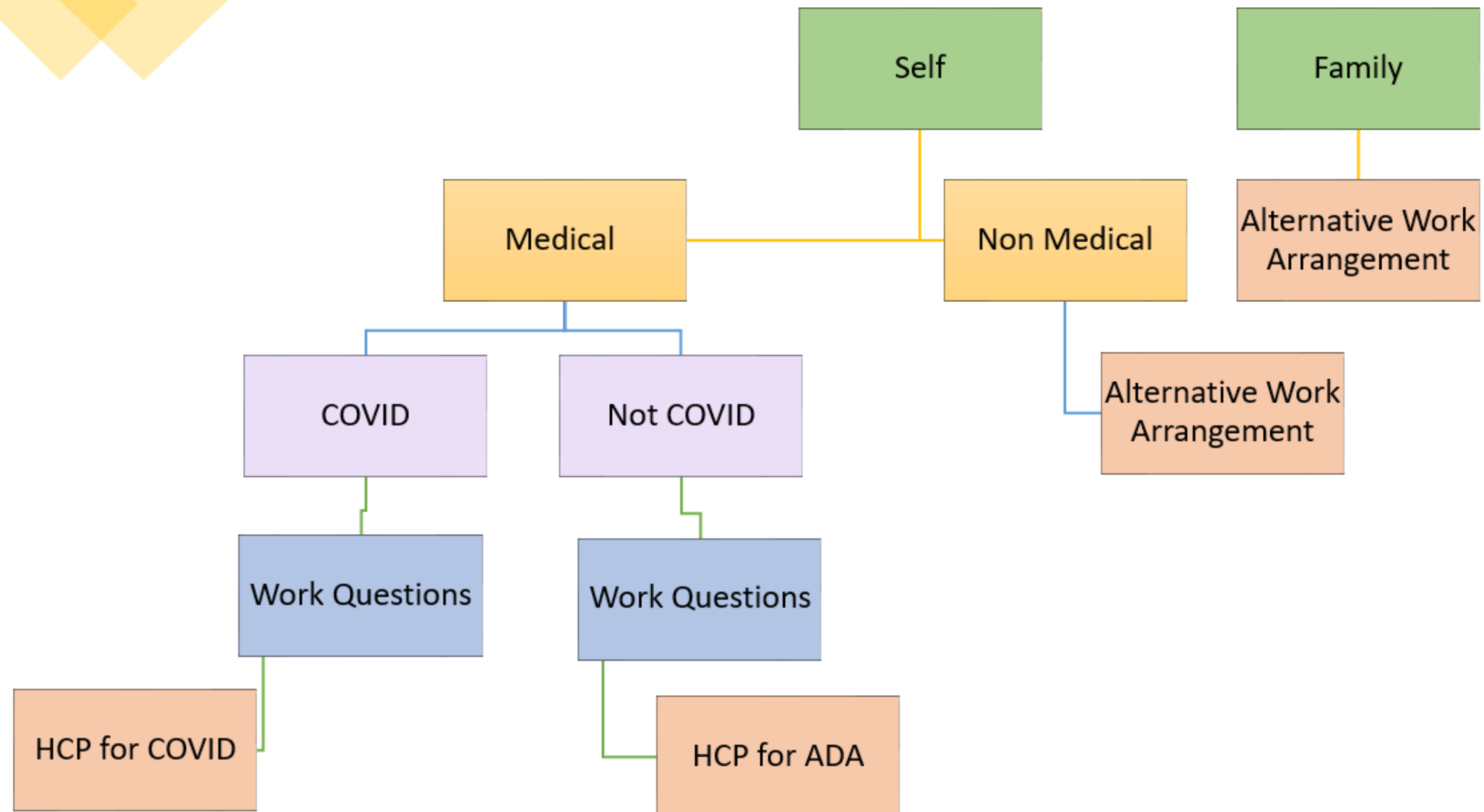
ADA Accommodations (Non-COVID)

"I threw my back out and can't stand up."

- This is the "standard" request for a medical work accommodation FOR YOURSELF (not a family member.)
- Accommodation must be reasonable and not present an undue hardship.
- Requires physician certification form.
- Complete an **ADA request** to initiate.

ADA Accommodations (COVID)

"I have an underlying health condition which makes me more susceptible to complications from COVID-19."

- Because of the pandemic, the University is offering a second type of ADA request related specifically to COVID.

- This accommodation is limited by date.

- Requires physician certification.

- Complete an **ADA request** to initiate.

Alternative Work Arrangements: Telecommuting

"I need to work from home two days a week for a non-medical reason, such as child care."

- Telecommuting generally alters the location of your work, not the time.
- Work duties must be able to be performed generally equivalent to what would have been performed on site.
- Complete a DocuSign request to initiate.

Alternative Work Arrangements: Flextime

"I need to work from 7-3:30 instead of 8-4:30 for a non-medical reason."

- Flextime generally alters the time of your work, not the location.

- Work duties must be able to be performed generally equivalent to what would have been performed during a standard schedule.

- Complete a DocuSign request to initiate.

Accommodation Information

- Human Resources is currently accepting COVID-related accommodations through the end of 2020.

- If you need to continue an accommodation during the spring semester, an extension can be requested then.

- In general, we cannot process accommodations with a stop date of "until the end of the pandemic," so an end date of December 31st will be used in these situations.

Current Return to Campus Plan

The Staff of Human Resources

THE UNIVERSITY OF
MEMPHIS®

Current Return to Campus Plan

- All of the following information is subject to change!
- Faculty are scheduled to return for the fall semester on August 10, 2020.
- By this target date, staff should either:
  - Return to work on campus
  - Work remotely as directed by his/her supervisor
  - Be working under an established ADA accommodation or an approved alternative work arrangement
- Communicate with your supervisor before August 10th!

Current Return to Campus Plan

- Before returning to campus, all current employees have been asked to view two short safety videos and certify that they have watched them.

- We're including those videos in this presentation.

- You should still utilize the links in the official e-mail for these videos.

- Don't forward your e-mail to another employee; each URL is employee-specific and can only be used once.

Safety Videos

Safety Videos

Current Return to Campus Plan

- Remember to alert your supervisor and HR Business Partner if you have been exposed to COVID-19 so that appropriate actions may be taken.

Return to Campus Checklist

- **Work with your supervisor to finalize your area's work schedules (staggering shifts, alternating days, etc.)**

- [**Contact HR**](#) **for any official accommodation requests.**

- **Wear a mask in all public spaces.**

- **Maintain at least six feet of social distance whenever possible.**

- **If applicable, don't forget to restart your parking permit deduction through** [**parking@memphis.edu**](mailto:parking@memphis.edu)**.**

Return to Campus Checklist

Q&A

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

Records Management Reminders
- Records Inventory Submittals: Due Aug. 6
- Basic Records Management Training: July 29 at 10am
- Refresher Records Management Training: August 5 at 11am

Announcements & Deadlines

Accounting Month End Deadlines (FY21)

ACCOUNTING MONTH-END DEADLINES (FY-21)					
Month End	**P-Card File**	**FUPLOAD JV**	**Journal Entry**	**Run F&A**	**Closing**
Jul	Fri, Jul 31, 2020	Wed, Aug 05, 2020	Wed, Aug 05, 2020	Fri, Aug 07, 2020	**TBD**
Aug	Mon, Aug 31, 2020	Thu, Sep 03, 2020	Fri, Sep 04, 2020	Wed, Sep 09, 2020	**TBD**
Sep	**Wed, Sep 30, 2020**	**Mon, Oct 05, 2020**	**Tue, Oct 06, 2020**	**Thu, Oct 08, 2020**	**TBD**
Oct	Fri, Oct 30, 2020	Wed, Nov 04, 2020	Thu, Nov 05, 2020	Mon, Nov 09, 2020	Mon, Nov 09, 2020
Nov	Mon, Nov 30, 2020	Fri, Dec 04, 2020	Mon, Dec 07, 2020	Wed, Dec 09, 2020	Wed, Dec 09, 2020
Dec	**Thu, Dec 31, 2020**	**Wed, Jan 06, 2021**	**Wed, Jan 06, 2021**	**Fri, Jan 08, 2021**	**Fri, Jan 08, 2021**
Jan	Fri, Jan 29, 2021	Wed, Feb 03, 2021	Thu, Feb 04, 2021	Tue, Feb 09, 2021	Tue, Feb 09, 2021
Feb	Wed, Mar 03, 2021	Wed, Mar 03, 2021	Thu, Mar 04, 2021	Tue, Mar 09, 2021	Tue, Mar 09, 2021
Mar	**Wed, Mar 31, 2021**	**Mon, Apr 05, 2021**	**Tue, Apr 06, 2021**	**Fri, Apr 09, 2021**	**Fri, Apr 09, 2021**
Apr	Fri, Apr 30, 2021	Wed, May 05, 2021	Wed, May 05, 2021	Fri, May 07, 2021	Fri, May 07, 2021
May	Tue, Jun 01, 2021	Fri, Jun 04, 2021	Mon, Jun 07, 2021	Wed, Jun 09, 2021	Wed, Jun 09, 2021
Jun	**Wed, Jun 30, 2021**	**Tue, Jul 06, 2021**	**TBD**	**After AP**	**TBD**

Announcements & Deadlines

- REMINDER:
Online faculty offer letters go live in WorkforUM on August 1, 2020.

- Beginning on that date, all new faculty offers of employment for positions in WorkforUM should use electronic offer letters, not paper letters in the mail.

Announcements & Deadlines

- Be on the lookout soon for a routable DocuSign version of the Position Prioritization Request Form (PPR).

- The new version is being developed now.

Announcements & Deadlines

- REMINDER:
Part-time faculty e-contracts will populate 12/1/2020 as the service end date for Fall 2020 classes.

- Grades are not due until the following week, but most PTF will have entered grades by 12/1.

- Manual extensions can be granted on as needed basis.

Announcements & Deadlines

- University password expiration guidelines for Universal User ID (UUID) accounts are changing. Effective July 1, 2020, UUID password expiration is no longer required for individuals who utilize multi-factor authentication (Duo). Additional information related to password security and guidelines is located at memphis.edu/its/security/password.php.

- Students are encouraged to enroll in multi-factor authentication to obtain additional security protections and take advantage of this change. Information about enrolling in multi-factor authentication is provided on the Duo information page located at memphis.edu/its/security/duo.php.

- To assist with a smooth transition toward the fall semester, all UUID password expirations are temporarily paused. UUID password expirations will resume on Sept. 1, 2020 for any individuals who are not utilizing Duo multi-factor authentication.

- For assistance, please contact the Service Desk by calling 901.678.8888, emailing umtech@memphis.edu, or visiting umhelpdesk.memphis.edu.

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

- There will be no August **FOF&HR** meeting.
- Meetings for the fall semester will be scheduled soon.

Announcements & Deadlines

NEXT MEETING
September 15, 2020
2:30pm via Zoom
(subject to change)

Thank you for virtually attending!
memphis.edu/focus