

Welcome to Focus on Finance & HR!

September 10, 2019



Agenda

- Focus on Finance & HR Membership
- Staples Vendor Presentation
- Meet Your New HR Team
- Annual Benefits Open Enrollment Period
- Fall Budget
- Announcements & Deadlines
- Spin the Wheel!

Focus on Finance & HR Membership

Danny Linton

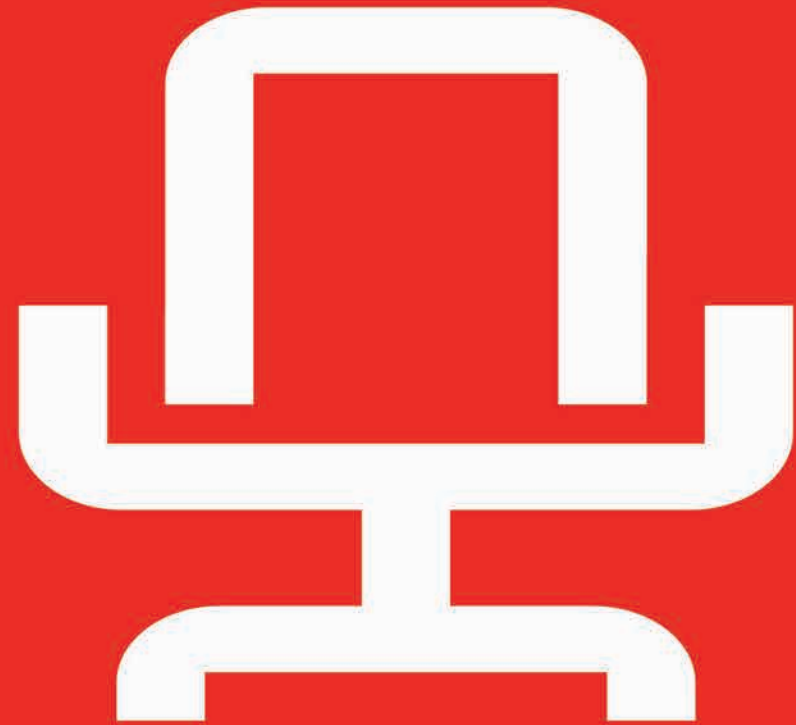
Associate Director, Human Resources

Focus on Finance & HR Membership

- The combined memberships of both Focus on Finance and HR Partners contain 246 members.
- We need to identify those areas who are both over-represented and under-represented to get this list more manageable.
- Please review the sign-in sheets being passed around the room and help us with this information.

Staples Vendor Presentation

Janet Samples & David Kight
Staples



Furniture Solutions

FOR EVERY SPACE, SCOPE AND STYLE



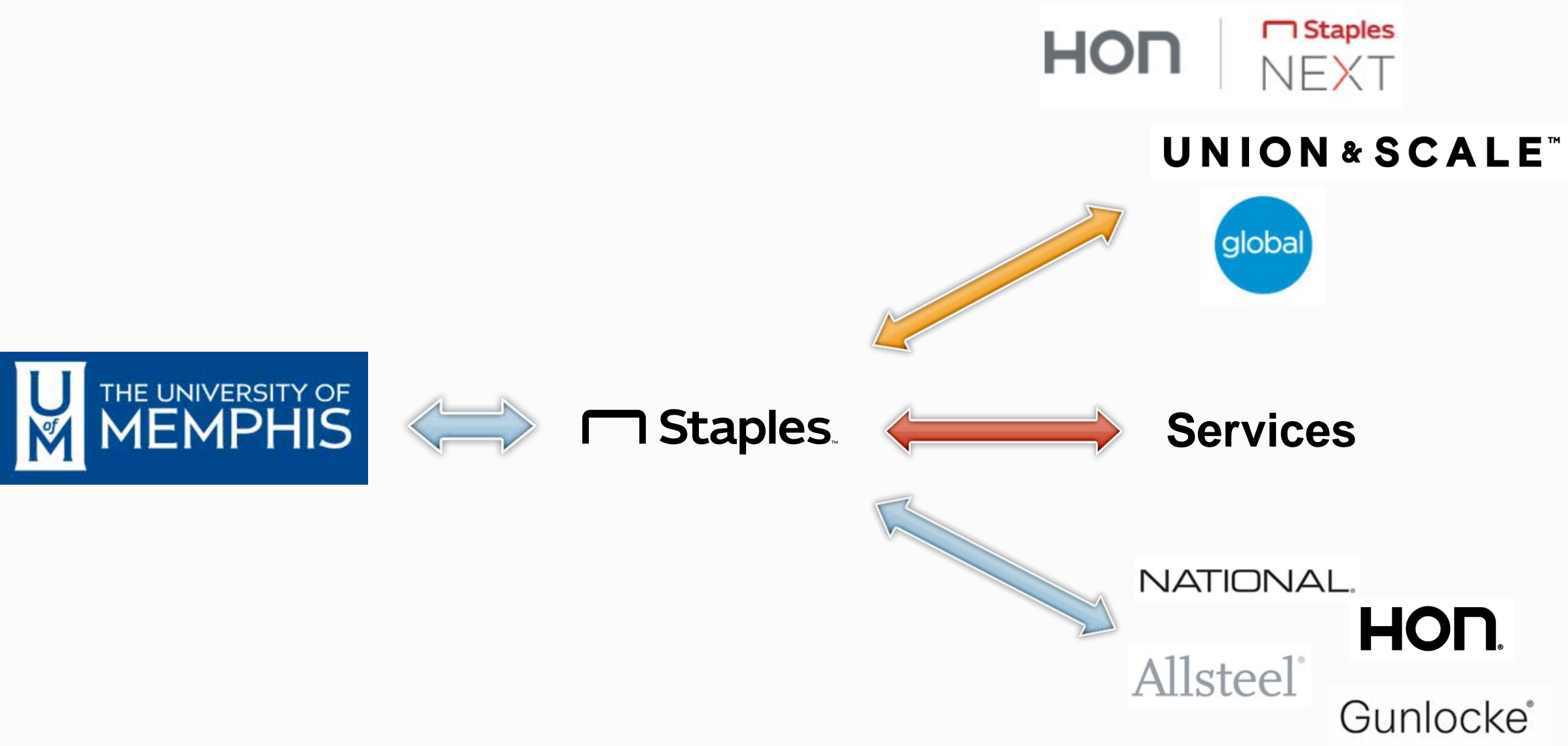
Why Choose Staples?

- As one of the largest commercial furniture dealers in North America, we provide you with products and services no matter where you are
- Our **dedicated staff** of professional project managers and designers have years of experience
- Our relationships with **over 250 manufacturers** enable us to offer the right products at the right price
- Our range of experience means we can **meet the needs of many industries** – from healthcare to government to education and legal



One Accountable Source

...Staples makes it simple – One point of contact for all of your furniture needs



Two Resources for Furniture

STAPLES ADVANTAGE WEBSITE

- Online ordering.
- Very Price Conscious.
- Product typically in stock and available within days.
- Warranties often limited to 1 – 5 years.
- Limited options. Black, black or black...

STAPLES FURNITURE SOLUTIONS

- Most products not online.
- More of an investment of assets.
- Product made to order. Lead times range from 4-6 weeks.
- Warranties are usually Limited Lifetime Warranty.
- Endless options. Black, Blue, Grey, Blue & Grey...

Comprehensive Product Selection

We work with the right partners and suppliers to get you what is right for your project.

More
national
agreements
than
any other
dealer

Access
to over 250
manufacturers
nationally

Leverage the
buying power of
Staples for the
best prices

Key suppliers include:

Allsteel®

Gunlocke®
Performance in Wood.

NATIONAL
Furniture with Personality®

HON®



Resources

Visit our website:

StaplesAdvantage.com/furniture

Janet Samples

Territory Account Manager

Janet.Samples@Staples.com

901-541-8343

David Kight

Furniture Account Executive

David.Kight@Staples.com

901.482.2133



Meet Your New HR Team!

Kristil Davis

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

Meet Your New HR Team!

HR Service Center

Your first point of contact



Kameron Lurry
HR Service Center Associate
678.3573 | [E-Mail](#)



Chris Powell
HR Service Center Associate
678.3573 | [E-Mail](#)



Andrea Spencer
HR Service Center Associate
678.3573 | [E-Mail](#)

Meet Your New HR Team!



Kristil Davis

Director, Strategic HR Initiatives & Talent
Management

678.3573 | **E-Mail**

Meet Your New HR Team!



LaToya Andrews

Senior HR Business Partner

678.3573 | [E-Mail](#)

Primary responsibilities:

Housing & Residence Life

Physical Plant

Meet Your New HR Team!



Haneefah Broome

Senior HR Business Partner

678.3573 | [E-Mail](#)

Primary responsibilities:

Business & Finance (excluding Physical Plant and
Housing & Residence Life)

Graduate Programs

Information Technology Services

President's Units (including FedEx Institute of
Technology, Government & Community Relations,
Internal Auditing, Office for Institutional Equity,
Office of Legal Counsel)

Research & Innovation

Meet Your New HR Team!



Lindsey Hammer

Senior HR Business Partner

678.3573 | [E-Mail](#)

Primary responsibilities:

College of Communication & Fine Arts

College of Education

College of Professional & Liberal Studies

Fogelman College of Business & Economics

Helen Hardin Honors College

Herff College of Engineering

Loewenberg College of Nursing

Meet Your New HR Team!



Robynn Hopkins

Senior HR Business Partner

678.3573 | [E-Mail](#)

Primary responsibilities:

Athletics

Advancement

Alumni Relations

External Relations

Student Academic Success

UofM Foundation

Meet Your New HR Team!



Joe Simmons

Senior HR Business Partner

678.3573 | [E-Mail](#)

Primary responsibilities:

Cecil C. Humphreys School of Law

Educational Initiatives

Enrollment Services

Innovation in Teaching & Learning

Lambuth Campus

School of Hospitality & Resort Management

School of Communication Sciences & Disorders

School of Health Studies

School of Public Health

University Libraries

Student Wellness & Dean of Students

Meet Your New HR Team!



Vacant

Senior HR Business Partner

678.3573 | **E-Mail**

Primary responsibilities:

College of Arts & Sciences

(while position is vacant, please contact Lindsey Hammer)

Meet Your New HR Team!



Dean Lewis

HR Business Partner

678.3573 | [E-Mail](#)



Winter Wright

HR Business Partner

678.3573 | [E-Mail](#)

Meet Your New HR Team!

Office of the Chief Human Resources Officer



Maria Alam

Chief Human Resources Officer

678.2867 | [E-Mail](#)



Danny Linton

Associate Director, Functional Online Solutions

678.4970 | [E-Mail](#)



Paige Richmond

Human Resources Coordinator

678.4766 | [E-Mail](#)

Meet Your New HR Team!

Employee Engagement, Learning & Development



Melanie Drisdale

Director, Employee Engagement, Learning & Development

678.3076 | [E-Mail](#)



Katrina Heard

Employee Engagement, Learning & Development Coordinator

678.4231 | [E-Mail](#)

Meet Your New HR Team!

Employee Relations & Compliance



Tameka Bonds

Associate Director, Employee Relations &
Compliance

678.3540 | [E-Mail](#)

Meet Your New HR Team!

Employee Benefits & Data Management



Amanda Clarkson
Associate Director, Employee Benefits & Data
Management
678.2382 | [E-Mail](#)



Suprena Grear
Employee Benefits Specialist
678.3958 | [E-Mail](#)



Angela Wheeler-Lester
I-9 Compliance Coordinator
678.3338 | [E-Mail](#)



Vacant
Human Resources Analyst
678.4380 | [E-Mail](#)

Meet Your New HR Team!



Lauren Byrd
Data Management Clerk
678.3573 | [E-Mail](#)



Betrophia Holt
Data Management Clerk
678.3573 | [E-Mail](#)



Jasmine Brown
Data Management Clerk
678.3573 | [E-Mail](#)

Meet Your New HR Team!



Meet the New
HR TEAM

THURSDAY, SEPTEMBER 12

1:30-3 PM

1st floor of the Administration Building
Light refreshments will be provided



Human Resources

Annual Benefits Open Enrollment Period

Amanda Clarkson

Associate Director,

Employee Benefits & Data Management

Annual Benefits Open Enrollment Period

- September 30-October 11
- No major changes to any plans or premiums
- Check Learning Curve for informational sessions
- Benefits Fairs coming soon (week of 9/30)
 - Includes free flu shots w/insurance card

Fall Budget

Deborah Keeney

Associate Director, Financial Planning

Key Dates – October Budget

- **Revenue Projections ~ Due Friday, September 27, 2019**
 - Email with instructions will be sent out Friday, September 20, 2019
 - Financial Planning Office will be available for individual meetings Tuesday, Sep 24th and Wednesday, Sep 25th budget@Memphis.edu
- **Expenditure Projections ~ Due Tuesday, October 1, 2019**
 - Email with instructions will be sent out Friday, September 20, 2019
 - Departments can process OnLine Budget Documents till Friday, October 4, 2019
- **Position Budget Revisions ~ Due Tuesday, September 24, 2019**
 - Current & Base Budget Revisions to be included in Fall Budget
- **Capital/R&R/Facility Projects ~Due Friday, September 27, 2019**

Advice on Revenue Budgeting



Office of Financial Planning

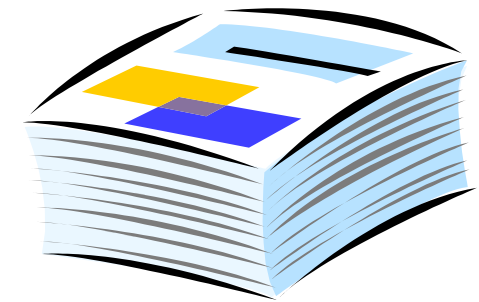
Telephone: 901-678-2117

<https://www.memphis.edu/budget/index.php>

Email: budget@Memphis.edu

FYBR001 Budget Report

➤ Budget by Organization shows:



- ❖ Only Revenue (No expense information)
- ❖ Actuals from the previous year
- ❖ Budget for the Current Year
- ❖ Actual Receipts YTD for the Current Year
- ❖ Base Budget for the future year

Revenue Process

- Revenues are updated each budget cycle (Spring & Fall)
- All Revenue Budget Revisions must be submitted on paper
- Round Revenue Budget to 100s
- In the Fall, you need to review Actual and align current year and base per analysis
- Estimates & future projections should be realistic to reflect the activity you expect
- Return revenue worksheets to Financial Planning
(Note, Academic Affairs return to the Provost Office)

Revenue Process

- **UMFoundation budgets are managed by Grants Accounting**
- **Internship budgets are managed by Grants Accounting**
- **Residual Balance budgets are managed by Grants Accounting**
- **Employee Award budgets are managed by Grants Accounting**

FYBR001 Revenue Budget Estimate/Worksheet by Organization

PAGE: 452
REPORT: FYBR001

University of Memphis
Revenue Budget Estimate / Worksheet by Organization

10-Sep-2019
09:05 AM

Prior FY: 19
Current FY: 20
Next FY: 21

Fund: 123456 Tom The Tiger Museum
Organization: 234560 Tom The Tiger
Program: 3570 Other Museums and Galleries

Actv Code:

Account Code	Account Title	Actual Prior Yr	Adjusted Budget Current FY	Receipts YTD Current FY	Final Estimate Current FY	Future / Base Next Yr	Proposed Budget Next Yr
58878	Other Sales - Taxable	255,487.00	260,800	64,589.00		260,800	
58882	Sales Tax Paid	-22,548.70	-26,100	-6,458.90		-26,100	
	Total	232,938.30	234,700	58,130		234,700	

FYBR001 with EXCEL Worksheet

PAGE: 452

REPORT: FYBR001

University of Memphis

Revenue Budget Estimate / Worksheet by Organization

10-Sep-2019 09:05 AM

Prior FY: 19

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Fund: 123456 Tom The Tiger Museum

Organization: 234560 Tom The Tiger

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58878	Other Sales - Taxable	255,487.00	260,800.00	64,589.00			
58882	Sales Tax Paid	-22,548.70	-26,100.00	-6,458.90			
	Total	232,938.30	234,700.00	58,130.10			

Sam Spade

Financial Manager

25-Sep-2019

Date

Print Layout set for Department to be able to use FYBR001 Page to print-out above analysis on.

Note: Round Revenue Budget to nearest 100's

Account Code	Account Title	CY Only Budget	FY20 Y-T-D	Budget vs Y-T-D Variance	Base Budget	BR CYOnly	BR Base	Estimated Current Year Budget	Proposed Base Budget
58878	Other Sales - Taxable	260,800	64,589.00	(196,211.00)	260,800	(14,400)	28,800	275,200	289,600
58882	Sales Tax Paid	(26,100)	(6,458.90)	19,641.10	(26,100)	1,500	(2,900)	(27,500)	(29,000)
	Total Revenue	\$ 234,700	\$ 58,130.10	\$ (176,569.90)	\$ 234,700	\$ (12,900)	\$ 25,900	\$ 247,700	\$ 260,600

Items shaded
have formulas for calculation

Revenue Budget Revision

❖ **All Revenue Budget Revisions must be submitted on paper**

The example FYBR001 Revenue Worksheet requires two Budget Revisions due to projection of:

(60 Tickets x 240 Days) x \$2.00 = \$28,800 annual

However, increase effective January 1st (6 Months)

Must have The Reason for requesting this revision. . .

Note: Round Revenue Budget to 100s

BD02 Base Revenue Budget Revision

The University of Memphis Permanent Base/Future Year Budget Revision (BD02)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name:

Mary Blue

Fiscal Year:

2020

Date:

September 25, 2019

Department:

Tom the Tiger Museum

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

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
01	412345	Tom The Tiger Museum	123456	234560	58878	3570					28,800
02	412345	Tom The Tiger Museum	123456	234560	58882	3570				2,900	
03	412345	Tom The Tiger Museum	123456	234560	74000	3570		25,900			
10											
		Net Change									
		0						25,900	-	2,900	28,800
		Document Total						Expense		Revenue	
		57,600									

The Reason for requesting this revision is as follows:

To increase the admission ticket price by \$2.00 for Tom The Tiger Museum effective January 1st

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

Name:

Fiscal Year:

Date:

Department:

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

The Reason for requesting this revision is as follows:

Current Year Reversal due to effective date:

To increase the admission ticket price by \$2.00 for Tom The Tiger Museum effective January 1st

Budget Forms



Finance Program Guide

FOAPALs

search by index
search by fund
search by organization
search by program
search by activity
search by multiple fields
search by orgn title
search by index title

SIGNATURES

signatures by org
signatures by name
approval queues by org
approval queues by name
EPAF approval queues by name

EQUIPMENT REPS

assign equipment reps
view equipment reps
fixed asset workflow help

CODES

account code list
rule code list
location code search
program code list
data standards manual

TRAINING

learning curve
banner finance reference
card

UTILITIES & REPORTS

budget overexpenditures
e-Print

FORMS

accounting
budget
direct deposit
procurement
system access

HR PROGRAM GUIDE

<https://www.memphis.edu/bf/forms/cfo.php>

Financial Planning



Web form will automatically populate:

Name / Department **after** User ID entered

Index Title / Fund / Org / Program / Activity **after** Index entered

Finance Forms

- Temporary Budget Adjustment BD04 (Current): Web | Excel
- Permanent Budget Adjustment BD02 (Base): Web | Excel

Position Forms

- Temporary Position Budget Adjustment BD04 (Current): Web | Excel
- NBAPBUD Permanent Position Budget Adjustment BD02 (Base): Web | Excel
- FY20 Reversal Calendars
- Form FP-02: New Position (Pooled)

Budget Web Forms

➤ **Use Windows Internet Explorer**

**The Web forms do not print correctly with
Google Chrome or Firefox**

How to Print Budget Web Forms



Right Click in the Form

User ID: (e.g., jsmith)

Name:

Department:

A screenshot of a web form interface. A right-click context menu is open over a table. The menu includes options like 'Back', 'Forward', 'Go to copied address', 'Save background as...', 'Set as background', 'Copy background', 'Select all', 'Paste', 'E-mail with Windows Live', 'Translate with Bing', 'All Accelerators', 'Create shortcut', 'Add to favorites...', 'View source', 'Inspect element', 'Encoding', 'Print...', 'Print preview...', 'Refresh', 'Export to Microsoft Excel', 'Send to OneNote', and 'Properties'. The 'Print preview...' option is highlighted with a blue box. Below the menu, a 'Print Preview' toolbar is visible, containing icons for print, zoom, and other functions. A red arrow points to a specific icon in the toolbar, which is also highlighted with a blue box. The background shows a table with a header 'Org Title or Index Title' and several empty rows. Below the table, there are input fields with the number '0' and a text area with the placeholder text 'ing this revision is as follows: sponse will be limited to 225 chara'.

Note:
Turn off
Headers/Footers

Turn headers and footers on or off (Alt+E)

Example – BD04 Web Form



Temporary Current Year Budget Revision (BD04)

[Request Help](#)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

User ID: (e.g., jsmith)

Fiscal Year:

Date: 08/27/2019

Name: Angela Fair

Department: College of Education

Temporary Current Year Budget Revision (BD04)							Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity				
01	231505 College Of Education	110001	230000	57013	3000		0	0	0	5,000
02	231505 College Of Education	110001	230000	74000	3000		5,000	0	0	0
03							0	0	0	0
04							0	0	0	0
05							0	0	0	0
06							0	0	0	0
07							0	0	0	0
08							0	0	0	0
Net Change										
							0			
Document Total										
							10,000			
Total							5,000	0	0	5,000

The reason for requesting this revision is as follows:

Space is limited--your response will be limited to 225 characters, and pressing the Enter or Return key to create a new line has been disabled.

AccessLex Institute to UoM Education for LSSSE study participate

Questions:

Who AccessLex Institute

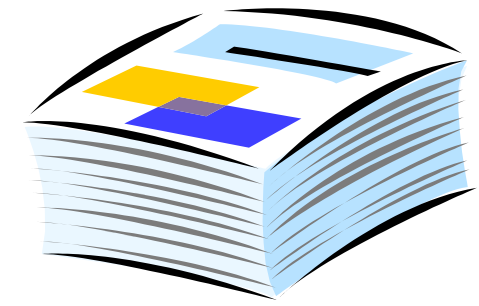
Why Participate in UoM Education LSSSE study

Banner Description:

AccessLex Institute UoM Edu LSSSE

NYBR005 Comparison Annual Salary to Base Budget by Org

➤ Budget by Organization / Fund



- ❖ Positions by FOAPAL
- ❖ Employee Name / ID / Eclass
- ❖ Budget Profile
- ❖ Job Title
- ❖ Position Annual Salary
- ❖ Position Base Budget
- ❖ Base Budget for the future year
- ❖ Only Reports Differences

Research Related Expenses

- **Charge research costs to FOAP combinations with 2500-2699 program codes**
 - Grants - Program codes are set up automatically when the account is established – Codes (i.e. Research) should reflect scope of work
 - IDCR accounts - coded as research
 - E&G Department Research Index
 - Fund Code – 110001
 - Organization Code - 2XXXXX
 - Program Code - 2600
- **Expense Types to Consider**
 - Travel – Is the purpose of travel related to presenting research findings? You may want to charge this to your research coded index if not grant funded.
 - Equipment – Purchases of large pieces of equipment used for research should be charged to accounts designated as research.
 - Graduate Assistants
 - Type of work – What will the GA be doing? Research, Teaching, Administrative work – This helps decide whether you will charge a research, instruction, or administrative related index.
 - Stipend and Fee Waiver – These should be charged to the appropriate coded index based on the type of work.
 - Question – What if my budget (stipend or waiver) is in an instruction coded index? Online budget transfers can be processed by the department to ensure budget for the year is moved to where expenses should be charged.
- **Use carryforward dollars strategically this year to invest in research as much as possible.**

NYBR005 Comparison Annual Salary to Base Budget by Org

Program ID: NYBR005

The University of Memphis
Comparison Ann Sal vs Base Budget by ORG
Comparison of Annual Salary to Base Budget for Single Position

Run Date: 08/10/2019

Time: 07:45 AM

Page: 7

Orgn: 230456 Red Bird

Fund	ORG	Program	Activity
110001	230456	2000	
Undesignated E and G	Red Bird	General Academic Instruction	

Position	Name	ID	EC	Budget Profile	Job Title	Annual Salary	Base Budget	Difference
018314 00	Meadows, Melissa M.	U00056789	F9	EDUGEN	Assoc Professor Chair	92,000.00	92,020.00	20.00
L54321 00	Rabbit, Roger R.	U03456789	F9	LIMITD	Instructor	40,000.00	0.00	-40,000.00

Department to Submit
BD04 Current Year
Position Budget Revision

110001	230456	3800
Undesignated E and G	Red Bird	Academic Administration

001777 00	Farmer, Frank F.	U00006789	CL	EDUGEN	Office Assistant	30,200.00	31,000.00	800.00
L23456 00	Purple, Peggy P.	U00456789	CL	LIMITD	Administrative Secretary	31,800.00	1.00	-31,799.00

BD04 Current Year
Position Budget Revision
has been processed / posted
for Limited Position

☐ Department to submit a Base NBAPBUD Budget Revision

NBAPBUD – Permanent Base Budget Revision

The University of Memphis NBAPBUD - Permanent Base/Future Year Position Budget Revision (BD02)

Name:

Sally Street

Fiscal Year:

2020

Date:

September 20, 2019

Department:

Red Bird

Permanent Base Budget/ Future Year
Request for BD02 Base Budget Revision

Index Number	Org Title or Index Title	Fund Code	Organization Code	Account Code	Program Code	Activity Code	Current Distribution %	Proposed Distribution %	Existing Budget NBAPBUD	Proposed Budget NBAPBUD	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)	Position Number/ Employee Name:
01	213456	Red Bird Instruction	110001	230456	61210	2000	100	100	92,020	92,000		20			Pos018314 M. Meadows
02	213456	Red Bird Instruction	110001	230456	61266	2000					20				Pos018314 M. Meadows
03	246531	Red Bird Administration	110001	230456	61310	3800	100	100	31,000	30,200		800			Pos001777 F. Farmer
04	246531	Red Bird Administration	110001	230456	61366	3800					800				Pos001777 F. Farmer
05															
06															
07															
08															
09															
10															
										TOTAL	820	820	-	-	
Net Change:										For Financial Planning Use Only					
0										(N-D)-(P-Q)					
Document Total:										HR Banner Document Numbers					
1,640										(N-D)+(P-Q)					
										Entered By:					
										Date:					

The Reason for requesting this revision is as follows:

To adjuste Base Budget for New Hires per NYBR005 Comparison Annual Salary to Base Budget

BD04 Current Year Position Budget

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

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name:

Sally Street

Fiscal Year:

2020

Date:

September 20, 2019

Department:

Red Bird

Temporary Current Year/This Fiscal Year

Request for BD04 Budget Revision

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)	Position Number Employee Name
01	213456	Red Bird Instruction	110001	230456	61210	2000		40,000				PosL54321 R. Rabbit
02	213456	Red Bird Instruction	110001	230456	74000	2000			40,000			PosL54321 R. Rabbit
	Net Change											
	0							40,000	40,000	-	-	
	(J-K)-(N-M)							Expense		Revenue		
	Document Total											
	80,000											
	(J+K) + (M+N)											
	TOTAL											

The Reason for requesting this revision is as follows:

To fund Limited Position 54321 Instructor - Roger Rabbit

Benefit Fringe Rate

- **Benefits FY20 Fringe Rate (*Approved May 14, 2019*)**
 - **35.6% Salaried Employees**
 - **51.2% Hourly Employees**
 - **8.1% Temp Employees – No Insurance**
 - **31.7% Temp Employees – With Insurance**
 - **0.8% Student / GA**

Questions



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](https://twitter.com/umemphisjobs)!

September Salary Increase Information

- Effective Sept. 1, the University implemented a four-tier flat amount increase based on salary levels, as well as distribute a salary pool to be used for merit, equity and/or compression.
- Effective Sept. 1, 2019 the new minimum wage increases to \$11.11/hour
- Electronic salary notifications are scheduled to be sent on Sept. 17th and will be available in the MyMemphis portal.

Tiers	Flat Amount Increase	Earnings Criteria
Tier 1	\$1000	\$30K or less
Tier 2	\$850	\$30.1 - \$64.9K
Tier 3	\$700	\$65 - \$149.9K
Tier 4	\$550	\$150K or more

Announcements & Deadlines

- With continued efforts toward reducing administrative costs and providing more efficient tools for students, faculty and staff, the University has contracted with Chrome River Technologies for their Travel and Expense module.
- Upon implementation, there will be a paperless, streamlined travel and expense process that is user-friendly and will decrease the turnaround time for reimbursements. The Chrome River Travel & Expense system will also allow improved enforcement of travel policies.
- Watch for a demo of Chrome River at next month's meeting.

Announcements & Deadlines

COMING SOON!

- Student Worker Appointments (both regular and work study) are scheduled to move to an e-Contract this fall for appointments beginning Spring 2020.
- Student worker appointments for fall should continue to be done on paper.
- Stay tuned for more info and training announcements!

Announcements & Deadlines



- Status of Onboarding

Announcements & Deadlines

WILL PLANNING

Planning for the largest transfer of wealth you will ever control



Presented by Dan H. Murrell
Director of Planned Giving for the University of Memphis

THURSDAY, SEPTEMBER 19

3–4:30 PM

ADMINISTRATION BUILDING | ROOM 177B

Announcements & Deadlines

- **Customer Service Training**
September 10, 2019 - 2:00pm
AD177B

- September 24, 2019 - 10:30am**
AD177B

Announcements & Deadlines

- **Banner Navigation**
Online Training being developed to replace instructor-led training
- **WorkforUM Training**
September 25, 2019 - 1:30pm
AD178

Announcements & Deadlines

- E-Contract Trainings
 - Part-Time Faculty: October 29, 2019 2:00pm AD178
 - Graduate Assistants: October 30, 2019 2:00pm AD178
 - Extra Compensation: October 31, 2019 2:00pm AD178

Announcements & Deadlines



NEXT MEETING

October 8, 2019

UC340

Thank you for attending!
memphis.edu/focus

