

An aerial photograph of a large university campus at sunset. The sky is filled with vibrant orange, pink, and purple clouds. The campus features numerous brick buildings, green lawns, and a prominent tall brick tower in the center. A bridge is visible on the right side of the image.

Welcome to Focus on Finance & HR!

October 20, 2020



Agenda

- **Student Scholarships and Stipends**
- **Policy Review Updates**
- **Accounting Departmental Emails**
- **Web Time Holiday Hours**
- **Tiger Copy and Graphics**
- **COVID-19 Updates**
- **Announcements & Deadlines**





Student Non-Wages Payment Scholarships and Stipends

Lofton S. Wilborn
Associate Director, Financial Aid & Scholarships



Agenda

- Issue
- Solution
- Process
- Deadlines
- Questions



Issue



- Stipends or Grants were previously being paid through Accounts Payable
- In doing so, Stipends or Grants are not included in the students Cost of Attendance if process through Accounts Payable
- Stipend are treated as estimated financial assistance because it is not considered/related to employment and should be included in student Cost of Attendance

Solution



- Process Improvement worked with key stakeholders to develop an electronic Process via DocuSign
- Stipends and Grants are now being process by the Scholarship Office

Process



- Department will submit a DocuSign Powerform including information such as:
 - Scholarship or Grant Program Name
 - Student information
 - Funding Source
 - Financial Manager Name and Email

Process



DocuSign Envelope ID: D3B49832-B787-4905-AC78-18A60AC81ED4



Request Payment for Student Non-Wages
(US Citizen/Permanent Resident)

Form Due Dates: Fall-June 1, Spring-November 1, Summer-March 1

Section I: Student Information

Student Name: Student Banner ID: U Student UUID: @memphis.edu

Type of Request:

Note: If student is on the International form.

-- select --
Original
Revised

Section II: Program and Training Information

Process



Section II: Program and Funding Information

Is this request for teaching, research or other services? No – Continue with Form

Yes-Click here to cancel. Complete E-Contract

Grant Funded? Yes ☐ No ☐

For Tuition/Fees only? Yes ☐ No ☐

Program Budgeted Amount: \$ /year

Original Budgeted Amount ☐ Revised Budgeted Amount ☐

Program Name:

Program Payment Begin Date:

End Date:

Program Description:

Section III: Student Request Information. Select the appropriate checkboxes to open the additional required fields.

Process



Section III: Student Payment Information - Select the appropriate checkbox to open the additional required fields.

☐ Scholarship Term(s)/Amounts: Fall \$ _____ Spring \$ _____ Summer \$ _____ Total \$ _____

☐ Stipend Schedule: # payments: _____ For: \$ _____ = Total \$ _____

Payment Effective Date: _____ Student's Total Amount Requested: \$ _____ 0.00

Index: Fund: Org: Account: Scholarship 79710 Program: _____ Activity: _____
Account: Stipend 79717 Program: _____ Activity: _____

Process



FINISH

FINISH LATER

+

-

↓

🖨

?

START

Section III: Requestor Information

Requestor Name:

Requestor UUID: @memphis.edu

Phone:

Requestor Department:

Date Form Submitted: 10/5/2020

Process



- Automated Routing for review and approval to included the following contacts:
 - Funding Financial Manager
 - Finance Tax Office - International Students Only
 - Scholarship Office
 - Grants Accounting

Process



- Forms located on Business & Finance Forms Website
- Request Payment for Student Wages form available for the following Student Types:
 - US Citizens and Permanent Residents
 - International
- A separate form must be submitted for each student
- Cancellation request available as well

Deadlines



- Fall Forms – June 1
- Spring Forms – November 1
- Summer Forms – March 1

Contact Information



Lofton S. Wilborn
Associate Director
lwilborn@memphis.edu



UNIVERSITY POLICY UPDATES FROM THE POLICY REVIEW BOARD

Melanie Murry
Chief Legal Counsel & Chair, Policy Review Board



University Policy Updates

- [HR 5017 – Furloughs and Reductions in Compensation](#)
- [Interim GE2040 – COVID-19 Health and Safety](#)
- [BF4035 – Travel Cards](#)
- [BF4001 – University Travel](#)
- [GE2039 - Interim Sexual Harassment & Sexual/Gender-Based Misconduct Policy](#)
- [GE2005 - Use of University Seal and Logos](#)



Accounting Departmental Email In-Boxes

Barbara Brooks
Accountant II

Accounting Departmental Email In-Boxes



In order to avoid any delay with responding, please address your inquiry to the appropriate email box **only**. (i.e. please do not email one in-box and cc the other nor an individual as this could result in duplications)

The email in-boxes are routinely monitored throughout the day.

- Accounts Payable Inbox (accountspayable@memphis.edu)
- BF-Accounting Inbox (accounting@memphis.edu)

Information AP Inbox Should be Receiving:



1. Invoices and Invoice Inquiries
2. Cash and Meal Reimbursements
3. Check Requests
4. Wire Payment Requests
5. Vendor Inquiries
6. Cancel Check Memo / Stop Payment and/or Reissue
7. Setup of W-9
8. Vendor Change of Address

Information BF-Accounting Inbox Should be Receiving:



1. Transfer Vouchers
1. De-obligation of Travel Purchase Orders
2. Tax Exempt Certificates & W-9 Requests for University of Memphis
3. Financial Reporting Information

Web Time Entry Holiday Hours Bi-Weekly Paid Employees



Russ Teague, Payroll Manager

HR5020 - UHR5020 - University Holidays Policy



- **All regular full-time and part-time employees in an active pay status (not in Leave Without Pay) will qualify for holiday pay. Regular part-time employees receive the holiday benefit on a pro rata basis.**

The following provisions apply:

- 1. Employees who are in an active pay status on the work days immediately preceding and following a holiday will receive payment for the holiday.**
- 2. Any holiday falling within a period of an employee's sick, annual, or other leave with pay shall be considered holiday leave and recorded as such.**

Bi-Weekly Employees Work Week and Overtime



- **A standard University work week is 37.5 hours.**
- **Overtime is calculated weekly on a Saturday through Friday basis.**
- **On a weekly basis an employee qualifies for:**
 - **Straight overtime when total hours exceed 37.5.**
 - **Premium overtime when hours worked exceed 40.**

Time Sheet – Leave, Holiday Pay & Overtime



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 03, 2018	Sunday Feb 04, 2018	Monday Feb 05, 2018	Tuesday Feb 06, 2018	Wednesday Feb 07, 2018	Thursday Feb 08, 2018	Friday Feb 09, 2018
Regular Bi-Weekly Pay	1	0	22.5		Enter Hours	Enter Hours	12	Enter Hours	Enter Hours	10.5	Enter Hours
Holiday Pay	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours
Interim Assignment - Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.0	1	0	10		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	1.5	8.5
Overtime 1.5	1	0	1.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	1.5
Annual Leave	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave - LWOP	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			49		0	0	12	7.5	7.5	12	10
Total Units:				0	0	0	0	0	0	0	0

- Hours worked are recorded in Regular Bi-Weekly Pay until hours equal 37.5, less leave taken. (37.5 – 15 = 22.5)
 - 7.5 hours Annual Leave. (Employee leave does not count as hours worked, e.g. annual, sick, jury duty, inclement weather.)
 - 7.5 hours Holiday is included in hours worked when computing overtime.
- After 37.5 total hours, any additional hours worked are recorded in Overtime 1.0 up to 40 hours worked. (40 hours – Regular Hours - Holiday Pay = Overtime 1.0 *** 40 - 22.5 - 7.5 = 10.0)
- Hours worked in excess of 40 hours are recorded in Overtime 1.5.

Time Sheet - Holiday Pay, Worked Holiday & Overtime



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 03, 2018	Sunday Feb 04, 2018	Monday Feb 05, 2018	Tuesday Feb 06, 2018	Wednesday Feb 07, 2018	Thursday Feb 08, 2018	Friday Feb 09, 2018
Regular Bi-Weekly Pay	1	0	30		Enter Hours	Enter Hours	5	10	10.3	4.7	Enter Hours
Holiday Pay	1	0	7.5		Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Interim Assignment - Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.0	1	0	2.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2.5	Enter Hours
Overtime 1.5	1	0	7.8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	.3	7.5
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave - LWOP	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			47.8		0	0	12.5	10	10.3	7.5	7.5
Total Units:				0	0	0	0	0	0	0	0

- Worked 5 hours on the Holiday – Record 7.5 Holiday Pay and 5 hours Regular Bi-Weekly Pay.
NOTE: Holiday Pay hours are included in hours worked for calculation of overtime.
- Daily hours worked are recorded in Regular Bi-Weekly Pay until hours equal 30. (37.5 – 7.5 Holiday = 30 Hours Worked)
- After 37.5 (including Holiday Pay), hours worked up to 2.5 hours are recorded in Overtime 1.0.
- Hours worked in excess of 40 hours are recorded in Overtime 1.5.

Time Sheet – Remember This



- Regular total hours must equal 37.5 before hours are logged into any overtime category.
- **STOP – DROP – ROLL**
- **STOP** and add up the total hours, should be 37.5 hours.
- **DROP** into Overtime 1.0 for any additional hours until hours worked equal 40.
- **ROLL** all hours worked over 40 into Overtime 1.5.

Recap:



- You must be PRESENT or on PAID Leave both the day before AND after the holiday in order to be paid for the holiday.
- Holidays are INCLUDED in hours worked when calculating overtime.
- The University calculates overtime on a weekly basis, NOT by the day. This is very important to remember when reporting time for holidays!



Resources

- **Payroll Schedules**
<http://www.memphis.edu/payroll/schedules.php>
- **Learning Curve - Web Time Entry for Biweekly Employees**
- **UofM Biweekly Web Time Training**
https://www.youtube.com/watch?v=_PUy_DToRhw



Payroll Office:

Email: payroll@memphis.edu

Phone: 901.678.3841

Website: memphis.edu/payroll

[Staff Directory](#)

[Payroll Schedules](#)

[Miscellaneous Info](#)

[Accounting](#)

[Home](#) [Payroll](#)



FOCUS ON FINANCE

Focus on Finance is a monthly communication & networking resource for those within the University community who provide financial services in their respective areas.

Questions





Tiger Copy & Graphics

Your one stop on campus print shop

Alyson Chapman
Assistant Manager

ATTENTION FACULTY & STAFF

Did you know?
Tiger Copy & Graphics offers:

210 V. Lane Rawlins Service Court
Memphis, Tennessee 38152-3370

Phone: 901.678.2838
Fax: 901.678.4104
Email: tigercopygraphics@memphis.edu

Hours: Monday - Friday
8:00 a.m. - 4:30 p.m.



**SCAN
HERE
TO VISIT
OUR
WEBSITE**



COLOR PRINTING

OVERSIZED PRINTING

FAXING

BINDING

DRILLING

TRANSPARENCIES

GRAPHIC DESIGN

LAMINATION

CUTTING

MERCHANDISING

& MUCH MORE

*from plans
to print...*



Color Copies

Paper Sizes:

Letter: 8.5 x 11

Legal: 8.5 x 14

Tabloid: 11 x 17

Arch B: 12 x 18



Glossy and Matte Finishes available

We offer text weight and cardstock

*Brochures, Newsletters, Catalogs, Mailers, Flyers,
Posters, Presentations, School Projects, etc.*

the possibilities are endless...



PRODUCTS:

- Banners
- Business Cards
- Booklets
- Bookmarks
- Brochures
- Envelopes
- Event Tickets
- Flyers
- Letterhead
- Labels
- Menus
- Notepads
- Postcards
- Posters
- Rack Cards
- Signage
- Stickers
- Table Tents
- Transparencies

PAPERS:

- 20# Text-Weight, Smooth
- 32# Text-Weight, Smooth
- 80# Cardstock, Smooth
- 130# Cougar Cardstock
- 80# Text-Weight, Gloss
- 24# Text, 25% Cotton
- 24# Text, 100% Cotton
- 20# Exact® Text-Weight, Smooth
- 67# Exact® Cover, Smooth
- 24/60# Astrobright® Text-Weight, Smooth
- 65# Astrobright® Cover, Smooth

...and more

Exact® Pastel Color Chart

Ivory	Yellow
Buff	Green
Gold	Blue
Salmon	Orchid
Pink	Gray

Astrobright® Color Chart

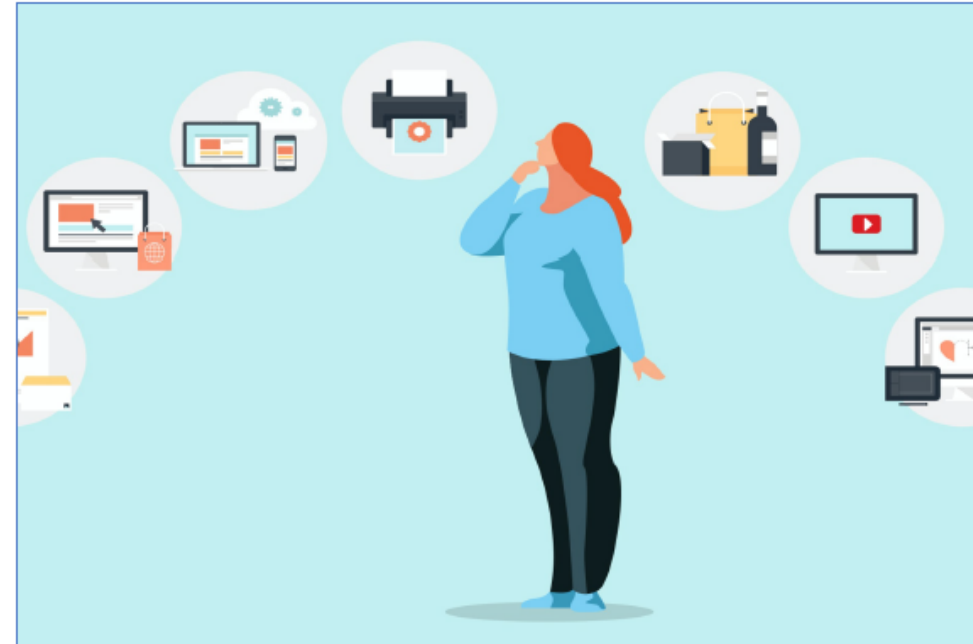
Lift-Off Lemon	Pulsar Pink
Sunburst Yellow	Planetary Purple
Galaxy Gold	Venus Violet
Cosmic Orange	Celestial Blue
Orbit Orange	Lunar Blue
Re-Entry Red	Gamma Green
Rocket Red	Terra Green

Graphic Design



Good design
is the silent
seller!

Need a great design? Struggling to come up with that perfect layout? Don't fret. Tiger Copy & Graphics has friendly and knowledgeable designers that would be more than willing to assist you with whatever document solutions you are having troubles with. Don't stumble around in the dark, let the trained professionals do the work. Just tell us what kind of layout and scheme you are looking for and we will handle the rest!



*...like what
you see?*

.BIGGER
is better.

OVERSIZED Printing



Paper (Matte)

Print your digital artwork on poster paper for presentations or framing!

Vinyl

Banners for indoor and outdoor usage.

Oversized pricing based on square footage



Yard Signs

Custom make your own corrugated plastic lawn signs for personal, department or organizations.

GROMMETS?



What is a grommet? A grommet is a small, metal circle which is used to hang vinyl posters and banners. When placed at the corner of your printed products, they can be used to hang the document without fear of the material ripping and causing permanent damage.

Finishing Services

LAMINATION

Lamination is a fantastic way to ensure that all of your important documents are safe from harm. It also adds an added layer of professionalism to any printed piece. Don't forget to ask about laminating your products so that you can keep them for years to come.



protect
your work...



MOUNTING



Mounting your printed products is a great way to improve durability and adds a layer of professionalism to your piece.



Finishing Services



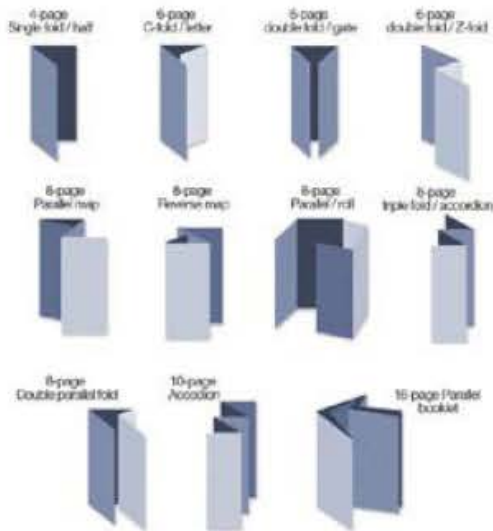
STAPLING



COLLATING



FOLDING



DRILLING



We offer both traditional glue padding, as well as NCR (No Carbon Required) Padding.



PADDING

NCR



Left: Glue Padding
Right: "No Carbon Required" Paper

Book Binding



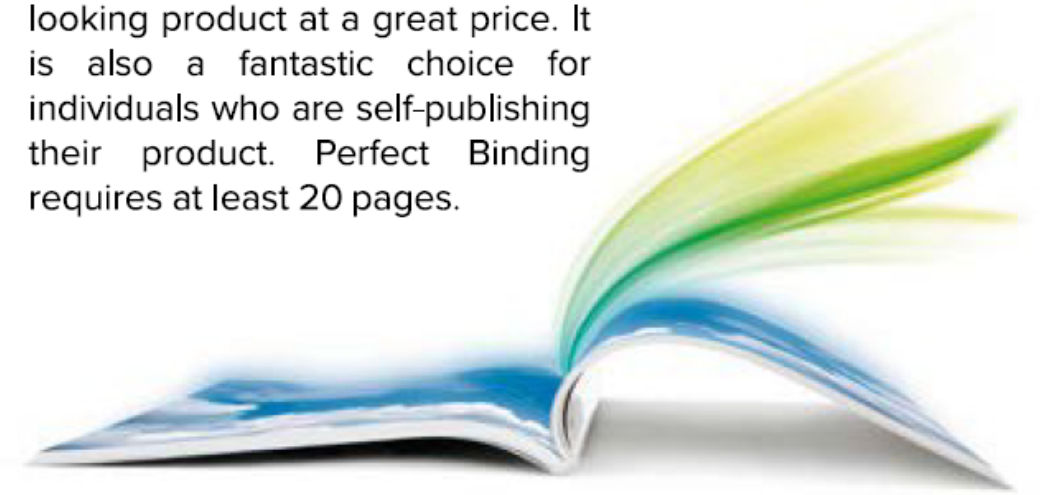
Coil Binding



Coil Binding is a fantastic means of keeping your printed pages all in one place. The coil allows for the ability to completely fold the book in half, without ever having to worry about compromising the integrity of the spine of the book.. Coil binding is one of the most popular binding methods used today. By default, coil binding comes with both a clear front cover, and a black, vinyl backing.

Perfect Binding

Perfect Binding is a popular option for those wanting a professional looking product at a great price. It is also a fantastic choice for individuals who are self-publishing their product. Perfect Binding requires at least 20 pages.



Saddle Stitch

Saddle-Stitch Binding is an excellent method of producing booklets and programs which can be used for a variety of events and occasions. Saddle-Stitching supports up to a maximum of 25 pages per book.



For more information, please visit [Tiger Copy & Graphics!](#)

Promotional Products



We have a variety of unique items and memorabilia which are available to you, the customer. Many of these items can be customized to fit your individual needs. Some examples of our merchandise include; pens, key rings, folders, stamps, nametags, bags, shirts, nameplates and much more. If you have any questions regarding our merchandise or are interested in your own personal designs, just visit Tiger Copy & Graphics for assistance.



Ordering Procedure for Print Jobs



This is a general outline of how a printing order is placed and shows the steps involved as the order goes through the printing process. Note that all standard stationery items may be ordered online using our work order form: memphis.edu/tigercopy/pdf/order.pdf

STATIONERY ITEMS (Official letterhead, business cards and envelopes)

- [ORDER ONLINE](#). You may order online following the same procedure as non-stationery items below eliminating the step of providing art/files as TCG maintains all stationery templates.
- All contact information needs to be completed on the form, including your departmental index # to charge.
- Receive a proof via email for your official University stationery items within 1-2 business days of ordering.
- Receive an email confirmation that your order is ready for pick up at our location within 1-2 business days from the day of approval (unless otherwise noted).

NON-STATIONERY ITEMS (brochures, postcards, flyers, booklets, posters, banners, etc.)

Consult with a TCG representative if necessary, by phone or email, or in our office.

- Complete and submit a [TCG Print Order Form](#) via fax, inter-campus mail, e-mail, or drop off; please be sure you are authorized to order printing for your department; the order form must be received **prior** to start of work, with the department index provided.
- Email your files to Tiger Copy as PDF format, the exact size you need printed, with bleeds and crop marks if necessary. If Tiger Copy is providing graphic work, that time frame turnaround will depend on the amount of graphic design needed. Typically 2-3 business days.
- Receive a proof via hard copy within 2-3 hours of ordering. (if no setup is needed)
- Receive an email confirmation that your order is ready for pick up at our location within 1-2 business days from the day of approval (unless otherwise noted).

Tiger Copy & Graphics Order Form



Faculty/Staff Business Cards



☐ Horizontal

Please Pick Quantity:

☐ 500 Count
☐ 1000 Count

☐ Vertical

☐ Back of Card (Optional)



Student Business Cards

☐ 100 Count

Envelopes



Please Pick Size & Quantity:

☐ #9 Envelope ☐ 500 Count
☐ #10 Envelope ☐ 1000 Count
☐ Window ☐ Other:

Letterhead



☐ 500 Count
☐ 1000 Count
☐ Other:

All stationery must be printed on university approved watermarked paper

Contact Information

Name: _____
Phone: _____ Fax: _____
Email: _____
Department: _____
Index #: _____
Order Date: _____ Due Date: _____

☐ Check if you wish to be contacted with a quote.

☐ Proof Needed

☐ Proof Waived: X

Name: _____

Title: _____

Department: _____

Address Line 1: _____

Address Line 2: _____

Office or Cell#: _____

Fax/Cell#: _____

Email: _____

Website: _____

Please pick one of the following logos for Horizontal Layout



☐ Preferred ☐ Faculty ☐ Athletic ☐ Lambuth

Please pick one of the following logos for Vertical Layout

☐ Preferred



☐ Faculty



☐ Athletic



☐ Lambuth



STATIONERY ITEMS

Faculty/Staff Business Cards



☐ Vertical



☐ Horizontal

Please Pick Quantity:

☐ 500 Count

☐ 1000 Count



☐ Back of Card (Optional)

Envelopes



Please Pick Size & Quantity:

☐ #9 Envelope ☐ 500 Count
☐ #10 Envelope ☐ 1000 Count
☐ Window ☐ Other:

Letterhead



☐ 500 Count
☐ 1000 Count
☐ Other:

All stationery must be printed on university approved watermarked paper

Contact Information

Name: _____
Phone: _____ Fax: _____
Email: _____
Department: _____
Index #: _____
Order Date: _____ Due Date: _____

Name: _____

Title: _____

Department: _____

Address Line 1: _____

Address Line 2: _____

Office or Cell#: _____

Fax/Cell#: _____

Email: _____

Website: _____

Please pick one of the following logos for Horizontal Layout



☐ Preferred ☐ Faculty ☐ Athletic ☐ Lambuth

Please pick one of the following logos for Vertical Layout

☐ Preferred



☐ Faculty



☐ Athletic



☐ Lambuth



Printing Order Form



General Printing

<input type="radio"/> Black & White	<input type="radio"/> Color
<input type="radio"/> Text Weight	<input type="radio"/> Card Stock
<input type="radio"/> Other: _____	
Run Size:	
<input type="radio"/> 8.5 x 11	<input type="radio"/> 8.5 x 14
<input type="radio"/> 11 x 17	<input type="radio"/> 12 x 18
Finished Size:	
<input type="checkbox"/> Regular Dimensions (with Margins)	<input type="checkbox"/> Trim to Full Bleed
<input type="radio"/> Single Sided	<input type="radio"/> Double Sided
Quantity: _____	

Oversize Printing

<input type="radio"/> Black & White	<input type="radio"/> Color
<input type="radio"/> Paper (Matte)	<input type="radio"/> Vinyl
<input type="checkbox"/> Laminate	<input type="checkbox"/> Mount
Dimensions: _____	
Quantity: _____	

Price Quote

Finishing

<input type="radio"/> Half Fold	<input type="radio"/> Tri-Fold	<input type="radio"/> Other _____
<input type="radio"/> One Staple	<input type="radio"/> Two Staples	<input type="radio"/> Saddle Stitched
<input type="radio"/> Laminate (8.5 x 11)	<input type="radio"/> Laminate (11 x 17)	
<input type="radio"/> Roll Laminate/Size : _____		

Binding Options

		Quantity: _____
<input type="radio"/> Coil Bind	<input type="radio"/> Perfect Bind	Size: _____

Additional Notes



General Printing

<input type="radio"/> Black & White	<input type="radio"/> Color
<input type="radio"/> Text Weight	<input type="radio"/> Card Stock
<input type="radio"/> Other: _____	
Run Size:	
<input type="radio"/> 8.5 x 11	<input type="radio"/> 8.5 x 14
<input type="radio"/> 11 x 17	<input type="radio"/> 12 x 18
Finished Size: _____	
<input type="checkbox"/> Regular Dimensions (with Margins)	<input type="checkbox"/> Trim to Full Bleed
<input type="radio"/> Single Sided	<input type="radio"/> Double Sided
Quantity: _____	

Oversize Printing

<input type="radio"/> Black & White	<input type="radio"/> Color
<input type="radio"/> Paper (Matte)	<input type="radio"/> Vinyl
<input type="checkbox"/> Laminate	<input type="checkbox"/> Mount
Dimensions: _____	
Quantity: _____	

Finishing

<input type="radio"/> Half Fold	<input type="radio"/> Tri-Fold	<input type="radio"/> Other _____
<input type="radio"/> One Staple	<input type="radio"/> Two Staples	<input type="radio"/> Saddle Stitched
<input type="radio"/> Laminate (8.5 x 11)	<input type="radio"/> Laminate (11 x 17)	
<input type="radio"/> Roll Laminate/Size : _____		

Binding Options

		Quantity: _____
<input type="radio"/> Coil Bind	<input type="radio"/> Perfect Bind	Size: _____

Resumes

Photos



Personal Jobs

**Wedding
Invitations**



Notepads

Party Invites

Tshirts

School Projects

Planners

Posters

**Funeral
Programs**

Newsletters

**Thank you
cards**

Flyers



**Tiger Copy & Graphics is an
auxiliary service at the University of Memphis.
Therefore it charges for all its services;
the intention and goal is a break-even operation.**

You THINK it, we INK it!

**We look forward to working with
you on your next print project!**



COVID-19 UPDATES

Danny Linton
Associate Director, Human Resources

Exposure to COVID-19

- A flyer is available for presentation to all employees to assist with COVID exposures and positive cases.
- The flyer is available on [HR's website](#).
- Please share with your employees, departments, and in some cases post on your bulletin boards and timeclocks.

EXPOSURE TO COVID-19

EXPOSURE CRITERIA:

Contact within 6 feet for 10 minutes or more with a person with suspected or confirmed COVID-19.

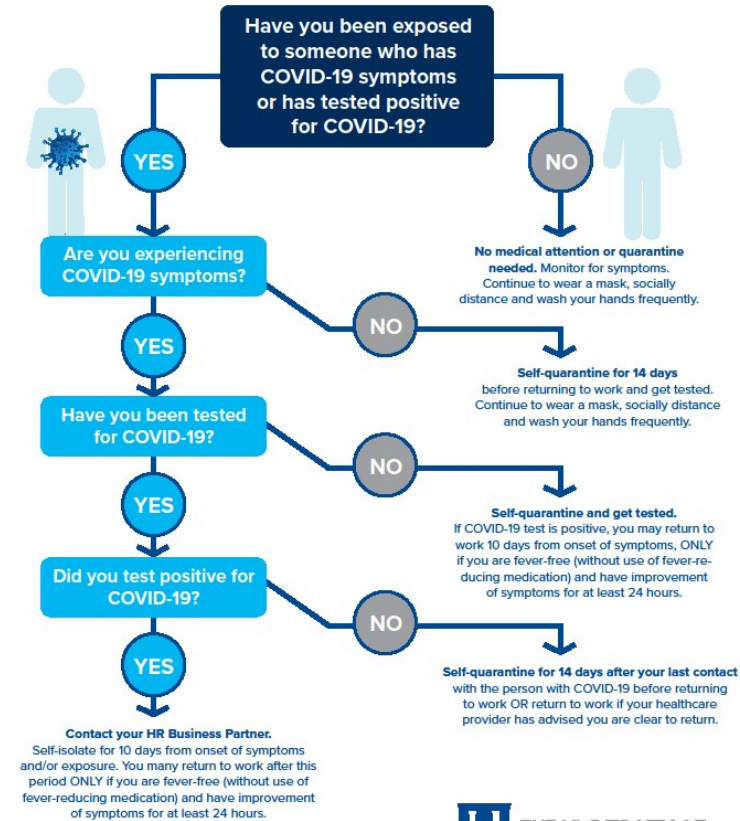
EXAMPLES INCLUDE:

Working together in close proximity with someone with COVID-19 symptoms or has tested positive for COVID-19.

Being in a meeting with someone with COVID-19 symptoms or has tested positive for COVID-19 with no social distancing.

Traveling in the same vehicle with someone with COVID-19 symptoms or has tested positive for COVID-19.

Living with someone with COVID-19 or has tested positive for COVID-19.



Be sure to contact your supervisor and HR Business Partner once an exposure and/or positive test is received.
901.678.3573
hrbusinesspartners@memphis.edu



Employee Work Location Update



- All employees are encouraged to keep their work location statuses updated in the MyMemphis portal (Employee tab).
- Location updates should occur only when there is a change in your normal work pattern (onsite, remote and/or hybrid).
- This includes all employees (faculty, staff, temps, GAs, student workers, & part-time faculty).
- Employees who will remain remote or in a hybrid status should be sure to complete an AWA.
- Please get your area's employees to submit this information!

Employee Work Location

My current work location status is:

WORKING ON CAMPUS

▼

Submit

Please update this response as your location status changes. This information is being reported to the Tennessee Higher Education Commission in response to the COVID-19 pandemic.

Current Stats



REGULAR FACULTY/STAFF ONLY		
Working on Campus	591	23.9%
Working Remotely	952	38.6%
Hybrid (Both)	877	35.6%
No Answer Received	49	1.9%
TOTAL	2,469	100%

REGULAR FACULTY/STAFF + TEMPS & PTF		
Working on Campus	691	21.9%
Working Remotely	1,266	40.1%
Hybrid (Both)	958	30.3%
No Answer Received	243	7.7%
TOTAL	3,158	100%

ALL EMPLOYEES (INCLUDING TEMPS, PTF, STUDENT WORKERS, GAs, etc.)		
Working on Campus	1,050	21.7%
Working Remotely	1,929	39.8%
Hybrid (Both)	1,252	25.8%
No Answer Received	615	12.7%
TOTAL	4,846	100%

**as of 10/16/2020*



ANNOUNCEMENTS & DEADLINES

Announcements & Deadlines



- Welcome to all first-time attendees at Focus on Finance & HR!

Accounting New Hire



Vicky Aycock
Accounts Payable Manager



Announcements & Deadlines

- Don't forget to review the University's current job openings at workforum.memphis.edu.
- Follow the Division of Business & Finance on Twitter at [@uofmemphisbf](https://twitter.com/uofmemphisbf)!
- Subscribe to our WorkforUM Twitter feed at [@umemphisjobs](https://twitter.com/umemphisjobs)!
- Follow us on Instagram! [@uofmhr](https://www.instagram.com/uofmhr)

Announcements & Deadlines



- Based on UofM Policies, any changes in hourly paid employees' pay records need to be done via an Adjustment Timesheet – this includes moving charges to a different FOAP.
 - HR5029 Timekeeping and Leave Reporting states: 'Any corrections/adjustments for a non-exempt employee's time/leave identified after the end of the pay period, must be submitted to the Payroll Office in writing by the employee's supervisor. A paper time sheet must accompany any request for correction/adjustment.'
 - BF 4010 Certification of Effort states: 'The effort of all bi-weekly employees, including students, temporary employees, and graduate assistants paid on a bi-weekly basis, assigned/appointed to sponsored programs or assigned/appointed to positions for the purpose of fulfilling the University's obligation to sponsored program (cost-sharing), will be certified in conjunction with time reporting system.'
- Adjustment Timesheet process was presented in the June 16 Focus on Finance & HR (https://www.memphis.edu/focus/pdf/fof_hr_06162020.pdf)



Announcements & Deadlines

- November 26-27, 2020:
Thanksgiving Day & One Administrative Closing Day
- December 23, 2020:
Last Day of University Operations for 2020
- December 24-31, 2020:
Christmas Day & Five Administrative Closing Days
- January 1, 2021:
New Year's Day
- January 4, 2021:
University Re-opens for New Year

Announcements & Deadlines



Extra Compensation Reminder

- Per University policy, employees with certain high-ranking titles are not eligible for extra compensation.
- Therefore, e-contracts cannot be started for employees with a Banner e-class of AE.
- Exceptions are not able to be granted. Should the policy change in the future, this restriction could be lifted.



Announcements & Deadlines

Harriet R. Montgomery Customer Service Excellence Awards

- This year's awards ceremony will be held virtually. Be on the lookout for the date announcement soon!



Announcements & Deadlines

Upcoming EAP Webinars
Register in Learning Curve!

- November 4th @ 10am
Mindfulness: Preparing for the Upcoming Holiday Season

Announcements & Deadlines

- Extra Compensation E-Contract Training
October 21st @ 2pm
- Student Employment E-Contract Training
October 21st @ 3pm
- [Will meet via Zoom, but please register in Learning Curve!](#)



Announcements & Deadlines

- WorkforUM Training
October 28th @ 1:30pm
- [Will meet via Zoom, but please register in Learning Curve!](#)

Announcements & Deadlines



- Other 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

NEXT MEETING

Tuesday, November 17, 2020 @ 2:30pm
memphis.edu/focuszoom

An aerial photograph of the University of Memphis campus during sunset. The sky is filled with vibrant orange, pink, and purple clouds. The campus features several large, multi-story brick buildings, a prominent tall brick tower in the center, and numerous green trees. A parking lot is visible in the lower left, and a bridge spans a body of water in the lower right.

THANK YOU FOR ATTENDING!

memphis.edu/focus