# Today's **Agenda**

- Campus Cleanout
- Spring Budget
- Announcements & Deadlines
- This is JeoParody!

# Campus Cleanout

Amelia Mayahi
Sustainability Manager, Physical Plant

# Campus Cleanout – Confidential Shred

1. U of M Campus

- March 10th, 9am-3pm

- Student Plaza – A shred truck will be parked near a large tent and shredding on-site.

2. U of M Lambuth Campus

- March 3rd, 10am-2pm

- Hyde Hall – A shred truck will be at loading dock to shred on-site.

3. Who can participate and how?

- This event is open to University of Memphis personnel ONLY.

- It is preferred for everyone to bring their own materials to be shredded, however, assistance can be given if requested via Physical Plant work order two days or more prior to the event.

# Campus Cleanout – Confidential Shred

3. What can be shredded?

- Unacceptable Items: media, books, anything with lamination, glue or spiral binding, and binders.

- Acceptable Items for shredding: paper products ONLY. Paper clips and staples are OK.

- Only University records with prior approval for destruction – https://www.memphis.edu/cfo/rdinstructions.php.

- Please shred ONLY confidential material in order to save space on the truck.

# Campus Cleanout – Confidential Shred

| MOST COMMON DOCUMENTS/RECORDS* | RETENTION PERIOD | APPROVED RECORDS DISPOSAL & AUTHORIZATION FORM REQUIRED |
|---|---|---|
| Student Information Records<br>• Emails from/to students related to appeals, disciplinary actions, complaints, grades, etc.<br>• Student applications and forms unrelated to employment or enrollment<br>• Classroom Rolls (Maintained in Banner –Registrar)<br>• Student advising files<br>• Student exams (non-accreditation)<br>• Student department files | 5 years | Yes |
| Employment Applications – Not Selected Candidates<br>• Search Committee files | 5 years | Yes |
| Administrative Documents - Internal Policies and Procedures<br>• Applications or forms unrelated to enrollment or employment | 5 years | Yes |
| Working Papers<br>• Copies of student documents, invoices, budget revisions, payroll forms, and transfer vouchers | 1 year | No |
| Temporary Records<br>• Handwritten messages<br>• Non-critical emails (informational or promotional)<br>• General student emails simple request or informational | Destroy when no longer useful | No |

# Campus Cleanout – Surplus Exchange and Recycle

1. U of M Campus **ONLY**

- March 10th, 9am-3pm

- Student Plaza – Under the large tent.

2. What is a Surplus Exchange?

- This is a chance to declutter your office. Have office supplies or furniture that you don't need? Bring it to the Surplus Exchange and someone else on campus may find a use for it.

3. Recycle Collection

- A recycle zone will be set up alongside our surplus event with labeled bins for collection.

# Campus Cleanout – Surplus Exchange and Recycle

| Surplus | Recycle |
|---|---|
| Acceptable Items: <br> • Office Supplies <br> • Scanners/Printers <br> • Monitors <br> • Chairs <br> • Lamps <br> • Pictures <br> • Radios <br> • Fans/Heaters | Acceptable Items: <br> • Used batteries <br> • Used ink/toner cartridges <br> • Paper/cardboard <br> • Metal <br> • Plastic bottles <br> • Styrofoam <br> • Binders |
| Unacceptable Items: <br> • Computers/laptops <br> • iPads <br> • Any item with a University Tag. | Unacceptable Items: <br> • Furniture <br> • Hazardous material |
| Assistance Available: <br> • It is preferred that all bring their own materials to the event. Dollies and wagons will be available to check out at the event location. A work order can be submitted to Surplus or Recycle if materials are too large or heavy to move. | |

# Questions?

# Spring Budget

Deborah Keeney
Associate Director, Financial Planning & Analysis

# Lambuth Campus
## Budget Development
## in
## February and March

# Spring Budget – Key Dates

- Revenue Projections ~ Due Friday, March 18, 2022
  - Email with instructions will be sent out Friday February 25, 2022
  - If you desired, you may schedule a time for individual review with a Financial Planning Staff member
    - Tuesday, Mar 1st thru Friday Mar 4th
  - Instructions for preparing revenue budget revisions can be found on the Financial Planning website under the Frequent Asked Question tab
- Capital/R&R/Facility Projects ~ Due Monday, March 28, 2022
  - If a Summer project is planned, submit by Spring deadline

- Expenditure & Position PDF Budget Revisions ~ Due Monday, March 28, 2022
  - Email with instructions will be sent out Friday February 25, 2022
  - Submit revision to cover any newly hired Limited position and those FY22 Limited positions that have not been covered previously
  - If a position needs to be transferred for Fall, submit the transfer BR before deadline
  - Remember: no base budget revisions will be entered between the deadline and the opening of FY23

- BD4 Online Budget Revisions ~ Due Friday, April 8, 2022 *with all approvals*
  - Remember to align department budgets for the remainder of FY22
  - No functional changes after deadline

# What are Functional Totals?
## Budget & Expenditure totals in a specific range of Program Codes

| Program Code Range | Function |
|---|---|
| 2000 - 2499 | Instruction |
| 2500 - 2699 | Research |
| 2700 - 2799 | University Libraries Research |
| 3000 - 3499 | Public Service |
| 3500 - 3999 | Academic Support |
| 4000 - 4499 | Student Services |
| 4500 - 4799 | Institutional Support |
| 5000 - 5499 | Operations and Facilities |
| 5500 - 5699 | Scholarship / Fellowships |
| 6000 - 6999 | Transfers |
| 7000 - 7999 | Auxiliary |

*Source: FGRPRGH Program Hierarchy Report*

# Why are Functional Totals Frozen in April?

- The final current year budget is submitted as part of the Spring Budget
  - Departments realign budgets and anticipated purchases


- E&G control totals are compared against final year-end amounts


- Functional Expenditure exceeding Estimated Budget – "Busting a Function"

# Spring Budget – Benefit Fringe Rate

- Benefits FY23 Proposed Fringe Rate (*To be Finalized in May*)
  - 35.86% Salaried Employees
  - 52.83% Hourly Employees
  - 7.44% Temp Employees – No Insurance
  - 14.40% Temp Employees – With Insurance
  - 1.20% Student / GA

- Benefits FY22 Fringe Rate
  - 34.80% Salaried Employees
  - 52.52% Hourly Employees
  - 7.27% Temp Employees – No Insurance
  - 18.18% Temp Employees – With Insurance
  - 1.07% Student / GA

# Spring Budget - Expense

❖ Reviewing FYBR005 Budget by Organization Current Year and Base

➤ Department can determine whether Base Budget adjustments are needed due to

❑ Small amount less than $100

❑ Change in expenditure plans

❖ Banner Self Service Query

➤ Department can use to analyze budgets to align as needed

❑ Reminder Current Year Budget to be moved as needed for Departments spending plan through June 30th

# Revenue Process

- Revenues are updated each budget cycle (Spring & Fall)

- Accessed via Financial Program Guide – revenue budget reviews

  UTILITIES & REPORTS
  budget overexpenditures
  revenue budget reviews
  e~Print

- Designees and Financial Managers to review report and make any necessary Revenue changes with Budget Revisions or Accounting Transfer Vouchers –
       (*Use Transfer Voucher for corrections of actual transactions posted*)

- Eliminated the Revenue Certification Process
          *FYBR001 ePrint report will continue to run for analysis review*

- In the Spring you need to review current year and base for the next fiscal year

- Estimates & future projections should be realistic to reflect the activity you expect

- Return revenue pdf Budget Revisions to Financial Planning
   (Note, Academic Affairs units return to the Provost Office)

# Banner Finance Program Guide – *revenue budget reviews*

**Revenue Budget Reviews**

To help you manage you accounts, we are providing this notice to aid in the review of the revenue budget and actuals as shown on Banner Finance records.

- It is important that your current estimates and future projections are realistic and accurately reflect the activity you expect for the respective current and base budgets. Please review and determine if action is required (budget revision or error correction). Please note, if submitting a revenue budget revision, amounts should be rounded to the nearest hundreds. Budget revision forms can be found online and need to be submitted in PDF format to FPRevisions@memphis.edu.

Please see the column header descriptions below:

- PY2 Actuals:
  - Fall cycle: year-to date Actuals data as of the reporting period from 2 years prior
  - Spring cycle: year-end Actuals data from 2 years prior
- PY Actuals:
  - Fall cycle: year-to date Actuals data as of the reporting period from 1 year prior
  - Spring cycle: year-end Actuals data from 1 year prior
- CY Actuals:     year-to date Actuals data as of the report date for the current fiscal year

Following are the details of the revenue account(s) as of **February 24, 2022**. Please note that this is a static file as of the date indicated.

Revenue Budget Revisions **due Friday, March 18, 2022**

| Index | Fund | Org | Prog | Actv | Account | Account Title | PY2 Actuals | PY Actuals | CY Actuals | CY Adj Budget | CY Avail Bal | CY vs PY | CY Base Budget |
|-------|------|-----|------|------|---------|---------------|-------------|------------|------------|---------------|--------------|----------|----------------|
| No records found. | | | | | | | | | | | | | |

Questions? Contact budget@memphis.edu.

Logout

# FYBR001 Revenue Budget Estimate / Worksheet by Organization
## *Reference Only – Eliminated the Revenue Certification Process*

REPORT: FYBR001

University of Memphis
Revenue Budget Estimate / Worksheet by Organization

10-Feb-2022    04:30 AM

Prior FY:    21
Current FY:  22
Next FY:     23

Fund:          110001      Undesignated E and G
Organization:  260000      School of Law
Program:       2100        Revenue Producing Instruction         Actv Code: None

| 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 |
|---|---|---|---|---|---|---|---|
| 51816 | Locker Fees | 105.00 | 500 | 580.00 | | 1,000 | |
| 58868 | Vendor Fees Non Taxable | 950.00 | 3,400 | 3,410.50 | | | |
| | Total | 1,055.00 | 3,900 | 3,990.50 | | 1,000.00 | |

Financial Manager                                    Date

| Lookup Results Matching Index 413013: School Of Law Instr | | | | |
|---|---|---|---|---|
| Fund ▲▼ | Organization ▲▼ | Program ▲▼ | Activity ▲▼ | Location ▲▼ |
| 110001 (Undesignated E and G) | 260000 (School of Law) | 2100 (Revenue Producing Instruction) | | |

# FYBR001 Revenue Budget Estimate / Worksheet by Organization
## *Best Tool to review Revenue to address issues / problems*

PAGE: 146                                           University of Memphis                          10-Feb-2022      04:30 AM
REPORT:    FYBR001                               Revenue Budget Estimate / Worksheet by Organization

Prior FY:     21
Current FY:  22
Next FY:    23

Fund:          112000         Intercollefiate Athletics      **Not Valid Fund for Organization**
Organization:  543500        Tiger Copy and Graphics
Program:     4650          Gen Admin and Logistica Service        Actv Code: None

| 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 |
|---|---|---|---|---|---|---|---|
| 58010 | Sales Tax Paid - Athletics | 0.00 | | 0.00 | | | |
| 58878 | Other Sales - Taxable | 0.00 | | -25.00 | | | |
| 58882 | Sales Tax Paid | 0.00 | | -2.82 | | | |
| | Total | 0.00 | | -27.82 | | | |

_____
Financial Manager                        Date

**Valid Index:**

| **Lookup Results Matching Index 264200: Reprographics** | | | | |
|---|---|---|---|---|
| **Fund** ▲▼ | **Organization** ▲▼ | **Program** ▲▼ | **Activity** ▲▼ | **Location** ▲▼ |
| 112200 (Reprographics) | 543500 (Tiger Copy and Graphics) | 4650 (Gen Admin and Logistical Services) | | |

# FYBR001 Revenue Budget Estimate / Worksheet by Organization

- Review revenue Budget and YTD transactions
  - Department may need to prepare Budget Revision to adjust budget or Accounting TV to move revenue
- Action Items for this example:
  1) Banner Finance Program Guide – Search by Org and Program to obtain list of valid – FOPA
  2) Banner Finance Self Service Query – Items in Blue can be clicked on to drill down to detail
  3) Investigate Document Number by using OnBase / Office Files / USBS – Bursar's
- Note, once the Accounting TV to move Account Code 58878, Other Sales – Taxable has posted; Accounting Office will process the Sales Tax Paid entry during their monthly process.

# Which budget revision should be used?

- Determine what type of Budget Revision
  - Current Year or Base Budget

- Is the source of the revenue one time or recurring

- Round Revenue Budget to 100's

- Explanation for Revenue Change
  Questions Who? and Why? to be answered

# Spring Budget Revenue

**THE UNIVERSITY OF MEMPHIS.**

## Temporary Current Year Budget Revision (BD04)

Request Help

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

**User ID:** cwhitehd  (e.g., jsmith)   **Fiscal Year:** 2022   **Date:** 02/11/2022

**Name:** Christopher Whitehead

**Department:** School of Law

### Temporary Current Year Budget Revision (BD04)

| | 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 | 413013 | School Of Law Instr | 110001 | 260000 | 51816 | 2100 | | 0 | 0 | 0 | 100 |
| 02 | 413013 | School Of Law Instr | 110001 | 260000 | 74000 | 2100 | | 100 | 0 | 0 | 0 |
| 03 | 413013 | School Of Law Instr | 110001 | 260000 | 58868 | 2100 | | 0 | 0 | 0 | 500 |
| 04 | 413013 | School Of Law Instr | 110001 | 260000 | 74000 | 2100 | | 500 | 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**
1,200

**Total:** 600 | 0 | 0 | 600

**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.

01 - 02 Law Locker increase in student participants 03 - 04 Law Orientation Sponsors

**Questions:**

Who

Why

**Banner Description:**

01 - 02 LawLocker Participants Up

03 - 04 Law Orientation Sponsors

# What is Account Type 75? Departmental Revenue Account Codes

➢ Are to be used only for services provided by a Campus Department to another Campus Department

➢ Are not to be used for a Campus Department expense (invoice, travel, reimbursement, etc.)

➢ The most misunderstood are:

  o 75431, Conference Fees Non Taxable
  The correct expense Account Code 74830, Training Costs for Employees

  o 75432, Equipment Rental Non Taxable
  The correct expense Account Code 74630, Rental of Equipment

  o 75435, Parking Fees – Non Taxable
  The correct expense Account Code 74992, Parking Spaces / Decals

# Budget Revision Process

- All budget revisions must be submitted to Financial Planning as PDF documents. Excel and paper versions will be returned for PDF version.

- DocuSign cannot be used to approve budget revisions. Please add signatures in Adobe software. Directions can be provided upon request by Financial Planning.

- Approved budget revisions should be submitted to the "inbox" email address: **FPRevisions@memphis.edu**.
  (Academic Affairs units to submit to Provost Office first)
  (Auxiliary units to submit to Colis Chambers – cchambrs@memphis.edu )

- Please direct all questions to **budget@memphis.edu**.

# Financial Planning and Analysis Web Page

## Training Resources

- **Finance Basics: Budget Training**
- **Finance Basics: FOAPAL Training**
- **Single Positions by E-Class Chart**
- **Pooled Positions by Position Title Chart**
- **Access Budget Reports via Eprint**
- **Budget Reports Reference Guide**
- **Revenue Tips: How to Review FYBR001**   *from FY2009 - note principles are the same today*
- **Expense Tips: How to Review FYBR005**   *will report Departmental Revenue*
- **InterFund Transfer Examples BD04 Form**

# Questions?

# Announcements & Deadlines

# Announcements & Deadlines

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

# Announcements & Deadlines

- New HR Employees
  - Ryan Hall,
    Senior HR Business Partner
  - Charlena Brassell,
    HR Service Center Associate
  - Bonnie Mahar,
    Data Management Clerk

# Announcements & Deadlines

- Don't forget to review the University's current job openings at [workforum.memphis.edu](workforum.memphis.edu).

- Follow the Division of Business & Finance on Twitter at [@uofmemphisbf](@uofmemphisbf)!

- Subscribe to our WorkforUM Twitter feed at [@umemphisjobs](@umemphisjobs)!

- Follow us on Instagram! [@uofmhr](@uofmhr)

# Announcements & Deadlines

*Tigerbuy & Procurement Cards*

## Tigerbuy

- Get access using Access to Business & Finance Systems form
- Sign up for training via Learning Curve
- Attend training for full access (requestors)

## P Card

- Complete Procurement Card Application
- Sign up for training via Learning Curve
- Attend training
- Sign Agreement to receive card

# Announcements & Deadlines

Constance M. Butts,
Procurement & Contract Services

Retirement from UofM is March 14, 2022

We'll miss you, Constance!

# Announcements & Deadlines

**COVID-19 Reminders:**

- Masks are strongly recommended to be worn by all persons while indoors and in places where maintaining appropriate social distancing is not possible.

- [View the state law regarding masks (14-2-104) >](#)

- All students, faculty and staff are strongly encouraged to receive the COVID-19 vaccine. [Learn more >](#)

- Do not come to campus if you are experiencing symptoms, are in isolation or quarantine due to positive test results or exposure, pending test results, or have reason to believe you have come in contact with the virus.

- Daily symptom monitoring and self-reporting of positive test results are required. [View requirements and instructions >](#)

# Announcements & Deadlines

**Staff Performance Appraisals in SAMS:**

- Due April 30, 2022 and should reflect the standard appraisal period of May 1, 2021 thru April 30, 2022 in most cases.

- Training sessions are available now in Learning Curve. Look for "Staff Appraisals Made Simple."

- Virtual Trainings
  - Thursday, February 10 | 2-3 PM
  - Friday, February 25 | 10-11 AM
  - Friday, March 25 | 2-3 PM

- In-Person Trainings
  - Wednesday, March 23 | 9-10 AM
  - Tuesday, March 29 | 3-4 PM

- **https://www.memphis.edu/performance**

# Announcements & Deadlines

**Watch out for phishing attempts:**

- HR has noticed an uptick in fraudulent phishing scams where a bad actor attempts to impersonate an employee and request salary information and attempts to start a change to direct deposit information.

- **HR/Payroll will not engage with these types of requests via e-mail.**

- Report any phishing e-mails to abuse@memphis.edu.

# Announcements & Deadlines

**Inclement Weather Reminder:**

- Leave-accruing employees who did not work due to the University's closure should record 7.5 hours of Inclement Weather Leave on time sheets & leave reports for February. This includes faculty!

- Employees who did work may record time/leave as normal.

- You many ignore any overage warnings/errors on time sheets/leave reports related to inclement weather leave.

# Announcements & Deadlines

**Separation & Clearance:**

- Please remember to immediately complete online separation notices for any employees you have that are departing the University!

- Not doing so can lead to an audit finding because the employee would still have access to University systems.

- **https://umwa.memphis.edu/sep-clear**

# Announcements & Deadlines

**2022 E-Contract trainings have been scheduled:**

- Part-Time Faculty

- Temporary Employees

- Student Workers

- Extra Compensation

- Graduate Assistants

- Faculty Summer Compensation handled by the Provost's Office

- **Sign up in [Learning Curve](#)!**

# Announcements & Deadlines

**Quarterly WorkforUM trainings have been scheduled in Learning Curve for 2022:**

- April 27
- July 27
- October 26

- **Sign up in Learning Curve!**

# Announcements & Deadlines

**Upcoming Finance trainings:**

- What to Send to the Accounting Group E-Mails:
  March 4, 2022
  10:30am

- Accounting Basics:
  March 24, 2022
  10:30am

- **Sign up in [Learning Curve](#)!**

**Values in Action (VIA)**

- New workshop series where employees will learn how to incorporate the University's Values in their daily actions. Sessions will be hosted on Zoom at midday, so you can watch and learn while enjoying your lunch.

- February 17: Diversity & Inclusion Workshop –
  *Understanding & Embracing Diversity*

    Dr. Mel L. Campbell, Jr., Motivational Speaker/Psychologist/Author

- March 9: Student Success Workshop –
  *Employees and Education Benefits*

    Dr. Karen Weddle-West, Vice President, Student Academic Success

- **Sign up in Learning Curve!**

# Announcements & Deadlines

In April, HR will host a special series of virtual workshops hosted by the [American Heart Association](#). These will be every Friday from 12-1 p.m.

- April 1: [Move More](#)

- April 8: [Eat Well](#)

- April 15: [Be Well](#)

- April 22: [Women and Heart Disease](#)

No registration required!

# Announcements & Deadlines

- Through close of business Feb. 18, we are accepting nominations for this month's Harriet Montgomery Customer Service Excellence Award.

- This month, nominations are being accepted for Business & Finance employees only.

- Nominate at https://www.memphis.edu/harriet.

# Announcements & Deadlines

- 2021 Total Compensation Statements have been released in the MyMemphis portal.

- These are not to be confused with W-2 tax forms, which were mailed and/or released online last month, depending on which method you have chosen to receive yours.

# Announcements & Deadlines

**The 5th Annual Excellence Awards:**

- Honoring excellence of staff members at the UofM
  - Presidential Excellence Award
  - TIAA Excellence Awards (by division)
  - Community Service Outreach Award
- In-person ceremony scheduled for March 21, 2022.

# Announcements & Deadlines

**Form I-9 Information:**

- Appointments not needed during regular business hours.

- Visit 143 Administration Building M-F 8-4:30.

- Questions? i9@memphis.edu

# Announcements & Deadlines

ARE YOU

## FEELING OVERWHELMED?

The State of Tennessee's Employee Assistance Program can help.

- The EAP is available for all benefits-eligible employees and their dependents, 24/7/365.
- You do not have to be enrolled in health insurance to take advantage.
- The EAP can help with work-related, personal and/or financial issues.
- You may receive five EAP visits per situation per years at no cost to you.
- All conversations are confidential.

For authorization, call or visit:
855-HERE4TN or Here4TN.com

THE UNIVERSITY OF
MEMPHIS.
Human Resources

OPTUM®

# Announcements & Deadlines

- Need someone added to the Focus on Finance & HR mailing list?

- Don't forward to them— forward to us!

- hr@memphis.edu

HERE ARE TODAY'S CATEGORIES

JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# WORKERS' COMPENSATION

Correct   Wrong   Cheer   Boo   Silence

CAN I GET YOUR NUMBER?

JEOPARODY

Correct　Wrong　Cheer　Boo　Silence

# FACULTY FACTS

Correct  Wrong  Cheer  Boo  Silence

# KNOW YOUR BANNER

Correct   Wrong   Cheer   Boo   Silence

# HIRING AN EMPLOYEE

Correct   Wrong   Cheer   Boo   Silence

# EXCEPTION TO THE RULE

JEOPARODY

Correct  Wrong  Cheer  Boo  Silence

| WORKERS' COMPENSATION | CAN I GET YOUR NUMBER? | FACULTY FACTS | KNOW YOUR BANNER | HIRING AN EMPLOYEE | EXCEPTION TO THE RULE |
|---|---|---|---|---|---|
| $100 | $100 | $100 | $100 | $100 | $100 |
| $200 | $200 | $200 | $200 | $200 | $200 |
| $300 | $300 | $300 | $300 | $300 | $300 |
| $400 | $400 | $400 | $400 | $400 | $400 |
| $500 | $500 | $500 | $500 | $500 | $500 |

FINAL JEOPARODY

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

# IN A NON-EMERGENCY ON-THE-JOB INJURY, TELL YOUR SUPERVISOR AND MAKE SURE YOU ALSO DO THIS

Start Timer

JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# IN AN ON-CAMPUS EMERGENCY, THIS SHOULD BE THE FIRST PHONE CALL MADE

Start Timer

GO TO RESPONSE

Correct   Wrong   Cheer   Boo   Silence

# WHAT IS 678-HELP?

Correct  Wrong  Cheer  Boo  Silence

# INJURED EMPLOYEES SHOULDN'T ASSUME THEY WILL BE ABLE TO VISIT THIS MEDICAL PROFESSIONAL

Start Timer

GO TO RESPONSE
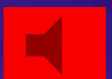
JEOPARODY

Correct     Wrong     Cheer     Boo     Silence

# WHAT IS THEIR PERSONAL DOCTOR?

THE EMPLOYEE & SUPERVISOR SHOULD ALWAYS BE SURE THIS FORM IS SUBMITTED AFTER AN INJURY

Start Timer

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

WHAT IS THE FIRST REPORT OF INJURY FORM?

IF AN EMPLOYEE INJURY IS NOT REPORTED WITHIN 24-48 HOURS, THE EMPLOYEE'S DEPARTMENT MAY RECEIVE ONE OF THESE

Start Timer

GO TO RESPONSE

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

# WHAT IS A $500 FINE?

# THE STANDARD NUMBER OF HOURS IN ONE WORKWEEK FOR A REGULAR UNIVERSITY EMPLOYEE

Start Timer

JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# THE STANDARD NUMBER OF HOURS IN ONE WORKWEEK FOR A UNIVERSITY POLICE OFFICER

Start Timer

JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# WHAT IS 40?

Correct  Wrong  Cheer  Boo  Silence

# THE NUMBER OF INSTANCES FOR WHICH A QUALIFIED UNIVERSITY EMPLOYEE CAN USE PAID PARENTAL LEAVE

Start Timer

GO TO RESPONSE

JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# WHAT IS 3?

Correct   Wrong   Cheer   Boo   Silence

THE NUMBER OF CREDIT HOURS A FULL-TIME EMPLOYEE WITH AT LEAST 6 MONTHS OF SERVICE CAN TAKE PER SEMESTER USING THE STAFF SCHOLARSHIP

# WHAT IS 6?

Correct  Wrong  Cheer  Boo  Silence

IN ORDER TO QUALIFY FOR FMLA, A UNIVERSITY EMPLOYEE MUST HAVE ONE YEAR OF SERVICE AND HAVE PHYSICALLY WORKED THIS NUMBER OF HOURS

**Start Timer**

GO TO RESPONSE

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

AVAILABLE AS AN APPLICANT DOCUMENT IN WORKFORUM, THIS LATIN PHRASE IS GENERALLY CONSIDERED THE FACULTY EQUIVALENT OF A RESUME

Start Timer
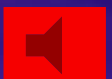
JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# WHAT IS A CURRICULUM VITAE (CV)?

Correct   Wrong   Cheer   Boo   Silence

# T&P, A FREQUENT TERM USED IN THE FACULTY WORLD, REFERS TO THIS IMPORTANT ACTIVITY

Start Timer

GO TO RESPONSE

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

# NINE-MONTH FACULTY MEMBERS AT THE UNIVERSITY ACCRUE THIS AMOUNT OF ANNUAL LEAVE

Start Timer

GO TO RESPONSE

JEOPARODY
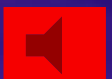
Correct    Wrong    Cheer    Boo    Silence

# WHAT IS NONE?

Correct  Wrong  Cheer  Boo  Silence

NINE-MONTH FACULTY MEMBERS WORK NINE MONTHS BUT GET PAID OVER 12 MONTHS DUE TO THIS "D" PROCESS

Start Timer

Correct   Wrong   Cheer   Boo   Silence

WHAT IS DEFERRAL?

Correct  Wrong  Cheer  Boo  Silence

FACULTY MEMBERS WHO WORK IN THE SUMMER BUT GET SICK AND MUST TAKE LEAVE WOULD REPORT THAT LEAVE IN THIS WAY

Start Timer

GO TO RESPONSE

JEOPARODY

Correct     Wrong     Cheer     Boo     Silence

# WHAT IS VIA A MEMO?

Correct   Wrong   Cheer   Boo   Silence

# VITAL STUDENT INFORMATION CAN BE FOUND ON SPAIDEN; SIMILARLY, VITAL EMPLOYEE INFORMATION CAN BE FOUND HERE

Start Timer

GO TO RESPONSE

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

# WHAT IS PPAIDEN?

Correct  Wrong  Cheer  Boo  Silence

# AFTER THE 10th OF THE MONTH, THIS ROLE MUST BE USED TO SUBMIT AND APPROVE A LEAVE REPORT

Start Timer

JEOPARODY

Correct  Wrong  Cheer  Boo  Silence

# WHAT IS SUPERUSER?

Correct   Wrong   Cheer   Boo   Silence

WANT TO SEE ALL PEOPLE WHO HAVE EVER BEEN IN A POSITION NUMBER? GO TO THIS BANNER FORM

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

THIS TAB ON NBAJOBS DETERMINES WHERE AN EMPLOYEE'S TIMESHEET OR LEAVE REPORT IS LOCATED

Start Timer

JEOPARODY
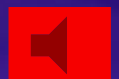
Correct    Wrong    Cheer    Boo    Silence

# WHAT IS PAYROLL DEFAULT?

Correct Wrong Cheer Boo Silence

# THIS FIELD ON PEAEMPL DETERMINES AN EMPLOYEE'S LONGEVITY PAYMENT MONTH

Start Timer

JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# WHAT IS SENIORITY?

Correct   Wrong   Cheer   Boo   Silence

WITH RARE EXCEPTIONS, NEW REGULAR EMPLOYEES SHOULD BEGIN WORK ON THIS DAY OF THE WEEK

Start Timer

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

# WHAT IS MONDAY?

Correct   Wrong   Cheer   Boo   Silence

DEPARTMENTS SHOULD NOT LET AN EMPLOYEE WORK WITHOUT CONFIRMATION FROM HR THAT ONE OF THESE HAS BEEN CLEARED

Start Timer

GO TO RESPONSE

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

EMPLOYEES HAVE THIS MANY DAYS FROM THEIR FIRST DAY OF WORK TO HAVE THEIR I-9 VERIFIED

Start Timer

GO TO RESPONSE

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

# WHAT IS 3?

Correct   Wrong   Cheer   Boo   Silence

# APPLICANT INTERVIEWS SHOULD NEVER BEGIN UNTIL THIS OFFICE HAS INDICATED APPROVAL

Start Timer

JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# WHAT IS INSTITUTIONAL EQUITY (OIE)?

Correct   Wrong   Cheer   Boo   Silence

DEPARTMENTS HIRING A NEW EMPLOYEE (EVEN THE CREAM OF THE CROP) SHOULD NEVER OFFER THE CANDIDATE A SALARY HIGHER THAN THIS

Start Timer

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

# WHAT IS THE POSTED HIRING RANGE?

JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# TIMESHEET DEADLINES ARE EVERY OTHER FRIDAY, UNLESS THAT FRIDAY IS ONE OF THESE

Start Timer

GO TO RESPONSE

Correct    Wrong    Cheer    Boo    Silence

# WHAT IS A HOLIDAY?

Correct   Wrong   Cheer   Boo   Silence

# HIRES MADE WITHOUT A PUBLIC RECRUITMENT PROCESS SHOULD BE RARE AND PRE-APPROVED VIA ONE OF THESE

Start Timer

GO TO RESPONSE

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

# WHAT IS A WAIVER OF SEARCH FORM?

Correct  Wrong  Cheer  Boo  Silence

ON STUDENT & TEMPORARY E-CONTRACTS, THIS IS THE ONLY EXCEPTION WHERE THE SERVICE & PAYROLL DATES WOULD NOT MATCH

Start Timer

GO TO RESPONSE

JEOPARODY

Correct    Wrong    Cheer    Boo    Silence

# WHAT IS A ONE-TIME PAY?

Correct Wrong Cheer Boo Silence

ONE EMPLOYEE IS NOT ALLOWED TO HAVE MULTIPLE JOBS IN DIFFERENT E-CLASSES EXCEPT FOR THESE

Start Timer

GO TO RESPONSE

JEOPARODY

Correct  Wrong  Cheer  Boo  Silence

WHAT IS PF & TH (PART-TIME FACULTY & TEMPS)?

# THE TERM FOR ENROLLING YOURSELF OR DEPENDENTS IN INSURANCE OUTSIDE OF THE OPEN ENROLLMENT PERIOD

Start Timer

GO TO RESPONSE

Correct   Wrong   Cheer   Boo   Silence

# FINAL JEOPARODY

JEOPARODY

WITH AN OFFICIAL EMPLOYMENT START DATE OF MARCH 2nd, A NEW UofM EMPLOYEE'S MEDICAL INSURANCE WOULD BEGIN ON THIS DATE

Start Timer

JEOPARODY

Correct   Wrong   Cheer   Boo   Silence

# WHAT IS MAY 1?
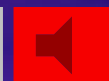
Correct  Wrong  Cheer  Boo  Silence

# NEXT MEETING

## Tuesday, March 15, 2022
## 2:30 p.m.

**Web: memphis.edu/focus**
**Meetings: memphis.edu/focuszoom**