

FOCUS ON FINANCE & HR

March 21, 2023

Agenda

- Ring Central
- How Well Do You Know Your HR Processes? An Interactive Game
- Announcements & Deadlines



RING CENTRAL

Bernard McGhee

Ring Central

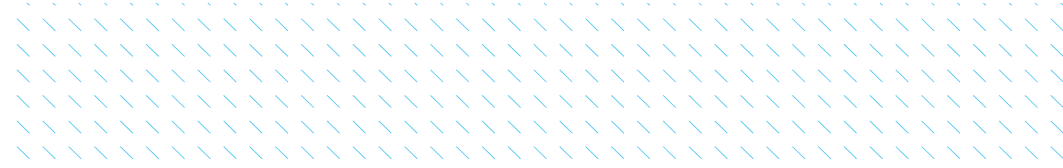
- Cloud-based telecommunication services
- Enhanced call handling and data analytics
- Removes dependencies on some legacy infrastructure
- Opportunities to strengthen support for our constituents

Ring Central

- Rate changes have been communicated to division leaders and Deans. They are effective July 1, 2023
- Estimates included in communications
- Working with Business Officers on questions
- FAQs https://www.memphis.edu/its/ringcentral/rc_faqs.php

Ring Central

QUESTIONS?



HOW WELL DO YOU KNOW YOUR HR PROCESSES?

Danny Linton

How Well Do You Know Your HR Processes?

- Using your smartphone, go to www.kahoot.it or scan the QR code on the screen, then enter the game PIN number.
- For your nickname, please put your actual first and last name.
- You have two minutes to enter your answer on your phone, starting from when the answers display on the screen.
- DON'T LET YOUR PHONE GO TO SLEEP! If you do, you'll need to hit the Refresh button and may lose your progress.
- The faster you answer the better for your score, but only if you are CORRECT.
- This month's "Spin the Wheel" prizes will go to those folks who finish in 1st, 2nd, and 3rd place.



ANNOUNCEMENTS & DEADLINES

Danny Linton

Announcements & Deadlines

- Welcome to all first-time attendees at Focus on Finance & HR!
- Need someone added to the Focus on Finance & HR mailing list?
Don't forward to them—forward to us!
- hr@memphis.edu

Announcements & Deadlines

- Remember 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

- REMINDER! The Process Improvement Team for Dual Services created <https://www.memphis.edu/dualservices> last May.
- There is a new electronic process for when a UofM employee will be working at another State of Tennessee institution.
- Information is also available for incoming Dual Services employees as well (employees of other State of TN institutions performing work at UofM).

Announcements & Deadlines

- The due date for capital equipment inventory confirmations is March 31, 2023.

Spring Budget: Key Dates

- **Revenue Projections: Due Friday, March 17, 2023**
 - Email with instructions sent out Monday March 6, 2023
 - If you desired, you may schedule a time for individual review with a Financial Planning staff member
 - Tuesday, Mar 7th thru Friday Mar 10th
 - 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 27, 2023**
 - If a Summer project is planned, submit by Spring deadline
- **Expenditure & Position PDF Budget Revisions: Due Monday, March 27, 2023**
 - Email with instructions sent out Monday March 6, 2023
 - Submit revision to cover any newly hired Limited position and those FY23 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 FY24
- **BD4 Online Budget Revisions: Due Friday, April 7, 2023 with all approvals**
 - Remember to align department budgets for the remainder of FY23
 - No functional changes after deadline

Announcements & Deadlines

- FY23 year-end deadlines from Accounting and Procurement are now available online at <https://www.memphis.edu/accounting/yearend.php>.

Announcements & Deadlines

- Please continue to use the new Banner 9 portlets for both HR and Finance tasks as you can. The old Banner 8 portlets will be deactivated in the coming months.

Announcements & Deadlines

- REMINDER: New Bereavement Notification form
- memphis.edu/bereavement

Announcements & Deadlines

- The Business & Finance Web server will be decommissioned this summer. This will affect the following:
 - Finance Program Guide (will require login or VPN to access)
 - HR Program Guide (will require login or VPN to access)
 - Learning Curve
 - Various B&F Web forms
- The above web apps & forms will be moved to new locations and redirects will be put in place. Some may look different after moving.
- This refers to any URL starting with **bf.memphis.edu**.

Announcements & Deadlines

- Records inventory certifications are due by May 31 and training is available in [Learning Curve](#). The next training date is April 5 at 11am.

Announcements & Deadlines

- The 6th Annual Excellence Awards Ceremony
April 6, 2023
9am, University Center Ballroom

Announcements & Deadlines

Separation & Clearance

- Please remember to immediately complete an online separation notice for any employee in your area that is departing the University!
- Not doing so places the University at risk because the employee would still have system access and could lead to an audit finding.
- Keep in mind it is HR's practice to process clearances closer to the date of separation so that leave balances can be accurately calculated for payouts.
- <https://umwa.memphis.edu/sep-clear>

Announcements & Deadlines

- Faculty performance appraisals for 2022 kicked off in WorkforUM on January 4, 2023. Faculty appraisals for 2021 closed (forever) on December 16, 2022.
- Staff performance appraisals in SAMS are due April 30, 2023 for all non-probationary staff employees. Trainings related to this topic are available in Learning Curve.
- Keep in mind that assistant & associate deans are to be evaluated in SAMS, not in WorkforUM, due to the primarily administrative nature of their job duties.

Announcements & Deadlines

Next Effective Search Committee training:

- April 13, 10am
- Sign up in [Learning Curve](#)!

Announcements & Deadlines

Next WorkforUM training:

- April 26, 1:30pm
- Sign up in [Learning Curve](#)!

Announcements & Deadlines

Professional Development Series:

These four courses are open to any staff or faculty who would like to attend. The special guest speakers are being provided by our Employee Assistance Program with Optum. These are great topics for both new and seasoned employees looking for a refresher. Registration can be found in Learning Curve under courses offered by Human Resources. They will all be hosted online as webinars from 12-1pm.

- How to Build Customer Satisfaction (March 31)
- Getting the Best of Stress (April 28)

Announcements & Deadlines

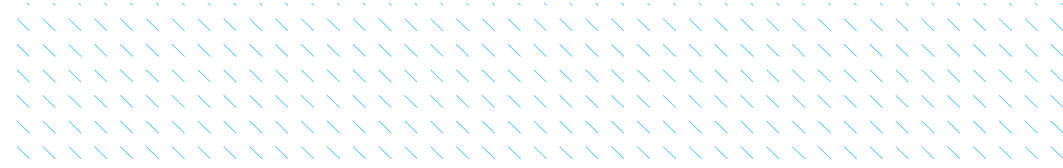
Coming in 2023:

- HR is spearheading a new initiative for the new year called “Empowering Management.”
- This series of trainings will function as a “toolkit” for managers & supervisors about a wide variety of topics such as performance management, hiring, University policies, FMLA...basically everything any good manager should know!
- Be on the lookout for more information in 2023!

Announcements & Deadlines

Form I-9 Information:

- Appointments no longer needed during regular business hours.
- Visit 143 Administration Building, M-F 8-4:30.
- Questions? i9@memphis.edu



THANK YOU FOR ATTENDING!

Next Meeting

April 18, 2023 @ 2:30pm

Meeting Location: UC Bluff Room

Website: memphis.edu/focus