



FOCUS ON FINANCE & HR

SEPTEMBER 21, 2021

Today's **Agenda**

- UofM Athlete Name, Image & Likeness (NIL)
- Benefits Open Enrollment
- COVID-19 Latest Information
- Changes to Student Employment
- Status of University Travel
- Tigerbuy New User Interface
- Announcements & Deadlines

UofM Athlete Name, Image, & Likeness (NIL)

DR. ADAM WALKER

EXECUTIVE ASSOCIATE ATHLETIC DIRECTOR, ADMINISTRATION



What is NIL and MaximUM?

- NIL stands for Name, Image and Likeness.
- Memphis Athletics launched “MaximUM” to provide the student-athletes with education and resources to get the “maximum” out of their brand through the contracted vendor, Opendorse.
- **Student-athletes may receive compensation for their NIL if they follow proper protocols and NCAA policies.**
- **University of Memphis employees cannot be directly be involved with student-athlete NIL opportunities.**
- **University of Memphis facilities, logos, trademarks, etc. may not be used by student-athletes under NIL provisions, unless prior approval is granted.**
- **Specific questions about NIL restrictions and parameters can be sent to Executive Associate Athletic Director, Dr. Adam Walker at awalker9@memphis.edu.**



MAXIMUM

POWERED BY  opendorse™

Student-athletes **CAN** earn compensation for use of their name, image and likeness (NIL).

Student-athletes compensation **MUST** be commensurate with the fair market value of the student-athlete's NIL.

Compensation **MAY NOT** be provided in exchange for athletic performance or attendance at an institution.

All compensation **MUST** be reported in the Opendorse application to stay within compliance reporting.

Employees or officers of the university **MAY NOT** be involved in soliciting or promoting NIL opportunities for current or prospective student-athletes.

Need-based financial aid (such as Pell grants) **MAY** be adjusted as a result of compensation earned from NIL.

Student-athletes are **PROHIBITED** from NIL activities with gambling, tobacco, alcohol and adult entertainment.

University of Memphis identifying marks, logos, trademarks, phrases, etc. may **ONLY** be used if pre-approved through Tiger Sports Properties.

University of Memphis facilities **MAY NOT** be used as part of NIL sponsorships unless prior authorization has been provided.

NIL sponsorships shall **NOT** occur during or conflict with official University of Memphis activities (practice, competition, required meetings, etc.)

International student-athletes: NIL compensation **MAY VIOLATE** your student visa, please contact the International Student Services for more information.

Benefits Open Enrollment

SUPRENA GREAR
HR BENEFITS SPECIALIST



Open Enrollment: October 1-15



- You still sign up to review and/or make changes to your benefits through the State of Tennessee's Edison System. But now you can access your account with your UofM password at memphis.edu/edison.
- Enrollment ends at 4:30 p.m. Central on October 15. You must click "submit" in ESS to finalize your selections.
- All new dependent verification documents must be received by 4:30 p.m. Central on October 15.
- Life Insurance: Use the Securian (Minnesota Life) website to enroll in voluntary term life insurance at www.lifebenefits.com/stateoftn.
- CDHP/HSA: Employees must update their HSA contributions each year.
- Flu shots available; appointments required. This is not to be confused with on-site COVID-19 vaccinations, which continue to be available along with on-site testing.
 - Main Campus: October 5, UC Ballroom, 10am-2pm
 - Lambuth Campus: October 6, Varnell Jones Hall, 11am-2pm

Open Enrollment: October 1-15



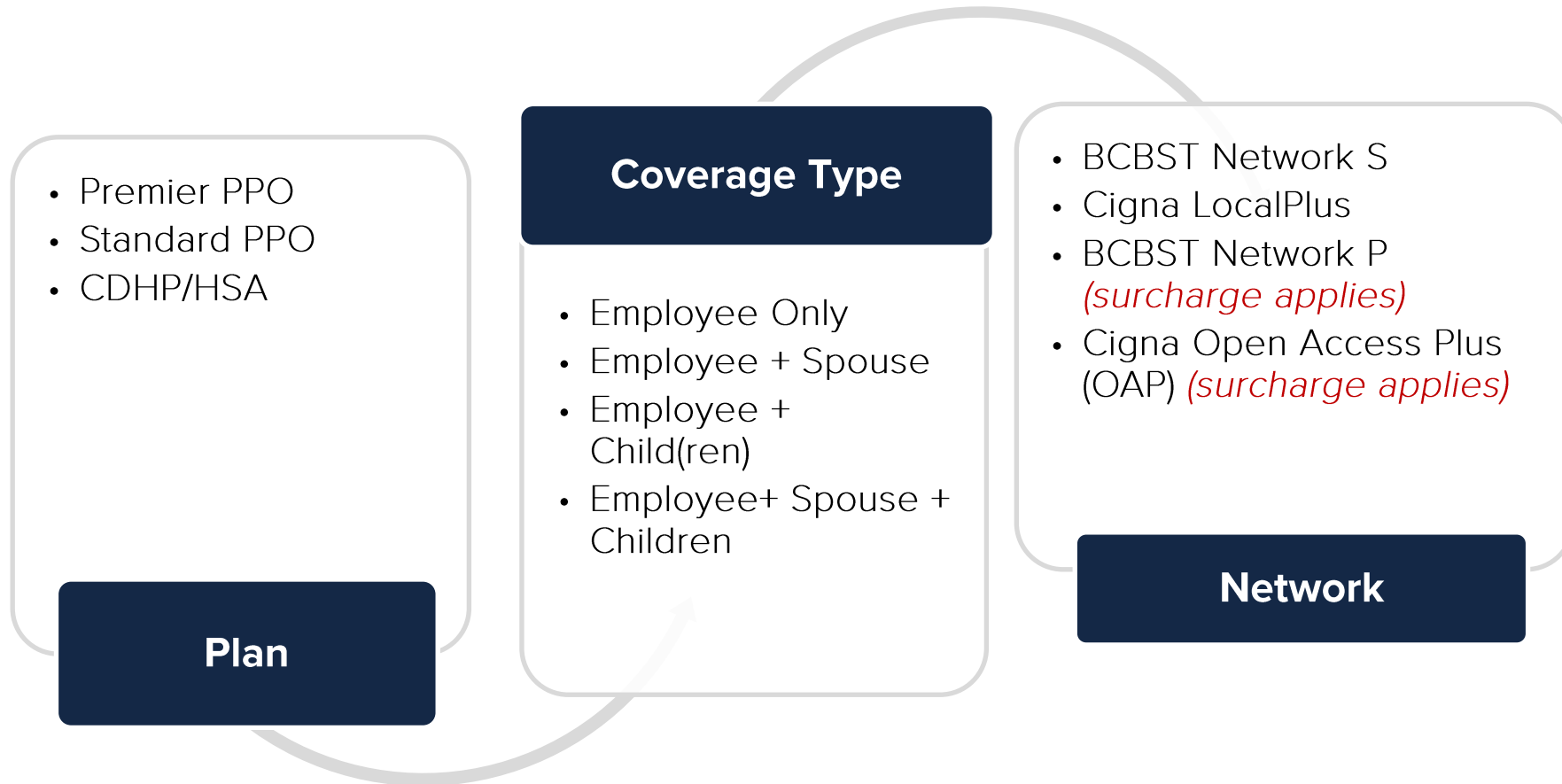
- Don't forget to sign up for a new FSA/Dependent care if you choose for 2022; re-enrollment from 2021 is **NOT** automatic.
- Flexible benefits: Enroll on Optum Bank website at optumbank.com/Tennessee.
- Due to COVID, there will not be an in-person Benefits Fair this year.
- Visit the [HR website](#) for the latest information about open enrollment.
- Passive Open Enrollment: If you want to keep your current coverage and do nothing, your 2021 coverage will roll over to 2022. (If you are enrolled in MetLife dental, it will roll over to Delta Dental.)



What's New for 2022

- Health insurance premiums will increase \$2 - \$16. No premium increases for vision, life insurance or Cigna DHMO (Prepaid Provider). The DPPO Provider for 2022 will be Delta Dental (replacing MetLife).
- Same Health Insurance carriers (BlueCross BlueShield and Cigna). An additional insurance carrier network will be offered in 2022. There will be four carrier network options;
 - Narrow network options – BlueCross/Blue Shield Network S and Cigna Local Plus
 - Broad network options – BlueCross/Blue Shield Network P and Cigna Open Access Plus. The broad networks have an additional monthly cost, which is added to the monthly premium.
- Same health plans and network options as last year. Health insurance copays, coinsurance and deductibles are staying the same.
- Find premium charts, benefits comparison charts for health, dental, vision and more at tn.gov/PartnersForHealth.

Health Insurance



Even if you don't make any changes, you should review your enrollment every year. The plans, networks and benefits may change and impact you.



General Benefits Webinars

- The State of Tennessee is hosting several benefits webinars via WebEx. All times are Central.
- Don't miss this opportunity to learn about your 2022 benefits options. Get information about health, dental, vision, pharmacy and more. (All presentations are the same.)
 - [Monday, Sept. 27, 10-11 a.m.](#)
 - [Friday, Oct. 1, 2-3 p.m.](#)
 - [Wednesday, Oct. 6, 1-2 p.m.](#)
 - [Monday, Oct. 11, 2-3 p.m.](#)
 - [Thursday, Oct. 14, 3-4 p.m.](#)



Specialized Benefits Webinars

- **Life Insurance Options**
 - [Wednesday, Sept. 22 – 3:30 p.m. CT](#)
- **Medical Network Options (BlueCross BlueShield or Cigna)**
 - [Thursday, Sept. 23 – 3:30 p.m. CT](#)
- **Vision Options**
 - [Wednesday, Sept. 29 – 3:30 p.m. CT](#)
- **Dental Options**
 - [Thursday, Sept. 30 – 3:30 p.m. CT](#)

Open Enrollment Reminders



- You still sign up to review and/or make changes to your benefits through the State of Tennessee's Edison System. But now you can access your account with your UofM password at memphis.edu/edison.
- Open Enrollment October 1 – October 15th (8:00 a.m. – 4:30 p.m.)
- If you are adding dependents for the first time, please make sure to upload those documents by October 15th at 4:30 p.m.

Questions?

COVID-19 Latest Information

KRISTIL DAVIS

DIRECTOR, HR STRATEGIC INITIATIVES & TALENT MANAGEMENT



CDC's Most Recent Guidelines

		Vaccinated	Non-Vaccinated
Experiencing Major Symptoms		(Should test) Quarantine period for 7 -14 days from the start of symptoms. 7 days: if no symptoms and receive a negative test on or after day 5. 10 days: no symptoms / no testing required 14 days: recommended by CDC	(Should test) Quarantine period for 7 -14 days from the start of symptoms. 7 days: if no symptoms and receive a negative test on or after day 5. 10 days: no symptoms / no testing required 14 days: recommended by CDC
Direct Exposure (non-household member)		If no symptoms, monitor for symptoms for 14 days and/or get tested 3 to 5 days following the exposure. Wear a mask indoors during the monitoring period or until a negative test result. Can continue to work onsite.	(Should test) Quarantine period for 7 -14 days from exposure. 7 days: if no symptoms and receive a negative test on or after day 5. 10 days: no symptoms / no testing required 14 days: recommended by CDC
Direct Exposure (household member)		<p>Can Isolate from the household member:</p> <p>If no symptoms, monitor for symptoms for 14 days and/or get tested 3 to 5 days following the exposure. Wear a mask indoors during the monitoring period or until a negative test result. Can continue to work onsite.</p> <p>Cannot Isolate from the household member:</p> <p>Isolate & test 3 – 5 days after initial exposure and after the end of the 10-day isolation period. With a negative test result, can return onsite.</p>	<p>Can Isolate from the household member:</p> <p>Quarantine period for 7 -14 days following the exposure. 7 days: if no symptoms and receive a negative test on or after day 5. 10 days: no symptoms / no testing required 14 days: recommended by CDC</p> <p>Cannot Isolate from the household member:</p> <p>Must quarantine for the household member's 10 day isolation period PLUS 7 - 14 days. 7 days: if no symptoms and receive a negative test on or after day 5. 10 days: no symptoms / no testing required 14 days: recommended by CDC</p>
Tested Positive		Isolate for 10 days Do NOT Report Onsite	Isolate for 10 days Do NOT Report Onsite

Contact Tracers

- **Ashley Green and Melissa Doss**
- **Contact Information:** hr_contact_tracing@memphis.edu or **901.678-3573**
- **New:** E-mail communications should NOT contain any personal medical documentation or sensitive materials. To send personal medical documentation or other sensitive materials to HR, please use our secure file upload utility at <https://securefile.memphis.edu/form/hr>. This e-mail address and upload utility are for EMPLOYEES only.

Send Files

HR Secure Document Upload

Please complete the fields below.

First Name

MI

Last Name

U Number

Department

Email Address

Description of Uploaded File

- ☐ Insurance Forms
- ☐ Retirement Forms
- ☐ Dependent Verification Documents
- ☐ COVID-19 Documentation
- ☐ Other

If Other is selected for Description of Uploaded File, please enter the description here

Latest Employee Work Location Numbers

- Remember to have your employees (including student workers, GAs, part-time faculty, and temps) keep their work locations updated in MyMemphis.
- “Working Remotely” and “Hybrid (Both)” responses require an approved ADA/AWA form with HR.
- New choice of “Working Remotely: Position Was Established as Remote” has been added.

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. [Questions?](#)

If your position was not **ORIGINALLY ESTABLISHED** as working offsite, employees who have responded “Working Remotely” or “Hybrid (Both)” to the above question should have an approved Alternative Work Agreement (AWA) on file with Human Resources. Visit [Alternative Work Arrangements](#) for more information.

REGULAR FACULTY/STAFF ONLY		
Working on Campus	1,687	70.4%
Working Remotely	304	12.7%
Hybrid (Both)	368	15.3%
Working Remotely (Position Was Established As Offsite)	7	0.3%
No Answer Received	31	1.3%
TOTAL	2,397	100%

ALL EMPLOYEES (INCLUDING TEMPS, PTF, STUDENT WORKERS, GAs, etc.)		
Working on Campus	2,422	52.2%
Working Remotely	932	20.0%
Hybrid (Both)	658	14.2%
Working Remotely (Position Was Established As Offsite)	32	0.7%
No Answer Received	597	12.9%
TOTAL	4,641	100%

Data as of 09/15/2021

Changes to Student Employment

ELI HATCHER

EMPLOYER OUTREACH SPECIALIST, CAREER SERVICES



STUDENT EMPLOYMENT

Students: Apply for Student Worker Positions

FAQs for Students

Departments: Request a New Student Worker Posting

Info & FAQs for Departments



FIND A STUDENT WORKER

Are you with a UofM department & in need of a student worker? Look here for help!

Purpose

- Updated Policies
- Centralized Website and Processes
- Provide more equal access
- Help further develop career readiness

Student Worker Job Posting Request

Requester Name

Eli Estes Hatcher

Requester Email

hatcher2@memphis.edu

Job Department

Career Services

Job Posting Title

Job Posting Description

If this position is Federal Work Study preferred or required, please specify it here!

Job Contact Name

Job Contact Email

Job Contact Phone

Job Pay Range

Application Start Date

Date only in MM/DD/YYYY format

Application End Date

Date only in MM/DD/YYYY format

Select which documents are required to apply for this job.

- ☐ Resume
- ☐ Cover letter
- ☐ Other:

If Other, list those here (ex: class schedule, portfolio)

If you prefer to use your department/company application form, please provide that link/URL

ex: <https://apply.here.com>



Search

Location

Full-time job

Internship

Part-time

On-campus

All filters

33 jobs found

Relevance

Specialist Assistant

University of Memphis
Memphis, TN

Fresh Part-time • On-campus

**Student Assistant
CWSP- Office of
University...**



University of Memphis
Memphis, TN

Fresh Part-time • On-campus

**Main Office Worker-
School of Music**



University of Memphis
Memphis, TN

Fresh Part-time • On-campus

**Student Worker - Payroll
Office**



University of Memphis

Part-Time • On Campus Student Employment

Student Assistant CWSP- Office of University Advancement



University of Memphis
Memphis, TN

About the role

Application deadline

September 9, 2021
4:30 PM

Posted date

August 19, 2021

Estimated salary

\$12.00 Per hour

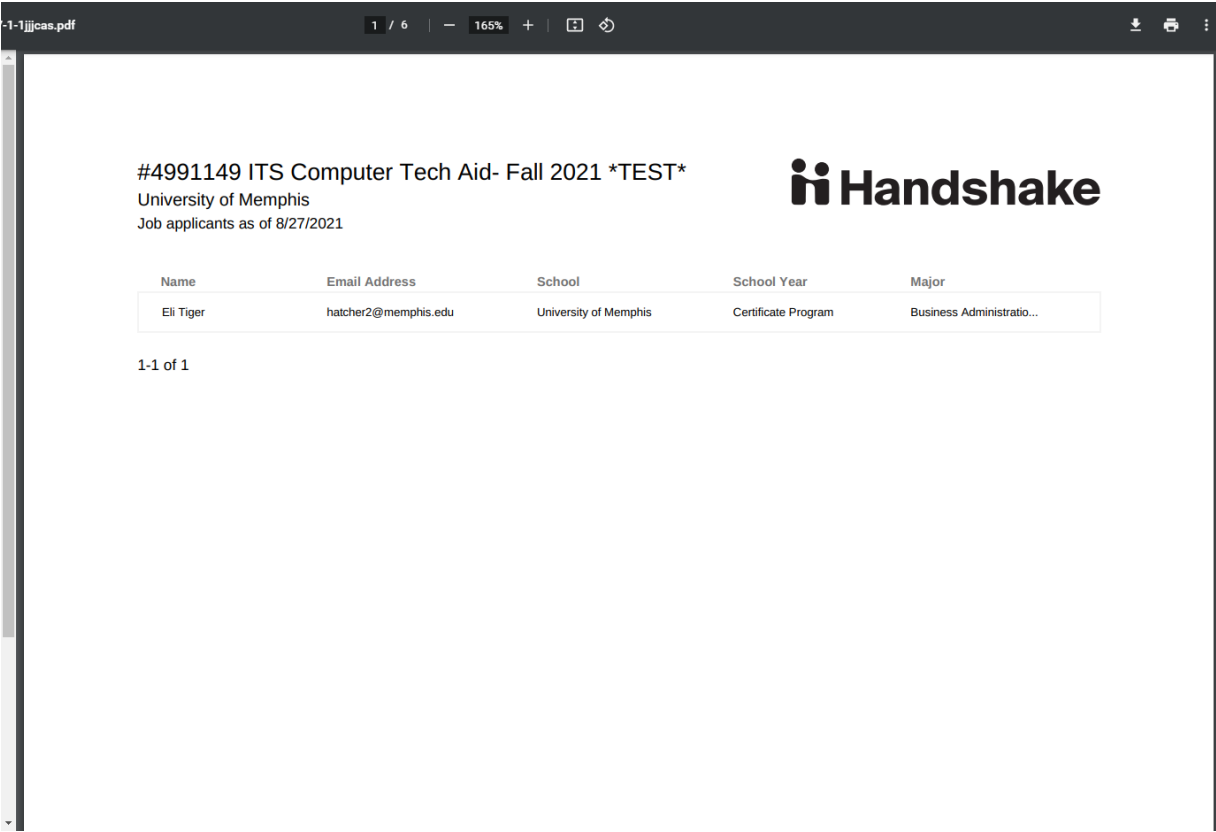


Quick Apply

Role Description

Performs various clerical and data entry tasks. Provides front desk/reception coverage. Compile, copy, sort, scan and file various constituent/donor information. Assists with special projects as needed.

You match all of University of Memphis's candidate preferences



Eli Memphis

Memphis, TN |662.671.4422 |
macymem@memphis.edu

EDUCATION

The University of Memphis, Memphis, TN, Anticipated Graduation Date: Spring 2021
Master of Science Clinical Mental Health Counseling, Current GPA: 4.0

The University of Memphis, Memphis, TN, December 2017
Bachelor of Arts Psychology Minor: Education, GPA: 3.44

RELEVANT COURSEWORK

Clinical Techniques, Clinical Mental Health Counseling, Group Counseling Processes, Multicultural Counseling, Interventions in Mental Disorders, Addiction Counseling, Lifespan and Human Development, Legal and Ethical Issues in Counseling, Career Counseling

EXPERIENCE

University of Memphis, Memphis, TN

Foundations of Counseling Graduate Assistant, August 2019-Present

- Administer, evaluate, and grade quizzes and test for 30 students
- Provide additional instruction for a weekly average of 7 Foundations of Counseling students through office hours
- Attend weekly meetings with professor to discuss the curriculum and student performance

Crisis Intervention and Support Hotline, Baton Rouge, LA

Hotline Intervention Specialist, October 2018-August 2019

- Utilized and managed a multi-line phone system to provide support for a daily average of 12 clients experiencing crisis
- Collaborated with teammates and clinical supervision to determine best practices for individualized client care
- Maintained daily documentation of approximately 50 client interactions within cycle time, resulting in 95% positive service reviews

Youth Intercept, Baton Rouge, LA

Behavioral Technician, January 2018-October 2018

- Promoted positive outcomes upon youth’s completion of in-patient treatment through psychoeducational life skill groups
- Implemented reward system to manage behavioral expectations of youth age 8-10
- Collaborated with treatment team to develop treatment interventions for caseload of 15 youth based on progress and struggles
- Conducted daily, ongoing documentation for youth receiving services by reporting their mood, affect, and progress to determine the effectiveness of team interventions

Positive Psychology Lab, Memphis, TN

Research Assistant, August 2016-December 2017

Questions?

University Travel

KATE SIMS
SHARED SERVICES CENTER



Chrome River & Current Processes

- **Stay Tuned: Chrome River Travel and Expense System**
- **Current Process and Adjustments**
 - Shared Services ticket system – continue
 - Create own PO/claim – continue
 - Email to sharedservices@memphis.edu
 - Include Travel Claim & Traveler's Name in email subject
 - Commodity Description = destination & traveler's name
 - Mileage rate = \$.56/mile, point-to-point is preferred over Mileage Chart
 - Updated online Claim Form – print landscape, is it legible?
 - Change/deobligate/close PO requests = email Shared Services; include PO#, name, UID

Travel Website & Travel Restrictions

- **University Travel Website**

- memphis.edu/travel
- Links to policy, claim form, Travel Rate Schedule, estimated expenses worksheet, etc.
- Travel restriction information

- **Current Travel Restrictions**

- International = requires approval by Provost or CFO
- Domestic = no additional approval necessary
- memphis.edu/coronavirusupdates

Updated Travel Policy

- **Receipts required – except per diem**
- **Taxi/Rideshare tips – up to 20%**
- **Lodging & meal/per diem rates**
 - CONUS = **C**ontinental **U**nited **S**tates
 - OCONUS = **O**utside the **C**ontinental **U**nited **S**tates
 - US Dept. of State = International
 - Travel Rate Schedule & new Claim Form
- **Reminders**
 - No overnight stay = no per diem
 - Lodging/per diem based on location of overnight stay
 - Per diem is 75% on dates of departure and return only

Per Diem Example

Date	Place Left	Place Arrived/Stayed	Per Diem Amount
9/1/21	Memphis	Nashville	\$45.75
9/2/21		Nashville	\$61.00
9/3/21		Nashville	\$61.00
9/4/21	Nashville	Knoxville	\$56.00
9/5/21	Knoxville	Memphis	\$42.00

Location	Full Day	Travel Day
Nashville	\$61.00	\$45.75
Knoxville	\$56.00	\$42.00

Tigerbuy New User Interface

KERRI REECE

PROCUREMENT CARD ADMINISTRATOR



Receipting

This screenshot shows a modern web application interface. On the left is a dark sidebar with icons and labels for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, and Administer. The main content area is titled 'Purchase Order • P0289499 Revision 0 (Closed)' with a dropdown arrow. Below the title are tabs for 'Status' and 'Summary'. The 'Summary' tab is active, showing a 'General Information' section with fields for PO/Reference No., Revision No., Priority, Supplier Name, and Address. A dropdown menu is open, listing actions: Add Comment, Add Notes to History, Cancel PO, Finalize Revision, Create Quantity Receipt, Create Cost Receipt, Print Fax Version (marked with a green star), Add Non-Catalog Item, and Resend to Supplier. The 'Create Quantity Receipt' and 'Create Cost Receipt' options are highlighted with a red box. To the right, there is a 'Shipping Information' section with contact details for Kerri Reece.

Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administer

Purchase Order • P0289499 Revision 0 (Closed) ▼

Status Summary

General Information

PO/Reference No.

Revision No.

Priority

Supplier Name

Address 4575 Pleasant Hill Rd

Shipping Information

Contact Name Kerri Reece
Phone +1 901-678-3775
Email kreece@memphis.edu
15 Administration Bldg
720 Alumni Dr
Memphis, TN 38152-3337
United States

Actions:

- Add Comment
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt
- Create Cost Receipt
- Print Fax Version ★
- Add Non-Catalog Item
- Resend to Supplier

This screenshot shows an older version of the web application interface, marked with a large blue 'OLD' stamp. The layout is less modern than the first screenshot. The title bar shows 'Purchase Order • P0289499 Revision 0 (Closed)'. Below it are tabs for 'Status' and 'Summary'. The 'Summary' tab is active, showing a 'General Information' section with fields for PO/Reference No., Revision No., Priority, Supplier Name, and Address. A dropdown menu is open, listing actions: Add Comment, Add Notes to History, Cancel PO, Finalize Revision, Create Quantity Receipt, Create Cost Receipt, Print Fax Version, and Send Test PO. The 'Create Quantity Receipt' and 'Create Cost Receipt' options are highlighted with a red box. The 'Document Actions' dropdown is also highlighted with a red box.

OLD

Purchase Order • P0289499 Revision 0 (Closed)

Status Summary

General Information

PO/Reference No.

Revision No.

Priority

Supplier Name

Address 4575 Pleasant Hill Rd

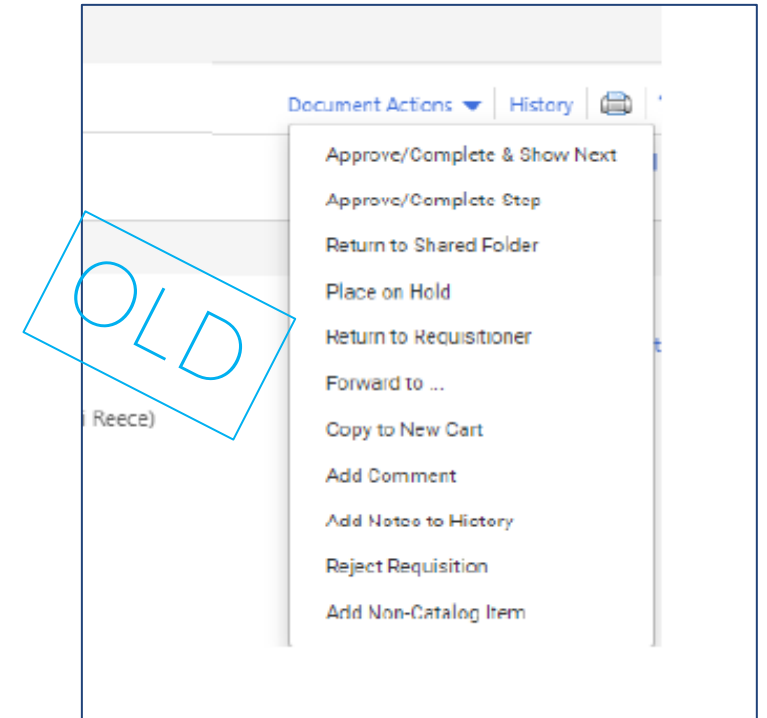
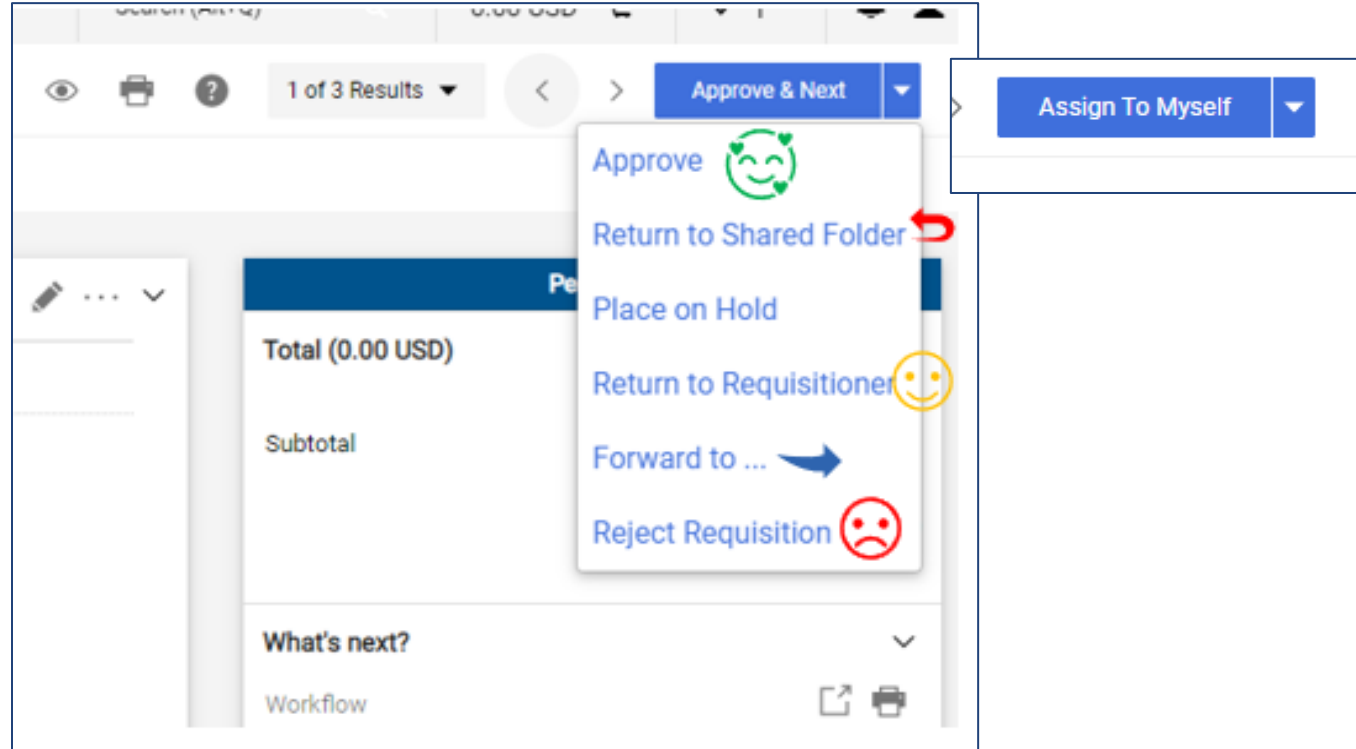
Shipping Information

Contact Name Kerri Reece
Phone +1 901-678-3775
Email kreece@memphis.edu
15 Administration Bldg
720 Alumni Dr
Memphis, TN 38152-3337
United States

Document Actions ▼

- Add Comment
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt
- Create Cost Receipt
- Print Fax Version
- Send Test PO

Approving



Returned for Budget

If you have any questions with regard to this requisition, please contact the assignee who returned the requisition or your SelectSite Support Team.

Support Team Contact Information:

+1 901-678-2265

procurement@memphis.edu

Thank You,

University of Memphis

The following note was attached to this requisition during the return:

3/31/2021 9:52 AM - System

Item 10, Sequence 1: **Insufficient budget** for item 10,sequence 1, suspending transaction.

3/31/2021 9:52 AM - System

Returned by banner

3/31/2021 9:51 AM - System

Item 10, Sequence 1: **Insufficient budget** for item 10,sequence 1, suspending transaction.

3/31/2021 9:51 AM - System

Returned by banner

3/31/2021 9:50 AM - System

Item 10, Sequence 1: **Insufficient budget** for item 10,sequence 1, suspending transaction.

3/31/2021 9:50 AM - System

Returned by banner

Requisition • 1483 ▾

Summary

Comments

Attachments 3

History

Note

Item 1, Sequence 1: Insufficient budget for item 1,sequence 1, suspending transaction.

Questions?

Announcements & Deadlines



Announcements & Deadlines

- Welcome to all 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.
- 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

New HR Employees

- **Maria Acosta**, HR Business Partner
- **Erica Deering**, Data Management Clerk
- **Carly Fields**, Data Management Clerk
- **Jasmine House**, HR Service Center Associate
- **Alanna Mizell**,
Assistant Director, Employee Learning & Development
- **Rose Pettijohn**,
Employee Learning & Development Facilitator

Announcements & Deadlines

October E-Contract **IN PERSON** trainings:

- Part-Time Faculty: Oct. 18, 2pm, AD178
- Temporary Employees: Oct. 18, 3pm, AD178
- Graduate Assistants: Oct. 19, 10am, AD178
- Student Workers: Oct. 20, 2pm, AD178
- Extra Compensation: Oct. 20, 3pm, AD178
- Sign up in [Learning Curve!](#)





Announcements & Deadlines

Key Dates: October Budget

- **Revenue Projections: Due Friday, September 24, 2021**
 - E-mail with instructions will be sent out Friday, September 17, 2021
 - Financial Planning Office will be available for individual meetings Tuesday, Sep 21st and Wednesday, Sep 22nd budget@memphis.edu
- **Expenditure Projections: Due Tuesday, September 28, 2021**
 - E-mail with instructions will be sent out Friday, September 17, 2021
 - Departments can process Online Budget Documents till Tuesday, October 5, 2021
- **Position Budget Revisions: Due Monday, September 27, 2021**
 - Current & Base Budget Revisions to be included in Fall Budget
- **Capital/R&R/Facility Projects: Due Tuesday, September 28, 2021**

Announcements & Deadlines

October Budget

- **Expenditure online BRs:**

- Please remember that any online budget revisions must be entered and moved through the approval queues by the end of day, on Tuesday, October 5, 2021 to be included in the October budget submission.

- **Divisional Carryforward balances:**

- The FY21 carry forward funds have been posted into Banner Finance to account code 74000 - operating. It is important to remember to shift carryforward funds, as well as any unallocated funds to the budget pools/account codes where the funds will be spent – be sure and incorporate spring semester spending as well.
- The “best practice” is to look at historical spending as compared to both your base and current year budgets (which includes carryforward funds) and submit budget revisions to properly align your budget. Base alignment will greatly reduce the number of budget revisions that will be required in the future.

Announcements & Deadlines

FY22 Budget: Benefit Fringe Rate

- 34.80% Salaried Employees
- 52.52% Hourly Employees
- 7.27% Temp Employees – No Insurance
- 19.18% Temp Employees – With Insurance
- 1.07% Student / GA



Announcements & Deadlines

REMINDER

- Remember the different account codes used for Graduate Assistant Tuition Assistance vs. Graduate Scholarships.
- GA tuition assistance is recorded to accounts 62750 or 62760 (Master vs Doctoral).
- Graduate Scholarships are recorded to account 79717.

Query Results							
Account	Account Title	FY22/PD14 Adopted Budget	FY22/PD14 Budget Adjustment	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Rpt
61257	Academic Masters Graduate Assistant	0.00	0.00	0.00	4,000.00	54,100.00	
62000	Employee Benefits Budget Pool	1,000.00	0.00	1,000.00	0.00	0.00	
62750	Masters GA Fee Waivers	0.00	19,967.00	19,967.00	0.00	0.00	
62990	Fringe Benefits Expense	0.00	0.00	0.00	42.80	578.86	
74000	Operating Expense Budget Pool	0.00	2,537.00	2,537.00	0.00	0.00	
79717	Scholarships Other	0.00	0.00	0.00	5,428.00	0.00	
Report Total (of all records)		(1,000.00)	(22,504.00)	(23,504.00)	(9,470.80)	(54,678.86)	

Announcements & Deadlines



WorkforUM IN PERSON training:

- October 27, 9:30am, AD178
- Sign up in [Learning Curve!](#)

Announcements & Deadlines

Upcoming Finance Zoom trainings:

- What to Send to the Accounting Group E-Mails:
Sep. 24 at 10:30am
- Reporting Holiday Hours:
Nov. 17 at 10:30am
- Sign up in [Learning Curve!](#)



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





Announcements & Deadlines

- A previous delay with our Career Milestone Award gift vendor has been rectified, and employees recognized for 2020 have been notified to select their gifts online.
- Gifts must be selected by September 30, 2021, so that the new year of recipients can be loaded to the system.
- The 2021 Career Milestone ceremony is currently scheduled for November 16.

Announcements & Deadlines

REMINDER

- Faculty Administrative Services is part of Human Resources now.
- This office has moved downstairs to 165 Administration Building.
- facultyservices@memphis.edu
- 901.678.3573



Announcements & Deadlines



- The University is implementing a new system called **Softdocs**, which will **eventually replace DocuSign** as our digital tool for electronic signatures.
- Current B&F DocuSign forms are being converted to Softdocs to increase Banner connectivity and reduce costs.
- These include the Direct Deposit forms, Volunteer Registration forms, Adjustment Time Sheets, and others.
- Be on the lookout for these new versions!



Announcements & Deadlines

- Human Resources has a new utility that allows users to safely transmit documents that require a higher level of security than is available in standard e-mail.
- At <https://securefile.memphis.edu/form/hr>, you may enter your information and indicate if your form upload is an Insurance Form, a Retirement Form, Dependent Verification Documents, COVID-19 Documentation, or Other.
- This is designated for documents containing Social Security Numbers or protected health information.

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



The background of the slide is a photograph of a university campus. In the foreground, there is a paved walkway leading towards a large, multi-story brick building. The building has several windows and a prominent entrance. To the left of the building, there are large trees with green and yellowing leaves, suggesting an autumn setting. The sun is visible in the upper right corner, creating a bright glow and casting long shadows across the scene. The overall atmosphere is warm and academic.

NEXT MEETING

Tuesday, October 19, 2021
2:30 p.m.

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