



FOCUS ON FINANCE & HR

NOVEMBER 16, 2021

Today's **Agenda**

- COVID-19 Latest Information
- State Insurance Dependent Eligibility Update
- Announcements & Deadlines

COVID-19 Latest Information

AMANDA CLARKSON
**DIRECTOR, EMPLOYEE RELATIONS, BENEFITS, & DATA
MANAGEMENT**



Latest Employee Work Location Numbers

REGULAR FACULTY/STAFF ONLY		
Working on Campus	2,066	86.1%
Working Remotely	123	5.1%
Hybrid (Both)	172	7.2%
Working Remotely (Position Was Established As Offsite)	19	0.8%
No Answer Received	19	0.8%
TOTAL	2,399	100%

REGULAR FACULTY/STAFF + TEMPS & PTF		
Working on Campus	2,230	82.3%
Working Remotely	155	5.7%
Hybrid (Both)	207	7.7%
Working Remotely (Position Was Established As Offsite)	50	1.8%
No Answer Received	67	2.5%
TOTAL	2,709	100%

Status of Vaccine Mandate

- Executive order
 - Applies to entities receiving federal funding
 - Therefore, applies to UofM
 - Requires COVID vaccine for all employees, including remote workers
 - Allows for approved medical and religious exemptions
 - Does NOT allow for testing in lieu of vaccine
- OSHA: does not apply to UofM since it is superseded by the executive order, except for new deadline date
- January 4, 2022 is the date by which employees should either receive their final vaccine dose & provide proof or have an approved exemption on file.

Important Dates

- In order to be fully vaccinated by January 18, the following dates must be adhered to:

	Moderna	Pfizer	Johnson & Johnson
1 st vaccination	December 7	December 14	January 4
2 nd vaccination	January 4	January 4	N/A

Secure Upload Site in MyMemphis Portal (Employee Tab)

<https://securefile.memphis.edu/form/covid#/>



COVID-19 Vaccination Documentation Form

Please use the form below only for uploading your proof of COVID-19 vaccination. Religious and medical accommodation forms should be emailed to hrrp@memphis.edu.

* First Name

Middle Initial

* Last Name

U Number (If known - can be found on university campus id; example: U00001234)

* Date of Birth

Department

* Email Address (Campus Email Address preferred)

Use the buttons below to securely upload a file or folder.



Send

Exemption Forms

- [Medical Exemption](#)
- [Religious Exemption](#)

This form relates to your request for an accommodation/exemption from the University's COVID-19 vaccination requirement. Requiring vaccination against COVID-19 complies with the executive order relating to employers who serve as federal contractors and demonstrates our commitment to protect the safety and health of our students, employees, and the University community. Individuals requesting a medical accommodation must complete this form per the instructions below.

- You must complete this form and provide supporting documentation as requested.
- You must then submit the completed request form to Human Resources at hrbp@memphis.edu.
- Upon review of the completed form and documentation, you will be notified of the decision regarding your requested accommodation.
- The University may require you to reapply for approved accommodation(s) annually.
- Per the [CDC](#), the following are NOT considered contraindications to COVID-19 vaccination and accommodations will not be granted:
 - Local injection site reactions after (days to weeks) previous COVID-19 vaccines (erythema, induration, pruritus, pain, etc.)
 - Expected systemic vaccine side effects in previous COVID-19 vaccines (fever, chills, fatigue, headache, lymphadenopathy, vomiting, diarrhea, myalgia, arthralgia)
 - Vasovagal reaction after receiving a dose of any vaccination
 - Being an immunocompromised individual or receiving immunosuppressive medications
 - Autoimmune conditions, including Guillain-Barre Syndrome
 - Allergic reactions to anything not contained in the COVID-19 vaccines, including injectable therapies, food, pets, venom, environmental allergens, oral medication, latex, etc.
 - Immunosuppressed person in the employee's household
 - Alpha-gal Syndrome
 - The COVID vaccines do not contain egg or gelatin, allergies to these substances are not contraindication

SECTION I: MEDICAL ACCOMMODATION REQUEST

Name: _____ Banner ID: _____

Department: _____ E-Mail: _____

Please provide the qualifying medical condition that a medical provider considers a contraindication to the COVID-19 vaccine, consistent with CDC guidance (Use space below and additional sheet(s) as needed).

Please ensure your healthcare provider completes Section II of this form.

I verify that the above information is complete and accurate, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand my request for an accommodation may not be granted if it is not reasonable or if it creates an undue hardship or direct threat to the University community.

Signature: _____ Date: _____

SECTION II: HEALTHCARE PROVIDER CERTIFICATION

Please provide the following information:

Note to Provider: Answer, fully and completely, all applicable parts. Please attach supporting documentation/medical documentation as appropriate.

Name of Patient: _____

Patient should not be immunized for COVID-19 for the following reason(s): (Please be as specific as possible including the medical condition that is a contraindication for the COVID-19 vaccine consistent with CDC guidance and the duration of the qualifying medical condition.)

I certify that Patient has the above contraindication and recommend that they not receive the COVID-19 vaccination as a result of the above contraindication.

Healthcare Provider's Name (please print): _____

Specialty: _____ Phone Number: _____

Street Address: _____ City/State/ZIP: _____

Healthcare Provider's Signature: _____ Date: _____

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

FOR HUMAN RESOURCES ONLY

Date Received: _____ Medical Accommodation approved? Yes _____ No _____

Signature of HRBP processing request: _____ Date approved/denied: _____

Conditions of approval (if any):

Reason denied (if applicable):

This form relates to your request for an accommodation/exemption from the University's COVID-19 vaccination requirement. Requiring vaccination against COVID-19 complies with the executive order relating to employers who serve as federal contractors and demonstrates our commitment to protect the safety and health of our students, employees, and the University community. Individuals requesting a religious accommodation must complete this form per the instructions below.

- You must complete this form and provide supporting documentation as requested.
- You must then submit the completed request form to Human Resources at hrbp@memphis.edu.
- Upon review of the completed form and documentation, you will be notified of the decision regarding your requested accommodation.
- The University may require you to reapply for approved accommodation(s) annually.

RELIGIOUS ACCOMMODATION REQUEST

The University prohibits discrimination on the basis of religion and promotes diversity and inclusion for all members of the UofM Community as part of its commitment to equal employment and educational opportunities. If your sincerely held religious beliefs or practices conflict with the COVID-19 vaccination requirement, please complete the following information and return it to Human Resources at hrbp@memphis.edu.

Name: _____ Banner ID: _____

Department: _____ Email: _____ Date of Request: _____

Please explain why you are seeking a religious accommodation (use space below and additional sheet(s) as needed).

In some cases, the University will request documentation or other authority of your religious practice(s) or belief(s). The University may need to discuss the nature of your religious belief(s), practice(s), and accommodation with your spiritual leader (if applicable) or religious scholars to address your request for an accommodation.

I verify that the above information is complete and accurate, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is not reasonable or if it creates an undue hardship.

Signature _____ Date _____

FOR HUMAN RESOURCES ONLY

Date Received: _____ Religious Accommodation approved? Yes _____ No _____

Signature of HRBP processing request: _____ Date approved/denied: _____

Conditions of approval (if any):

Reason denied (if applicable):

MyMemphis Portlet

Employee COVID Vaccination Information

Click Here to securely submit your proof of vaccination to HR

The following forms should NOT be uploaded to the above Web utility. They should be signed, scanned, and submitted to hrbp@memphis.edu.

[Medical Exception Request Form](#)

[Religious Accommodation Exception Request Form](#)

Questions? E-mail vaccine@memphis.edu

Based on our records, you are not in compliance with the federal mandate. Per the mandate, employees must have their final vaccine dose administered and materials **submitted** (or have approved exceptions on file) by January 4, 2022. Please note: employees who have uploaded their proof of vaccination must have their submissions reviewed and approved by Human Resources. Changes to statuses are therefore not immediate. Please allow an anticipated 48-hour turnaround time for status updates in MyMemphis.

Employee COVID Vaccination Information

You are currently in compliance with the federal mandate.

Questions? E-mail vaccine@memphis.edu

Questions?

State Insurance Dependent Eligibility Update

SUPRENA GREAR
EMPLOYEE BENEFITS SPECIALIST



2022 Plan Document and Dependent Eligibility

- Amendments were made to the 2022 Plan Documents, section 1.11, as it relates to the eligibility of dependents. The purpose of this amendment is to clearly define eligibility for dependents other than spouses and children of employees which was approved by the committees on October 21 and goes into effect on January 1, 2022.

Specifically, the 2022 Plan Document includes changes around court orders for dependents who are younger than age 18 and those who are 18 and older.

- 1.11 Dependent
- A Dependent is:
 - (C) An employee/retiree or spouse's stepchild under the age of 26;
 - (D) A person under age 26 who is placed with the Head of Contract by a valid order of guardianship, custody, or conservatorship (or legally equivalent order) by a court of competent jurisdiction ("placement order").
- (1) The HOC must provide certification upon enrollment and upon request that: (a) the placement order is in effect and has not expired by subsequent court order or by operation of law, and (b) the HOC shall immediately notify Benefits Administration when the placement order terminates or expires.
- (2) If a placement order terminates or expires due to the person attaining the legal age of majority, the person may remain an eligible dependent until age 26 if the HOC certifies that the following requirements in (a), (b) and (c) are met:
 - a. The HOC and the person have a relationship as set forth in 26 U.S.C. §125(d)(2), which includes the following relationships:
 - i. The person is a descendant of a son/daughter, stepson/stepdaughter of the HOC;
 - ii. The person is a brother/sister, half-brother/half-sister, stepbrother/stepsister, son/daughter-in-law, brother/sister-in-law, or niece/nephew of the HOC; or
 - iii. The person has the same principal place of abode as the HOC and is a member of the HOC's household; and
 - b. The HOC provides over one-half of the person's financial support for the calendar year in which the HOC's taxable year begins; and
 - c. The person is a U.S. citizen, a U.S. national, or a resident of the U.S., Mexico, or Canada.
- (3) Additional documents and certifications may be requested to establish that the person is an eligible dependent.

2022 Plan Document and Dependent Eligibility

- Parents remain excluded from this Plan Document.
- Employees may have pre-age 18 dependents or post-age 18 dependents who will be eligible for coverage on Jan. 1, 2022 (provide a copy of the court order by Dec. 1, 2021) . Should you need the 2022 Enrollment change application, contact the HR Service Center at hrservicecenter@memphis.edu.
- Should you have questions, call Benefits Administration at 800.253.9981 or 615.741.3590, M-F 8 a.m. – 4:30 p.m. CT.

Announcements & Deadlines



Announcements & Deadlines

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



Announcements & Deadlines

- Welcome to our new manager of General Accounting, Tekata Kelson!





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



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 loaded to Learning Curve for 2022:

- January 26
- April 27
- July 27
- October 26
- Sign up in [Learning Curve!](#)

Announcements & Deadlines

Upcoming Finance Zoom trainings:

- Reporting Holiday Hours:
Nov. 17 at 10:30am
- Sign up in [Learning Curve!](#)



Announcements & Deadlines



REMINDER:

- Departments looking to hire student workers in the spring semester are reminded to post their jobs in Handshake.
- Link to request posting is at memphis.edu/studentemployment.
- If you are reappointing the same student worker you had in the Fall semester, posting is not required; go straight to the e-contract.
- **Questions?** E-mail studentemployment@memphis.edu!

Announcements & Deadlines

REMINDER:

- Chartwells is the UofM contracted food services provider.
- They should be contacted for any catered events.



CARVED & CRAFTED – CATERING BY U OF M DINING CATERING

From designing the perfect menu to personalizing all the details of your unique gathering. Our catering services can accommodate any size, theme, or individual requirements at virtually any location – on or off-campus. U OF M Dining is the authorized contracted service provided for all on campus catering needs.

Rachel Goldman, our savvy catering director, will work with you to create a custom gathering menu inspired by your unique needs that will leave a lasting impression on your guests.

Order online:

<https://memphiscatering.catertrax.com/>

Email:

MemphisCatering@compass-usa.com

Phone:

901-678-2046



Announcements & Deadlines



Form I-9 Information:

- Appointments not needed during regular business hours.
- Visit 143 or 165 Administration Building M-F 8-4:30.
- Questions? i9@memphis.edu

Announcements & Deadlines



Expiring Temp and Student Contracts:

- Remember to renew any needed temporary employees or student workers while they still have access to their memphis.edu e-mail accounts!
- If you get us these e-contracts by December 10, there should be no lapse in system access for these employees.
- Questions? hrbp@memphis.edu

Announcements & Deadlines

TEMPORARY E-CONTRACT AUTOMATIC E-MAIL REMINDERS:

- As of October 26th, automatic email reminders are being sent to the originators of the eContracts 60 and 30 days before the expiration date.
- This should help to decrease the manual work and increase the probabilities of renewing the eContract ahead of time to avoid system access loss.



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](https://www.here4tn.com)



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



- 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. It features a paved walkway in the foreground, flanked by grass and trees with autumn-colored leaves. In the background, a large, multi-story brick building is visible. The sun is shining brightly from the upper right corner, creating a lens flare effect and casting long shadows across the scene.

NEXT MEETING

Tuesday, January 18, 2022
2:30 p.m.

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