



Welcome to Focus on Finance!

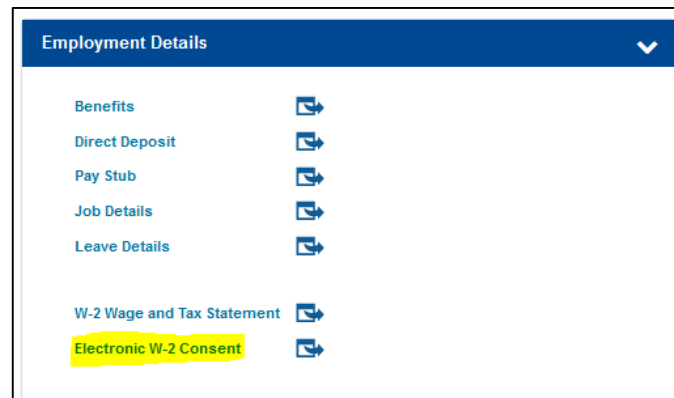
January 21, 2016

Agenda

- **HR Updates – Danny Linton**
- **Q & A: New Portal and Portlets – Danny Linton**
- **Hangry? Meal Reimbursements – Terrice Watson**
- **Business Ethics – Steve Lackey**
- **What's New? What's Due?**

Electronic W-2 Consent

- **Must be completed in MyMemphis portal by Jan. 21 to be effective for the 2015 W-2**



A screenshot of the 'Employment Details' menu in the MyMemphis portal. The menu is titled 'Employment Details' with a dropdown arrow. It lists several options: 'Benefits', 'Direct Deposit', 'Pay Stub', 'Job Details', 'Leave Details', 'W-2 Wage and Tax Statement', and 'Electronic W-2 Consent'. The 'Electronic W-2 Consent' option is highlighted in yellow. Each option has a small icon to its right.

Selection Criteria

☐ **My Choice**

Consent to receive W-2 electronically: ☒

Consent to receive 1095-C electronically: ☐

I understand the instructions provided to me for for accessing and printing my electronic tax forms.

Submit

Performance Appraisal Training

- **Now available for the 2015-16 evaluation cycle**
- **Register in Learning Curve**
- **Multiple dates available**
- **Non-exempt staff employees: Due Feb. 29**
- **Exempt staff employees: Due Mar. 31**

Total Compensation Statements

- **Coming in late January 2016**
- **Roadmap of your total 2015 compensation – not just salary**

Total Compensation Statements



Provided by the Department of Human Resources

For additional information, please contact Human Resources at
hr@memphis.edu.

2015 Total Compensation Statement



This personal Total Compensation Statement does not constitute a promise or guarantee of future employment or benefits, nor does it guarantee that you will receive a benefit if your actual records or the terms of the plan do not entitle you to that benefit.

Prepared for:
Daniel Linton
Human Resources

Private & Confidential

Total Compensation Statements

2015 Employee Total Compensation Statement

The success of The University of Memphis has been built by talented and dedicated employees such as yourself. Because your role here is vitally important, the University is committed to attracting and keeping the very best employees by offering competitive salaries and a generous benefits package.



The Department of Human Resources is continually seeking ways to improve services for employees so the UofM remains an employer of choice. In that spirit, HR is unveiling this personalized statement of your total compensation, which is meant to inform you of the sum of all the compensation and benefits the UofM provides.

Through your committed service, you are helping to improve the quality of life in the Mid-South. Thank you for all you do to make the UofM a great public university.

Regards,

Maria Alam
AVP/Chief Human Resources Officer

The information listed was calculated as of December 31, 2015 and reflects the 2015 calendar year. If you have any questions regarding your University salary & benefits package, please contact hr@memphis.edu.

Your Total 2015 Compensation:

\$106,296.10

Salary & Other Pay Components	University Pays
Earnings:	\$65,758.18
Additional Pay ¹ :	16,300.00
Overtime:	0.00
Longevity:	1,000.00
Allowances ² :	0.00
Employee Benefits	
Medical:	\$6,546.77
Life Insurance:	49.92
401(k) Match:	240.00
Retirement Contribution:	10,956.75
Tuition Waiver(s):	0.00
Social Security & Medicare:	5,432.32
Unemployment Insurance:	6.08
Workers' Compensation:	6.08

Miscellaneous

University employees also have access to supplemental insurance programs, tax-deferred annuities, flexible spending accounts, the campus recreation center, and numerous employee discounts.

Value of Accrued Leave (as of 12/31/2015)	
168.0 hours of Annual Leave ³ :	\$6,283.20
209.8 hours of Sick Leave:	7,846.52
13 Annual University Holidays:	3,646.50

¹May include extra compensation, faculty summer compensation, interim pay, summer pay, and/or bonuses.

²May include cell phone, housing, automobile, radio/TV, & clothing/shoe allowances.

³Please note that annual leave is limited to a maximum number of total hours based on employee classification, and any overage will roll to sick leave after June 30th of each year.

Memphis Healthy U Spring Kickoff





WELCOME, FRIEND OF



**Currently
Testing**

Complete your account

Healthier habits are only a few clicks away

SIGN IN WITH FACEBOOK

CREATE AN ACCOUNT

SIGN IN

BROUGHT TO YOU BY
healthier > tennessee





Meal Reimbursement Request for:

☐ Guest Meals ☒ Employee Meals ☐ Non-employee Group

Meal(s)

☐ Breakfast ☒ Lunch ☐ Dinner ☐ Other (specify):

Guest(s):

N/A

University Personnel:

LaTisha W., Christie B., Mary B., Shaquetta B. and TJ.

Event, Date, Purpose and Comments:

Promotion Celebration TJ and responsibilities transition meeting.

Make Payment or Reimbursement to: LaTisha W

[Banner UID](#): U91119111

Total Number of People in Group: 5

Department Name: Cosmetology Department

Date: 12/15/17

Index Number/Account Code: 111111/74983

Amount of Request \$ 170.35

This expenditure is approved for payment in accordance with University Operating Policy UM1311 Purchase of Meals

Hangry? Meal Reimbursements



Terrice Watson, Manager - General Accounting

UM1311 – Purchase of Meals

All hospitality and special expenses, such as meals, must withstand the test of public scrutiny. University officials authorized to approve the purchase of meals should exercise prudent judgment when determining whether an expenditure is appropriate. The following principles should be used as a guide when determining the appropriateness of the expenditure:

- The expenditure must support the mission and purpose of the University.
- If for an event, the event must be an authorized official University event.
- The expenditure should not be personal in nature.
- Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.
- It should be apparent to the IRS that the expenditure is not additional compensation to the claimant.
- The amount expended should be reasonable.
- State funds may not be used for the purchase of alcoholic beverages.

The University may deny reimbursements for meal expenses that lack sufficient documentation or a clear business purpose. Gatherings that are primarily social in nature, such as holiday events, do not qualify for payment or reimbursement as business meals.



Meal Reimbursement Request for:

☐ Guest Meals ☐ Employee Meals ☐ Non-employee Group

Meal(s)

☐ Breakfast ☐ Lunch ☐ Dinner ☐ Other (specify):

Guest(s):

Section 1

University Personnel:

Section 2

Event, Date, Purpose and Comments:

Section 3

Make Payment or Reimbursement to:

Banner UID:

U

Total Number of People in Group:

Department Name:

Date:

Index Number/Account Code:

Amount of Request \$

This expenditure is approved for payment in accordance with University Operating Policy UM1311 Purchase of Meals

The following signatures are required for all meal reimbursement requests:

Prepared By (Please Print):

Date:

Email/Ext:

Claimant's Signature:

Date:

Department Head/Higher Authority Signature:

Date:

Department Head/Higher Authority Name:

Meal Reimbursement Form Requirements

- Attendee Classification
 - Guest(s) – Employee – Non-Employee Group Meals
 - Documentation
 - Attendees (Guests/Students – Section 1 / Employees - Section 2) (**Section 1 & 2 or Attached**)
 - Detailed Business Purpose (**Section 3**)
 - Itemized Receipt or Invoice (**Attached**)
- Account Code – 74983

What Would Accounting Do? (WWAD)

- Thanksgiving/Christmas (Holiday) Lunch
 - Deny
- Lunch Meeting Woodshop Dept “Welcome Baby Joe!” Shower
 - Deny
- Staff Meeting/Training 12:00 – 1:00 PM
 - University officials authorized to approve the purchase of meals should exercise **prudent judgment** when determining whether an expenditure is appropriate.
- Quarterly/Annual Staff Training 12:00 – 4:00 PM (Detailed Agenda and Employee Sign-in Form Attached.)
 - Approve

Meal Reimbursement Form

Do's & Don'ts

“Do's”

- Tips 20% or Less
- List **all** attendees (Sign-in sheet preferred)
- Campus-Wide/Public Event
 - Email Invitation
 - Flyer
- If request is denied, (usually, employee only events)
 - Request reimbursement through Foundation Account
 - Request reimbursement from participants
- Ensure that event meets University Policy **prior to submitting to Aramark**
 - Send all documentation. (Meal Reimbursement Form, Agenda, Attendees)

“Don'ts”

- Request reimbursement for employee's spouse/children
- Request reimbursement for baby showers, wedding gifts, employee promotion, etc.
- Attach multiple invoices to one Meal Reimbursement Form
- Non-Food Items (Cash Reimbursement Form)
- Submit reimbursement requests for alcohol
- Forget your agenda/flyer and list of attendees
- Forget to obtain appropriate signatures

Purpose/Use - Meal Reimbursement Form

- We want **Happy** not **Angry** Customers, so ensure that you have exercised prudent judgement and your reimbursement requests can withstand public scrutiny.



[UM1311 – Purchase of Meals](#)

Questions



BUSINESS ETHICS

Steve Lackey
Controller

Ethics History

- Concepts go back to Greek Philosophers who studied how to live a good life
- Basics are also rooted in spiritual/religious values
- Business ethics as a study began in the 1960s century
- Business scandals like Enron in 2001 really kindled its discussion
- Most professional groups now require annual ethics training

Ethics is not Always

- Individual Spiritual/Religious beliefs
- Following the Law
- Strictly Following TBR and UOM Policies
- Doing what the controller says
- Doing what your boss says
- Following societal norms

What is Business Ethics

- It is the written and unwritten codes of moral standards that an Organization needs to properly deal with conflicts in its environment. It is each employee making a judgment of what is right and wrong. It includes the following concepts:
 - Respect
 - Honesty
 - Responsibility and accountability
 - Excellence
 - Stewardship
 - Compliance

Making Ethical Decisions

- Get the facts, what are options?
- Is it clearly illegal or violation of policies?
- Which action results in the most good, least harm?
- Is the decision truthful?
- Is it fair to everyone?
- Is it beneficial to all who have a vested interest?
- Does it respect the rights of everyone involved?

The Big Tests

- Have you made the decision in a vacuum?
- Perception. Can I comfortably explain my decision on television?
- Does it affect me financially?

Ethical Dilemmas

- Conflicts of interest
- Under reporting leave
- Staying at a certain hotel for personal benefits
- Avoiding contracts by breaking up purchases
- Incurring meal costs with no real business purpose
- Excessive internet activities at work
- Questionable spending at end of grant term to use up funds
- Charging expenses to a grant that are not appropriate
- Signing off a fixed asset inventory confirmation without observing the item
- Operating my bookkeeping practice at work

Why is it Important

- Many gray areas
- Limited resources
- Many stakeholders
- Costly consequences of scandals
- Doing the right thing feels good

Conclusion

- Know the policies and procedures, consult others, follow broad decision guidance.
- Even when you know the right answer, character must be strong.
- Then move forward.

Who Knew? / What's New? / What's Due?



<i>Activity</i>	<i>Deadline</i>
Vendor 1099-MISC Forms Mailing	Friday, January 29, 2016
Fall Effort Certification - July 2015 - December 2015	Friday, January 29, 2016

<i>Workshops</i>	<i>Date</i>
Budget Basics UC - Senate Chamber Room 261	Wednesday, January 27, 2016 9:30 - 11:00 AM
Accounting Basics UC - Senate Chamber Room 261	Thursday, January 28, 2016 1:30 - 3:00 PM

Next Focus on Finance
February 18, 2016
1:30 - 3:00 PM
UC Memphis Room 340

Comments or suggestions?
Email: bffin@memphis.edu

Focus on Finance website:
<http://memphis.edu/focusonfinance>



THANK YOU!

www.memphis.edu/focusonfinance