

WEB ENTRY OF TIME AND SPRING ARRIVE AT THE U OF M!!!



ELECTRONIC TIMEKEEPING

Electronic timekeeping, also known as "Web Entry of Time", will officially begin soon. Time and leave for all staff and students will be managed through Web Entry of Time.

This process works within Employee Self Service (formerly known as Web for Employees) and allows employees or their supervisors to enter hours worked and leave taken.

Training for Web Entry of Time has been ongoing for several weeks. If you have not been through training, please contact your timekeeper or mjarred@memphis.edu for help.

An announcement of when Web Entry of Time will begin will be sent out. Be watching for it.

Hourly employees must have their time entered online in order to be paid. Some departments have elected for Timekeepers or Supervisors to enter the time for employees in their area.

If you will be entering your own time, you must know your UUID and PIN so you can access your time record.

WHAT ARE UUIDs & PINs?

The UUID is a Universal User ID and is more commonly known as an e-mail name. The PIN is your personal identification number. You must also have a password, which is used with your UUID to access your e-mail.

If you know your UUID and password, you can set your PIN at <http://employees.memphis.edu/> by clicking on

"Setting Your PIN" and following the directions. If you need help, go to room 178 in the Administration Building between 9:00 a.m. and 3:00 p.m.

WILL THERE BE DEADLINES?

Yes. Every time record must be completed and approved by a published deadline. Otherwise, the employee will not be paid on that payroll.

Deadlines for employees and approvers will be published on the Payroll Web page.

WHAT IF I'M NOT HERE ON THAT DAY?

The beauty of electronic timekeeping is that you can log on, enter, and approve from any where.

EMPLOYMENT DOES BACKGROUND CHECKS

The Employment Office in room 159 Administration Building conducts criminal background checks on all regular new hires and some temporaries as well. This practice has been in place for a couple of years, and the third-party vendor contract has recently changed from ChoicePoint to Kroll Background America.

Kroll appears to be faster than ChoicePoint in returning completed background reports, thereby improving our employment process cycle time.

We check for both felony and misdemeanor criminal convictions; **credit history is not checked.** Employment will likely be denied if the crime involves acts of violence, drugs sales/use, or sex offenses.

When a record of a misdemeanor or felony conviction is returned, the information is carefully analyzed to determine if (a) the applicant disclosed the conviction on his or her application and (b) if the crime was one that would stop us from hiring the person. Type of crime, age of the applicant when it was committed, and number of convictions are considered.

MATTERS OF IMPORTANCE

PROFESSIONAL PRIVILEGE TAX BENEFIT

In 2003, state legislation began permitting a governmental entity to remit the \$400 Professional Privilege Tax on behalf of its eligible full-time state employees. Refer to <http://www.state.tn.us/revenue/tntaxes/proftax.htm> for the listing of professional licenses that are subject to this tax.

For 2005, the University of Memphis will again remit the tax for faculty and staff who meet the following criteria:

1. Full-time, regular employment status.
2. The license is related to the job they currently hold at the U of M.
3. The license has been issued by the State of Tennessee.

On April 1, HR will send out a form to be completed by all eligible employees. T

These forms must be sent back to HR by May 13. Contact Charlotte Jones at 678-2382 if you have questions or need additional information.

PERFORMANCE APPRAISALS

Even though the deadlines have just passed for completing performance appraisals, please go ahead and conduct appraisals on anyone you have not yet been able to do.

If you are an employee who has not been formally appraised this year, ask your supervisor about your appraisal.

Forward all performance appraisals to HR, room 171 Administration Building.

For more information about Performance Appraisals, visit our website at <http://bf.memphis.edu/hr/employeerelations> or contact Margie Williamson at 678-3076.

2005 DISTINGUISHED ADMINISTRATOR AWARD

The nomination period for the 2005 Distinguished Administrator Award is April 15 through May 16. The recipient will be recognized for:

- Dedication to achieving the mission of the U of M and the department
- Possessing style and influence that motivates others to pursue and demonstrate excellence.
- Consistently seeking and implementing a better way to accomplish tasks and solve problems.

The \$1000 award goes to a non-faculty director or administrator below the level of Vice President or Vice Provost with at least two years service in their role. Online nominations are found at <http://bf.memphis.edu/hr/employeerelations/nomination.php> or you may contact Employee Relations.

ARE YOU STRESSED YET?!?!?!?

APRIL IS "STRESS AWARENESS MONTH"

Everyone can think of a time when they became stressed, and certainly there are ample opportunities here at the University of Memphis to get to that state. But, remember that stress can be positive or negative. The key is how you react to stress and manage it.

As a positive, it can be a motivator that helps us spring to action when we need to. As a negative, it can result in feelings of distrust, rejection, anger, and depression, which can eventually affect our health. Headaches, upset stomach, rashes, insomnia, ulcers, high blood pressure, heart disease, and stroke are often caused by unmanaged stress.

April is *Stress Awareness Month*, and Professional Development and Training in the Department of Human Resources will be hosting classes that could help you deal with the stress in your life. Stress Awareness classes will be held in 177B Administration Building on **April 12 from 10:30 a.m. to 12:00 noon** and **April 15 and April 29 from 9:00 a.m. to 12:00 noon**.

For these and other classes, register online at <http://bf.memphis.edu/hr/profdev/register.php> or contact Vanessa Muldrow at 678-4407.



HR/PAYROLL TEAM WILL BEGIN TRAINING ON SPECTRUM

Twelve individuals will begin work the week of April 18 on the implementation of the new HR/Payroll module in Spectrum (the replacement for HRS).

Good luck to: Melissa Buchner, Lead; Donna Beene, Co-Lead; Margaret Anne Jarred, Deborah Becker, Debbie Wooddell, Harriet Montgomery, Nancy Massey, Bob Sepanski, Dan Brown, Deanna Gillespie, Beverly Cook, and Teresa Wampler.

EMPLOYEE RECOGNITION PROGRAM

The University's Employee Recognition Program is designed to honor dedicated and loyal employees who contribute to the success of the University and its programs.

Three times each year we announce and recognize employees in the Outstanding Employee Program. At the time of their recognition, each of these winners receive a check for \$150 and a plaque.

Four Outstanding Employee awards may be presented each of the three periods. These awards are presented by the respective department heads.

At the end of the three periods, all Outstanding Award winners compete for one of three Distinguished Awards.

On Recognition Day each June, the President of the University of Memphis publicly announces the winners in the



Distinguished Employee Award Program. She presents these winners a check for \$1000 and a plaque.

Additionally, a higher-level administrator is named each year as the Distinguished Administrator of the Year. Administrators nominated for this award must not be eligible for the Outstanding Employee Award during the year. They are nominated each spring.

The Employee Recognition Program is administered through the Employee Relations Office in Human Resources. Recipients of the awards are selected by a panel of judges outside of HR.

This year, Recognition Day will be held on Wednesday, June 15, 1:30 to 3:00 p.m. in the Rose Theatre. Employees who have recently attained a job-related license, certification, academic diploma, or degree will also be honored at this time.

ROLL, ROLL, ROLL YOUR LEAVE

Regular, full- and part-time exempt employees and 12-month academic employees may earn up to 180 hours of annual leave per year. By the end of June, they may accumulate up to 315 hours for use in the next fiscal year.

Depending upon years of service, regular, full- and part-time non-exempt clerical/support and MODFY employees may earn from 90 to 180 hours of annual leave per year. The maximum carryforward is in accordance with the schedule shown below.

In the event excess annual leave is not used during the current fiscal year, it will be transferred to the employee's sick leave account on July 1—unless the employee terminates or is on terminal leave on June 30. In this case, the full amount will be paid out as terminal leave, even if the payments cross over to the new fiscal year.



Years of Service	Accrual Rate per Month	Maximum Annual Accumulation	Maximum Total Accumulation within Fiscal Year	Maximum Accumulation Carried Forward to Next Fiscal Year
0 – 5	7.5 hours	90.0 hours	315.0 hours	225.0 hours
5 – 10	11.3 hours	135.6 hours	405.6 hours	270.0 hours
10 – 20	13.2 hours	158.4 hours	450.9 hours	292.5 hours
20 or more	15.0 hours	180.0 hours	495.0 hours	315.0 hours

EMPLOYEE DISCOUNTS AVAILABLE

EDUCATORS' DISCOUNT ON BOOKS AND MUSIC

In honor of "Educator Appreciation Weekend", April 15-17, Borders Books and Music Stores will reward educators for their hard work and dedication by giving them a 25% discount on regularly priced gift items, books, music, and café food items during that weekend.

U of M faculty and staff may receive the discount by showing their university I.D. when making a purchase at Borders on that weekend.

Call your closest Borders Books for more information.

U OF M BOOKSTORE DISCOUNTS

Faculty and staff receive a 5% discount on textbooks and a 10% discount on all other purchases over \$1

University departments receive a 20% discount on all purchases, except textbooks, if made by transfer voucher, purchasing card, or electronic transfer.

MORE DISCOUNTS AVAILABLE TO UNIVERSITY OF MEMPHIS FACULTY AND STAFF

If you're interested in saving money, check out the list of more discounts at <http://bf.memphis.edu/hr/employeerelations/discounts.php>.



PERIOD 2 OUTSTANDING AWARD WINNERS

The Period 2 Outstanding Award Recipients for 2004/05 were recently announced. They are:

- **Karen Bradley**, Senior Administrative Secretary for the Department of History, was nominated by Dr. Janann Sherman and Dr. Charles W. Crawford. "Unfailingly cheerful, attentive, well informed, and helpful are just a few adjectives to describe Ms. Bradley," said Sherman and Crawford in their nomination. "This is why she exemplifies dedication to the mission of the University and her department."
- **Linda Chang**, Clerical Assistant for the Department of Sociology, received five nominations with 20 signatures from faculty members. Dr. Larry Petersen, department chair, and others said that Linda has demonstrated "exceptional initiative, self-reliance, and professionalism."
- **Terry Savage**, Office Assistant for the Department of Psychology, was nominated twice—by Dr. Leslie Robinson and Dr. Sarah Dubose. They said, "Savage never thinks twice about going above and beyond her call of duty, and strives to create and maintain a work environment that is as stress free and beneficial as possible."
- **Jacqueline Woodall**, Administrative Assistant I for the Fogelman College of Business and Economics, received a record number of nominations: 26 from students, faculty, and staff members. According to these nominations, Ms. Woodall stands out as one of the most remarkable employees at the U of M. Also, "various members of the business community have commented on how helpful and positive she is. She is the hub of information among FCBE's constituencies", said Dr. Carol Danehower.

CONGRATULATIONS TO THESE DESERVING PEOPLE!