



HR/PAYROLL BANNER IS NOW LIVE!



Spectrum Human Resources is now in production! The University community is now able to access and use this exciting new product.

The Spectrum HR work team, comprised of cross-functional employees from across campus, has worked very hard to prepare the new system for use, and users should notice many new features and options.

To access the new system, go to the University's Spectrum portal at <http://spectrum.memphis.edu>. Log in with your UUID and ph-password (the password you use to check your University e-mail). Once logged in, click on the **Employee** tab. This tab is where you can access Spectrum HR under 'Banner INB.' Also under the Employee tab, the Spectrum HR Program Guide can be found under 'Banner Reference Information.'

In this same tab within the portal, the channels named 'Employment Details' and 'Personal Information' fulfill the same functions as the previous version of Employee Self Service.

Another helpful change that comes with the new system is the e-mailing of PDF-format pay stubs to employees notifying them of their pay, a much more convenient method of communicating this information than before.

Users who are already familiar with the portal will notice some changes to its tab structure. The new Employee tab replaces the previous Staff tab, and a Finance tab has been added for users who need to access Spectrum Finance.

If you experience any problems as you begin to use this new system, please contact the ITD Helpdesk at 678-8888.

DEADLINE IS NEAR for *Tennessee on the Move*, A Free Fitness Program for Faculty & Staff

To help the University of Memphis "Spring Into Fitness," Session #1 will begin on April 17 and run through May 30. The first 25 participants who send in the attached interest form will receive an invitation to pick up a complimentary pedometer donated by Blue Cross Blue Shield.

It is a fun, interactive, online program that motivates you to 'Get on the Move'

by increasing your daily steps by 2000 or more, as well as cutting just 100 calories from your daily intake. You will be amazed at how motivating it is to track your steps and/or minutes spent in physical activity; set healthy eating and weight goals; and receive optional daily email tips and a monthly e-newsletter.

If you are interested and have not registered online with *America on the Move*,

apply as follows no later than April 12.

Complete the attached Interest Form and return it by campus mail to **Maria Lucchesi, Department of Health and Sport Sciences, Elma Roane Fieldhouse #115.**

Contact Maria Lucchesi at 678-4435, if you have questions.

See Interest Form on Page 6.

2005-06 OUTSTANDING AWARDS

Congratulations to the Outstanding Award Winners for 2005-06! Each winner received a plaque and a check for \$150 to commemorate this honor.

Additionally, each employee will compete for Distinguished Employees of the Year in June. Announcements of the winners will be made at the annual Recognition Day ceremony, Wednesday, June 7.

Outstanding Award Winners for Periods 1 and 2 are:

Margaret Lisa Andrews
Philosophy

Melody Beacham
Health & Sport Sciences

Janice Cook
Instruction & Curriculum Leadership

Darrell Perkins
University Libraries

Pat Prahalathan
Student Affairs

Hikmat Samaha
Student Development



James Singleton
University Libraries

Darryl Tripp
Residence Life

Period 3 winners will be announced soon. Please congratulate all these fine employees for a job well done!

NOMINATE A DISTINGUISHED ADMINISTRATOR OF THE YEAR FOR 2006

Do you know a distinguished administrator who deserves recognition for an exceptional work ethic and dedication to achieving the mission of the University of Memphis? Now is the time to submit your nomination for the 2006 Distinguished Administrator of the Year.

The nomination period runs from April 15 through May 15. The recipient must be a non-faculty administrator below the level of Vice President or Vice Provost who has at least two years of service in that role at the U of M. Dr. Raines will announce the winner on Recognition Day, June 7, in the Michael D. Rose Theatre and Lecture Hall.

To nominate an administrator, go to <http://bf.memphis.edu/hr/employeerelations/nomination.php> or contact Employee Relations at 678-4096.

UNIVERSITY PAYS PROFESSIONAL PRIVILEGE TAXES

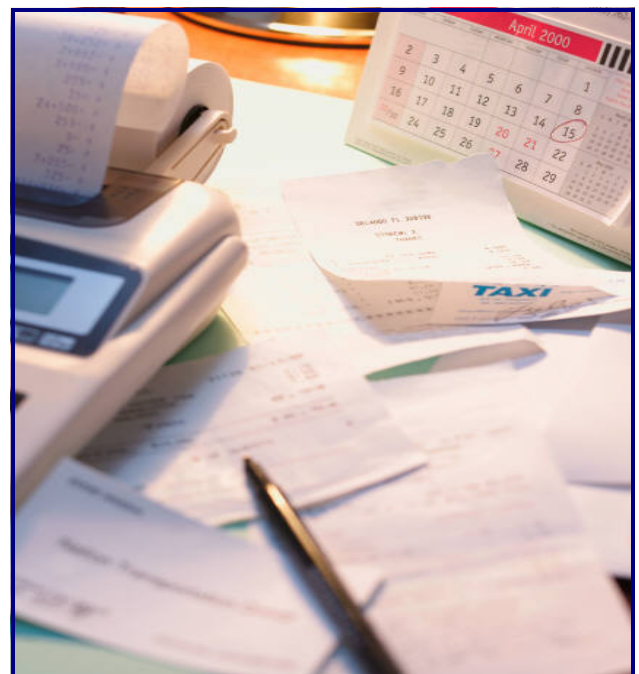
It's once again time to complete and submit Professional Privilege Tax forms. The University of Memphis will pay the \$400 Professional Privilege Tax on behalf of eligible full-time employees who meet the following criteria:

- Full-time, regular employment status
- The license is related to the job he or she currently holds at the U of M
- The license has been issued by the State of Tennessee and is current

On March 31, Human Resources sent out the form to be completed by all eligible employees. These forms must be completed and returned to HR by May 5, 2006.

Refer to <http://www.state.tn.us/revenue/tntaxes/proftax.htm> for the listing of professional licenses that are subject to this tax.

Contact Melody Yacoubian at 678-2382 for additional information.



BENEFITS FOR YOU

1Point Solutions - Your Flexible Benefits Provider

A flexible spending account is a special non-taxed account designed to save you money on medical and dependent care expenses. It is also a convenient way to track your spending. 1Point Solutions is our new flexible benefits provider.

Flexible benefits decisions are made during the Annual Enrollment and Transfer Period, October 15 through November 15. You must submit your enrollment for the upcoming year during this time frame.

For more information about the flexible spending accounts, stop by the Benefits Office or log on to <http://www.1pointsolutions.com>. Here you may view your account activity and find forms and other information.

And don't forget that you may authorize reimbursements to be deposited to your bank account by using the Direct Deposit Form found at the 1Point Solutions web site.

Basic Life Insurance

If you and your dependents are enrolled in a health care plan, you are also covered with life insurance based on your salary and age.

Covered dependents are also insured with a \$3,000 term life insurance rider. Covered employees and dependents are also provided with Accidental Death and Dismemberment insurance. The employee amount of AD&D coverage is two times the employee's term life insurance amount. Be sure your family knows about this coverage. Please see the [Fort Dearborn Handbook](#) for complete insurance schedule.



Employee Educational Assistance

Registration for Summer 2006 began the week of April 3, 2006.

Registration for employees using PC-191 (tuition waiver) begins May 8, 2006, for all summer sessions.

Employees who participate in any of the educational assistance programs (Staff Scholarship, PC-191, or the Spouse/Dependent Discount Program) should visit the Bursar's web site at <http://bf.memphis.edu/ebursar> for specific registration and fee payment deadlines.

A description of the various employee educational assistance programs, the application process, deadline dates and a link to the enrollment forms can be found at: <http://bf.memphis.edu/hr/benefits/educ.php>.

And don't forget that the University has a [Staff Incentive Degree policy](#) that monetarily rewards eligible employees who complete their degrees while in active employment here.

SPRING TRAINING SCHEDULE

April is Stress Awareness Month

Back by popular demand, a series of workshops have been scheduled for April 7, 14, and 21, 2006. These "brown bag lunch" sessions will be held from 11:00 a.m. to 12:30 p.m. in the Training Room, 177B AD.

On April 25, from 10:00 a.m. to 12:00 noon, another brown bag session, "Are You Managing Your Time?", will be held in the Training Room.

For more information on the various topics Professional Development and Training offers, check out the [Training Calendar](#). We invite you to pay special attention to the "Show Me, Grow Me" series, "One Minute Manager", and "Business Skills Achievement Certificate". And we offer a short "E-Training" class to help you get started with the on-line courses that are available.



IMPORTANT CHANGES IN EMPLOYEE RECORDS

ATTENTION:

Responsible Officials, Designees, Timekeepers and Supervisors!

NEW FORMS FOR MONTHLY TIME & LEAVE REPORTING

All departments must now use a new monthly timesheet.

Employees should no longer be reporting their monthly leave usage on the regular "carbon" monthly timesheets or in Web Entry of Time.

For the time being, new monthly timesheets are available in Employee Records, 178 AD. A distribution schedule for the future will be available soon; pickup of timesheets will be required for the next few months.



NON-FACULTY APPOINTMENTS

The appointment form for non-faculty employees has been revised and is located under [Forms](#) for Records.

The new form allows you to enter the Index No., E-class, Organization Code, Position No., and Account Code, which are now necessary for data entry by Employee Records.

Where do you find them? These numbers and codes can be found in the Spectrum Finance Program Guide after logging into [Spectrum](#) and clicking on the Finance tab.

Another helpful link is the Spectrum Human Resources Program Guide, also located by logging into [Spectrum](#) and clicking on the Employee tab.

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

PERFORMANCE APPRAISALS DUE NOW!

The deadlines for performance appraisals were February 28 for Clerical/Support Staff and March 31 for Administrative/Professionals. If you have not yet conducted appraisals for your employees this year, please do so at this time.

If you are an employee who has not been formally appraised this year, ask your supervisor about your appraisal and when you can expect to receive it.

Forward all completed appraisals to Human Resources, 171 Administration Building. Visit the [appraisal web site](#) and if you have any questions, contact Margie Williamson at 678-4096.

THANK YOU FOR YOUR COOPERATION IN THIS IMPORTANT MATTER!

USEFUL LINKS

Employee Discounts:

<http://bf.memphis.edu/hr/employeerelations/discounts.php>

Employee Recognition Program:

<http://bf.memphis.edu/hr/employeerelations/categories.php>

Policies (click on Human Resources):

<http://policies.memphis.edu/>

Professional Development and Training Online Registration Form:

<http://bf.memphis.edu/hr/profdev/register.php>

IMPORTANT DATES

Registration for employees using PC-191 (tuition waiver):

Opens May 8 for all summer sessions.

Summer Sessions Beginning Dates:

Pre—May 15; Full—June 5; 1st—June 5; 2nd—July 11

Recognition Day:

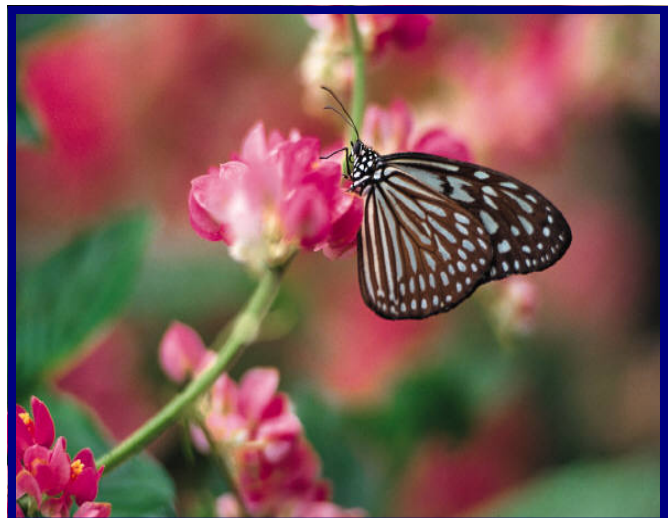
Wednesday, June 7, 1:30-3:00p.m., Rose Theatre

Staff Service Awards:

Wednesday, October 11, 10:30 a.m.-12:00 noon

I have always tried to hide my efforts and wished my works to have the light joyousness of springtime which never lets anyone suspect the labors it has cost me.

Henri Matisse



The University of Memphis
EMPLOYEE WALKING PROGRAM
Interest Form

PLEASE PRINT

First Name _____ Last Name _____

Gender: Male _____ Female _____

Age Range: < 20 _____ 21-30 _____ 31-40 _____ 41-50 _____ 51 -60 _____ 61 > _____

Department Name: _____

Work Address: (bldg/room) _____

Work Phone Number: _____

E-Mail Address: _____

Are you currently in an exercise program or walking for exercise? Yes _____ No _____

If yes, how many times per week do you walk/exercise? _____

What times of day do you currently or would you be interested in walking?

Before work ___ Lunch time ___ After work ___ Other (specify) _____

Why are you interested in a walking program? Check all that apply

Lose weight ___ Increase Level of Exercise ___ Relieve stress ___ Build teamwork ___

Other (specify) _____

Would you be interested in being a “group leader or team captain” in your department or building?

Yes _____ No _____

Comments:

This program is made available through the efforts of the University of Memphis' Human Resources Department in conjunction with Tennessee on the Move.

RETURN TO: Elma Roane Fieldhouse #115, Attn: Tennessee on the Move Campus Walking Program