

HUMAN RESOURCES PROCESSING IN IRIS

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This information is neither exhaustive, nor all inclusive. It provides an overall view, with references to more specific information.

We look forward to continuing to work with you and hope that you will share suggestions with us for improving IRIS. Thank you.

HUMAN RESOURCES (HR) PROCESSING IN IRIS

In addition to earlier Notices to Employees and Deans, Directors, and Department Heads regarding "Expected Changes Due to IRIS Implementation", the following general information is provided for departments regarding how human resources (HR) processes will be executed in the Integrated R3 Information System (IRIS). If you have questions, or need more specific information, regarding these processes, it can be obtained from Personnel Policies and/or Business Process Procedures (BPPs) on the following websites:

Personnel Policies

<http://www.utm.edu/departments/finadmin/personnel/policies.php> then click on the UT System HR Policies hyperlink

Business Processes Procedures (BPPs) <http://iris.tennessee.edu/> (IRIS website)

Help for specific IRIS actions are available under the "Help" feature on the transaction screen. If more information is needed, please contact your campus HR/payroll/benefits office(s).

Initially all HR actions were processed using paper forms which can be accessed on the IRIS website. Electronic transactions are available for pay changes, funding changes, percent fulltime changes, additional pay, leave of absence actions, terminations, recurring payments, salary transfer vouchers, creation or change of positions, and recording of friends, pending employees & guest travelers. Instructions for completing each paper form are included with the form on the website. Instructions for completion of the electronic transactions are available in IRIS. If you are unable to locate a particular form on this site, please contact your campus HR, payroll, or benefits office(s) for further instructions.

ADVERTISING A POSITION

Departments must comply with the applicable affirmative action plan for the campus (refer to the UT Martin Human Resources website procedures at <http://www.utm.edu/finadmin/personnel/procedures.htm>. for the procedure). Any questions regarding these requirements should be addressed with the appropriate affirmative action officer. Information regarding where to obtain search documents and request to advertise positions is available from the campus human resources and/or campus affirmative action offices. ****NOTE: All term and regular positions** must be advertised through E-Recruitment.

HIRING A NEW EMPLOYEE / REHIRING AN EMPLOYEE

What is a new hire?

An employee who has no previous employment association with the University of Tennessee (has no personnel number). Refer to "Helpful Hints – Hires, Rehires, & Changes" to find personnel number and employment status.

What is a rehire?

An employee who has **previous employment, in any status**, e. g., student, term, friend, guest traveler etc., with the University of Tennessee (has a personnel number).

Why should a department include prior service information?

Prior University of Tennessee employment, as well as other State of Tennessee employment, for all hires, and prior federal appointments for Institute of Agriculture hires, can affect an employee's current eligibility for benefits.

When should forms be submitted for hires and rehires?

Without exception – **as soon as possible**.

What about biweekly paid UT Student Assistants?

When completing a new hire action for a UT Student Assistant, use the UT Student Assistant Short form. This form can only be used for those students who do not have a personnel number in IRIS and who are being assigned to **one** position with **one** pay rate. Rehired students (those with a personnel number in IRIS) should be completed on a New Hire/Rehire form just as with term and regular employees.

Unless the position was a non-exempt position and filled through E-Recruitment, **departments should complete the *Initial Hire/Rehire Form (IHR)* prior to the employment date** and submit it to HR.

Departments can access the UWA Payroll calendar from the IRIS website, look under "Quick Links", then choose "HR/Payroll Deadlines." NOTE: some due dates may be a little later for the UT Martin campus; refer to calendars sent via email by the Martin HR Office.

NOTE: Consideration must be given to the time required to secure information, for any required approvals (electronic & otherwise), and for processing time in HR. Forms submitted immediately prior to posted payroll dates will not necessarily be processed on the next payroll.

What forms must be completed and who completes them?

For any vacancy **not** filled through E-Recruitment, departments will complete an *Initial Hire/Rehire of Employee Form (IHR)* and all accompanying paperwork. For non-exempt vacancies filled through E-Recruitment, the information contained in the Hire PIF has already been obtained so only the accompanying paperwork is required. Exempt, term, and student employees require a paper Hire form.

The **REQUIRED FORMS TO BE COMPLETED BY HIRES and REHIRES** table which follows, shows the **forms to be completed by** specific types of **employees**.

REQUIRED FORMS TO BE COMPLETED BY NEW HIRES AND REHIRES					
	New Hires and Rehires				
Required Forms	Students BIW Paid	Students MON Paid	Term	Regular Full-Time	Regular Part-time
I-9	X	X	X	X	X
W-4	X	X	X	X	X
Direct Deposit	X	X	X	X	X
Authorization of Disclosure		X	X	X	X
Personal Data Form		X	X	X	X
Outside Interests Disclosure Form (Conflict of Interest – within 30 days of hire date)				X	X
English Competency Form (Teaching positions only)				X	X
Employment Application				X	X
Affirmative Action Identification Invitation (optional)			X	X	X
Retirement/Insurance (must be at least 75% FTE for insurance eligibility)				X (in HR Office)	**Optional (in HR Office)

*Graduate Teaching Associates must complete the *SACS Requirement* form.

**Regular part-time employees may decline participation in the non-contributory retirement plans. If they elect not to participate, a rejection form must be completed and submitted.

NOTE: Some campuses/units may require additional forms for faculty appointments. Please check with your campus Academic Affairs Office for this information.

Where do I send these forms after they are completed?

These forms will be routed for approvals as decided by each campus, prior to being submitted for processing.

**Martin campus routes:

- Biweekly paid UT Student Assistants only to the Department Head(s) of all affected department(s) and to HR
- All other employees (including GA's and all other monthly paid student employees) are routed to –
 - Department Head
 - Dean or Director of that department
 - Vice Chancellor for that area
 - Annette Moore
 - Al Hooten
 - HR

***NOTE:** GA's must also go thru the Grad Studies Office

How will I know the hire has been processed?

Departments should access the display functions in IRIS (PA20) to view data.

Who do I contact if I have questions?

Contact your campus Human Resources Office.

PROCESSING FRIENDS – recording of Friends, Guest Travelers, and Pending Employees is done on an E-Form

Transfer Friend to Employee: Process the action to transfer a friend from an unpaid, friend position to a paid employee position using the **Initial Hire/Rehire** form. Reason for change on the Cost Distribution should be New Hire.

Promote/Transfer friend: A friend of UT is being promoted to the next level or transferred to a new organization unit. (PCF – paper form)

INITIAL HIRE/REHIRE AND PERSONNEL CHANGE PAPER FORMS							
Sections to be completed for each Element(s)/Action(s)							
Action(s)	Hire	Rehire	Transfer Friend to Employee	Transfer Out of Position	Position Change/ Transfer	Promote/ Transfer Friend	Data Change
Element(s)							
Action	X	X	X	X	X	X	X
Org. Assignment	X	X	X	X	X	X	X
Tenure	X	X	X		Review	Review	
Personal Data	X	X	X		Review	Review	
Addresses	X	X	X		Review	Review	
Planned Working Time	X	X	X		Review		
Cost Distribution	X	X	X		X	X	
Recurring Payment	Review	Review					
Addl Personal Data	X	X	X				
Education	X	X	X				
Additional Comments/ Explanations	optional	optional	optional	optional	Optional	optional	X

'X' indicates each section to be completed on all new hires, rehires, and some particular instances, as well as those to be reviewed.

NEW POSITION

What is a new position?

A position that is not currently budgeted/created

How do I know if I have a vacant position available?

ZSBUD_DET will give you a full list of all positions (filled and unfilled). ZPPOSITION000 can be used by entering only a date and your account number then click the refresh button. This will also give you the attributes for each position. This is especially helpful in determining if changes are needed for a position.

When do I request a new position?

When funding is either available or has been requested and the position approved. It is always best to check with Finance and Administration to determine if a new position is warranted or if changes to an existing position should be made.

Who requests a new position or changes to an existing one?

The department or unit

How do I request a new position?

For **regular and term** appointments, prior to the completion of the *Request to Create a Position*, the department or unit sends a completed, approved *Position Description Questionnaire (PDQ)* to Human Resources (HR).

HR and Finance will confer regarding this request. HR will then respond to the requestor with a written recommendation (memo or e-mail), the appropriate classification and a salary hiring range, as well as the maximum salary the department may pay without obtaining additional approval from Finance.

The requestor will then complete the *Request to Create a Position* (IRIS transaction ZPPOSITION000), with HR's recommendation in the workflow notes. A copy of the PDQ can also be attached. Be sure to note the position number that appears at the bottom of the screen after submission for use in further processing.

A position number must be available before advertising through **E-Recruitment**.

The **PDQ** form is available from the UTM website. Go to Administrative Quick Links; Human Resources; Go; and then choose Positions. The PDQ is available in either PDF or Word format.

PROCESSING STATUS CHANGES FOR EMPLOYEES – Paper Forms

The following **actions** are **processed by the department** on the *Personnel Change Form (PCF)*:

SSN Change: an employee has either an incorrect, or a temporary social security number which is to be corrected. The social security card must be presented to document this change.

Data Change: This change will encompass all other changes not specifically addressed by any other particular action, e.g. tenure.

Uses for the Personnel Change Form (PCF):

- Position Change Transfer – various reasons (see below)
- Promote/Transfer Friend – changing a friend from one position title to another
- Tenure Change – changes in tenure for faculty
- Transfer Friend to Pending – transferring a friend to a pending employee (will be hired within the next six (6) months)
- Transfer Out of Position – an employee leaves one campus and transfers to another campus, e.g., from Knoxville to Memphis

Position Change/Transfer Options:

Corporate Function Change-Corporate Function Change
Position Change/Transfer - Add a position
Position Change/Transfer - Change Between 9 month & 12 month
Position Change/Transfer - Change to Regular
Position Change/Transfer - Change to Student
Position Change/Transfer - Change to Term
Position Change/Transfer - Demotion
Position Change/Transfer - Error Correction
Position Change/Transfer - Job reclassification
Position Change/Transfer - Lateral transfer
Position Change/Transfer - Payroll Area Change
Position Change/Transfer - Promotion
Position Change/Transfer - Remove a position
Position Change/Transfer - Scheduled Pay to Special
Position Change/Transfer - Special to Schedule Pay
Position Change/Transfer - Student Transfer
Promote/Transfer Friend - Promote/Transfer Friend
Tenure Change-Tenure Change
Transfer Friend to Pending - Transfer Friend to Pending Emp
Transfer Out of Position - Transfer Out of Position

Position Change/Transfer –

- Add a position – when an employee will remain in their primary position and is adding another position as second, third, etc.
- Change Between 9 month & 12 month – use when moving a faculty or flex-year employee's position from 9 month 12 month or from 12 month to 9 month
- Change to Regular – when changing a term or student employee to a regular position
- Change to Student – when changing a regular or term employee to a student position
- Change to Term – when changing a regular or student employee to a regular position
- Demotion – when an employee is transferring to a position with a lower pay grade
- Error Correction – correcting errors made on previous Personnel Actions
- Job Reclassification – when an employee's existing position has been evaluated and is being reclassified
- Lateral Transfer – when an employee is transferring to a position with the same pay grade
- Payroll Area Change – when an employee is remaining in the same position but is changing from the monthly to the biweekly payroll area (only non-exempts changing from monthly to biweekly)
- Promotion – when an employee is transferring to a position with a higher pay grade
- Remove a Position – when an employee who is assigned to two or more positions will no longer be assigned to one of those positions. **NOTE:** if the position being removed is the primary then you should use "Student Transfer" for students or "Lateral Transfer" for term and regular employee
- Scheduled Pay to Special – when changing an employee from being paid on a regular basis (e.g. monthly) to a 2SNP wage type where they are paid only by additional pay requests. (This can be done by using the ZPPAY000 E-Form.)

- Special to Scheduled Pay – when changing an employee from a 2SNP wage type to being paid regularly (e.g. monthly). (This can be done by using the ZPPAY000 E-Form)
- Student Transfer – when a student is transferring from one position to another as the primary position. This can be due to removing the primary position making the second or other position become primary.
- Promote/Transfer Friend – Promote/Transfer Friend – when changing a Friend or Guest Traveler to another Friend position
- Tenure Change – Tenure Change – when adding or changing tenure status to an employee
- Transfer Friend to Pending – Transfer Friend to Pending Emp – when a Friend has been made and accepted an offer (one to six months prior to hire date) transfer to your Pending Employee position - NOTE: all departments have one
- Transfer Out of Position – Transfer Out of Position – when an employee is transferring to another campus

ACTIONS TO BE COMPLETED VIA ELECTRONIC FORMS IN IRIS

- Pay changes (ZPPAY000) – an employee's rate of pay is to be changed
- Funding changes (ZPPAY000) – an employee's cost center/WBS element is to be changed or the distribution (cost percents) are to be changed.
- Percent Fulltime changes (ZPPAY000) – an employee has a change in percent full-time, either increasing or decreasing time. The total percentage can be no less than 1% and no greater than 100%. The change in percent fulltime may also require a change in salary.
- Leave of Absence with Pay (ZPPAY000) – an employee has requested a leave of absence with pay, either partial or full, and the request has been approved. The approved request must be submitted to Human Resources.
- Leave of Absence without Pay (ZPPAY000) – an employee has either exhausted paid leave, or does not wish to utilize paid leave, and the request for a leave of absence without pay has been approved. The approved request must be submitted to Human Resources.
- Return from Leave of Absence (ZPPAY000) – an employee is returning to work status from a leave of absence.
- Additional Pay (ZPADDPAY000) – to pay exempt employees for work completed outside their regular work hours and beyond the scope of their regular duties; to pay awards and special bonuses to any employee (exempt, non-exempt, term and students). **NOTE:** extra work performed by non-exempt employees must be entered through ZCAT as hours worked.
- Recurring Payment (ZPRECPAY000) – ongoing payments such as teaching overload and cell phone allowances are executed on this form.
- Termination (ZPTERM000) – use for any type of termination for regular employees. Reasons include the following:
 - **#10 Empl other college/univ** –when a regular employee is leaving to work at another college or university that is not a TBR institution
 - **#11 Empl in industry or other** – when a regular employee is leaving to work somewhere other than another college, university, State of TN, or TBR institution
 - **#12 Empl State of TN or TBR Instit** – when are regular employee is leaving to work in another State of TN or TBR Institution
 - **#14 Quit without notice** – when employee abandons job or quits without giving usual notice (2 weeks for non-exempt employees and 1 month for exempt employees)

- **#15 Personal Reasons** – a variety of reasons (moving, to further education, family obligations, etc.)
- **#19 Not eligible** – policy or regul – Visa, I-9, etc. not eligible under Homeland Security mandates
- **#20 Inadequate work performance** – refer to Personnel Policy or contact HR
- **#21 Termination for cause** – refer to Personnel Policy or contact HR
- **#22 Gross Misconduct** – **NOTE:** Discharge of any employee will strictly adhere to the University Disciplinary Actions Policy 525 and Procedures and should be taken with extreme care to assure protection to all parties concerned. Supervisors shall contact their campus or unit HR Office prior to discharging any employee to ensure that such action is appropriate and consistent with University policy. No discharge is considered effective if the HR Officer determines that University policy has not been followed.
- **#24 Violation of UT code of conduct** - refer to Personnel Policy 580 or contact HR
- **#27 Terminate during probation prd** – employee is released prior to end of 6 month probationary period
- **#29 Court ordered termination** – court orders that employee cannot work on campus
- **#30 Lack of work/funds or reorgani** – when there is a reduction in force (e.g. cancellation of grant)
- **#35 Unable to work** – physical or personal reasons that prohibit the employee from doing the work required
- **#37 Resigned rather than transfer** – when an employee is offered a transfer but resigns rather than transfer
- **#40 Death** – any questions?
- **#41 Death in line of duty** – when employees dies while on the job
- **Term employee** – always use # 38
- **Student employee** – always use # 70
- Retirement
 - **#60 Retirement** – when an employee wishes to retire for any reason other than disability
 - **#69 Disability Retirement** – when an employee retires due to a disability
- Create/Change a Position (ZPOSITION000) – use to create a new position or to change an existing one. **NOTE:** always check with the Finance office when creating new regular or term positions.
- Record a Friend, Pending Employee, or Guest Traveler (ZPHRRECORD000) – **Friend:** record information for an individual to denote a non-employment association with UT. **Pending Employee:** record information for an individual to denote a subsequent employment with UT (no more than eighteen months and no less than one month) in the near future. **Guest Traveler:** record information for an individual who is not employed by UT but travel expenses are to be paid to this individual (includes applicants and associates of UT who travel for UT but are not paid for their time, only travel expenses).
- Salary Transfer Voucher (STV000) – not to be used to transfer base wages. Used primarily for transferring longevity, bonus payments, and 9 over 12 transfer for faculty effort certification.

Table of IRIS E-Forms (electronic forms submitted to IRIS workflow for approval):

Additional Pay	E-Form ZPADDPAY000
Change Position	E-Form ZPOSITION000
Create Position	E-Form ZPOSITION000
Employee Termination (including students)	E-Form ZPTERM000
Pay/Funding Change	E-Form ZPPAY000
Record a Friend	E-Form ZPHRRECORD000
Record a Pending Employee	E-Form ZPHERRECORD000
Recurring Pay	E-Form ZPRECPAY000
Salary Transfer Voucher	E-form ZPSTV000

Detailed instructions for these electronic transactions can be found at the following:

<http://rwd.tennessee.edu/nav/index.htm>

TIME ENTRY

What is Time Entry?

Time entry refers to the entry of hours worked for biweekly, non-exempt employees in addition to absences taken for all employees (both biweekly and monthly paid employees).

Who will enter time into IRIS?

Departmental Specialists are responsible for entering all time/absences on employees paid by departmental funds. Time for Workshop students is entered by Employment Information Services and time for Federal Work-Study student employees is entered by Payroll in the Human Resources office.

What documentation is required?

There are separate timesheets for biweekly employees and for monthly employees. Exempt staff and 12-month faculty will report only annual, sick, or other leave taken on the monthly form. Regular, non-exempt, term, and student employees complete appropriate timesheets with hours worked and leave taken (if applicable). These forms (signed by employee and supervisor) record the employee's time and leave taken for the time period indicated. The department is the "office of record" for these forms, which are to be retained for thirty-six (36) months or three (3) years.

What is the IRIS transaction for entering time?

The departmental specialist enters time for the time period indicated in IRIS using the transaction "ZCAT" (Cross Application Time Sheet – CATS). After time has been entered, the departmental specialist will release it for approval to the departmental approver. The time to be approved will appear in the approver's workplace inbox, (Workflow) the next day; however, the approver may immediately access the time to be approved via the "ZCAP" transaction – especially if a pay deadline is near.

How frequently should time be entered into IRIS?

Time should be entered as soon as possible following the last day of the pay period. For biweekly payroll, this should be the Monday following the last day of the pay period. For monthly payroll, time should be entered around the 10th of the following month (e.g. time exceptions should be entered by January 10th for the December time exceptions). The UWA Payroll Office will determine the deadlines for entering this information. These deadlines can be found on the IRIS website at: [http://iris.tennessee.edu/ HR/Payroll Deadlines](http://iris.tennessee.edu/HR/Payroll%20Deadlines).

How do I check my entry of time in ZCAT?

The departmental specialist should run the ZCAT Report (ZCATRPT) after entering time, compare the totals for each person to the timesheets, and make sure hours entered and hours released match. If more hours have been entered than released the departmental specialist should return to ZCAT for the employees with unreleased time and go through the steps to release and save the time.

How will time be approved?

The approver will access her/his IRIS Business Workplace Inbox. All time to be reviewed will be presented to this person for approval. The departmental specialist should give the approver all timesheets that have been entered so the approver will have these to compare to entry. Errors in time entry should be skipped and brought to the attention of the departmental specialist so corrections can be made. These corrections will appear in the approver's workflow the next day just as the original entries did.

When a mistake is made, how are corrections processed?

Time entries can be entered and changed at any time during the current pay period. Changes to previous pay periods can be made by selecting "other period" on the ZCAT transaction then entering the period number and year in the spaces provided. These changes can be made even if the time has previously been approved. After a change is made, the departmental specialist must again release the entries for approval. These changes will go through the same approval process noted above. **NOTE:** correcting errors and re-releasing all the time will not cause double payment nor double deduction of leave time taken.

How are the time entries transmitted to the University Administration Payroll Office?

On a periodic basis, but at least at the end of each pay period, the University Administration Payroll Office will transfer the approved time from CATS to IRIS. This office will also transfer the time entries from KRONOS to IRIS. After this transfer, the time entries can be displayed through PA20, on the Time tab, under Attendances or Absences.

Lastly, the University Administration Payroll Office will execute the Time Evaluation program. This program evaluates the data to determine if any overtime premiums, shift differentials, etc. are due.

What reports are available?

Several reports are available for monitoring time and approval status of time entries. To review the status of time entries (approved, rejected, cancelled, etc.) us the CADO report, Time Sheet Data by Personnel Number, Cost Center, or WBS Element. A calendar view of attendances and absences is found using the report PT90_ATT, Attendance/Absence Data: Calendar View.

How can I make sure my employees were paid correctly?

For biweekly paid employees you should use your ZCATRPT to check against the Detailed Payroll Cost Distribution Report (ZPR_DETAIL_CHECK_REG). Remember, this report only shows those employees who are administratively responsible to your cost center. If employees are paid from more than one account, or are not administratively responsible to your cost center, their pay will appear on the Payroll Cost Distribution Report

(ZPR_CC_WBS_DIST). A copy of the check register is sent with your pay advices. This copy should be reviewed and signed by the department approver. Report any errors/problems with an employee's pay to your campus payroll office as soon as possible to discuss what can be done. Solutions may include Pay Advances for those who were not paid or were not paid everything they were due or calculation of an overpayment so the employee can pay back the amount they were not supposed to have received. The Payroll Cost Distribution Report should be used to reconcile monthly ledgers with payroll expenses.

Human Resources/Payroll Paper Forms available on the IRIS Website:

<http://iris.tennessee.edu/HR%20Misc/Forms/default.htm>

Corporate Function Supplemental Form (UT Extension Only)
Family/Related Person
Hire or Pay Casual Laborer
Initial Hire/Rehire of Employee
Other Relationships – Ag & Knoxville campuses ONLY
Payment of Banked Comp Time
Personnel Change Form
Personal Data Form
Student Hire Form (Biweekly UT Student Assistant Only)
Time Transfer
Timesheet – Biweekly
Timesheet – Monthly

OTHER FORMS

- Family/Related Person – list of data for spouse and children in employee's household. Can be useful in processing insurance and fee waivers.
- Hire/Pay Casual Laborer/Pay Casual Laborer Again – used only for those employed 3 days or less.
- Payment of Banked Comp Time – requires department head and Vice Chancellor approval. Funds must come from department budget.
- Personal Data Form (PDF)
 - Personal information, e.g., name, birth date, marital status, etc.
 - Permanent Residence
 - Office Address
 - Emergency Contact
 - Residence Status (I-9)
 - Additional Personal Data , e.g., military status, UT Retiree, etc.
 - Education
- Quota Correction – check with your campus HR office before processing.
- Timesheets – Biweekly and Monthly – to be completed by all biweekly and monthly paid employees except for 9-month faculty.

Appendix A

Procedure for Setting Up New Faculty & Staff with:

1. IRIS NetID

1. NetID automatically assigned by IRIS the night after paperwork is entered
2. New Hires
 - i. Submit all new hire paperwork

OR

- ii. Hire into Pending Employee position – IRIS transaction ZPHRRECORD000
 1. Cannot be less than one month nor more than six months before actual hire date
 2. Must have offer & acceptance of position

2. IRIS Access

1. Department level Specialists, Reviewers, & Approvers, and College or Vice Chancellor level Reviewers & Approvers can be requested through the IRIS E-Form ZSEDEPTAUTH000

3. Banner

1. All information transferred from IRIS to Banner the night after entry into IRIS – if date of action is that day or before

4. Banner Access

1. Have department head go to <http://www.utm.edu/departments/its/banner/index.php> and complete the form and submit for each employee
2. Provide 960#, email address, & phone #
3. If replacing another employee must provide that employee's Banner Username & 960#
4. Faculty access to BannerWeb is automatic after their email and Active directory account is entered by ITS team

5. Banner Self-Serve

1. Standard self-service is automatic for all employees
2. Faculty self-service is automatic with all necessary faculty functions
3. Additional self-service functions must be requested on the <http://www.utm.edu/departments/its/banner/index.php> form (includes viewing photos, & web reports as well as extender)

6. Blackboard Access

1. Contact HelpDesk – give Name & 960# along with department & department contact

7. Email/Computer

1. Department to contact the ITS HelpDesk with IRIS NetID & 960# to request access

8. Keys

1. Department completes a Key Request form with 960# & sends to Lock Shop
2. Campus Police notifies department when keys are ready
3. Employee takes staff ID & goes to Campus Police to sign out keys

9. ID Card

1. Employee goes to the Business Affairs Office with 960#
2. Business Affairs staff will make ID

10. Parking Sticker

1. Employee registers vehicle on Banner Self-Service
2. Pay for parking sticker on Banner or go to Campus Police to pay
3. Take staff ID & pick up sticker from Campus Police

11. Listservs

1. information@utm.edu sign up is automatic once ITS creates email and Active Directory accounts
2. Academicnews@utm.edu is added by Academic Affairs
3. All others must be requested by the individual

12. Voicemail & Long Distance

1. Contact HelpDesk - 7900