



Employee Resources

Calendars:

Academic and Financial Calendars: <http://registrar.utk.edu/calendar/calendar/>

University Events Calendar: <https://calendar.utk.edu>

Policy Information (For comprehensive policy access: <https://policy.tennessee.edu/>)

Alcohol Policy UTK Campus: This policy is a supplement to the System Policy regarding the purchase of alcohol for University meals and events.

<https://universitytennessee.policytech.com/dotNet/documents/?docid=634&public=true>

Conflict of Interest Policy (FI0125): This policy addresses the University requirement that employees disclose any external relationships that could result in a conflict of interest between personal involvements and maintaining University objectivity and integrity.

<https://universitytennessee.policytech.com/dotNet/documents/?docid=36&public=true>

Drug Free Campus and Workplace Policy (HR0720): This policy was established to provide a safe, healthful, drug free campus for University students and employees.

<https://universitytennessee.policytech.com/dotNet/documents/?docid=156&public=true>

Equipment Policy (FI0605): Generally, the university retains ownership and title to all movable equipment purchased with university funds. Exceptions are equipment purchased with grant, contract, or agency funds and written agreements or contracts where ownership is retained by or reverts to the funding agency. The university remains responsible and accountable for such equipment while it is in the university's custody. It is important for all employees to work with the individual in the home department to ensure compliance with policies related to the purchase of equipment.

<https://universitytennessee.policytech.com/dotNet/documents/?docid=81&public=true>

Firearms Policy (Policy SA0875): The purpose of this policy is to support the safety of students and employees by establishing rules for the possession and carrying of firearms by employees on University property.

<https://universitytennessee.policytech.com/dotNet/documents/?docid=189&public=true>

Questions and Answers about UT Safety Policy 0875 – Firearms

<https://universitytennessee.policytech.com/dotNet/documents/?docid=204&public=true>

Inclement Weather Policy: The University of Tennessee, Knoxville, will remain open except in the most severe weather conditions. Decisions about campus operations are made based on conditions on campus and major transportation routes. It is anticipated that the campus community shall also monitor local conditions to assess the travel risk.

<https://prepare.utk.edu/emergency-management/inclement-weather-policy/>

Public Records (TUAPA Rule): “Public record(s)” or “record(s)” means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business by The University of Tennessee. <https://publications.tnsosfiles.com/rules/1720/1720-01/1720-01-11.20190310.pdf>

Purchasing Policy (FI0405): This policy was established to provide departments with information on approved practices for obtaining goods and services.

<https://universitytennessee.policyletech.com/dotNet/documents/?docid=203&public=true>

Prohibited Practices

- All purchases must be for official university use or benefit only. Departments may not purchase or request goods or services unless funds are available. The following are prohibited:

Employees may not make personal purchases with university funds or purchase items that personally benefit another employee. These prohibited purchases include greeting cards, flowers or similar gifts prohibited by the FI0717 - Employee Gift Acceptance Policy. Departments may not use university funds to purchase items for employees and allow the employees to reimburse the university. Also, employees may not use the university's letterhead to place orders for personal purchases or use the university's name to avoid paying sales taxes when making personal purchases.

- University personnel, who are connected in any way with requisitioning or procuring goods or services used by the university, shall not accept any personal gifts, gratuities, or kickbacks from vendors or potential vendors (in some cases, such actions might result in criminal violations). Any university employee who becomes aware of such activities shall inform Audit and Compliance Services. For more details on understanding, avoiding and reporting conflicts of interests, see FI0125 - Conflict of Interests, Conflict of Interests.

Smoking Policy (BT0022): The purpose of this policy is to protect the health and safety of University students, employees, and visitors; to promote a healthy and safe work, educational, and living environment; and to comply with applicable state laws regarding smoking. This policy

is adopted by the Board of Trustees to provide the University's campuses and institutes the authority to regulate or prohibit smoking in accordance with applicable state laws. (Directly quoted from Policy BT0022, Section 1, *Purpose*)

<https://universitytennessee.policytech.com/dotNet/documents/?docid=269&public=true>

<https://bewell.utk.edu/policy/>

Annual Compliance and Training Requirements

Conflict of Interests/Outside Interest Disclosure: Faculty and staff are required to complete a Conflict of Interests disclosure on an annual basis, or any time a new conflict of interest develops (see the policy link in the **Policy Information** section). The form can be accessed at:

<https://cas.tennessee.edu/cas/login?service=https%3A%2F%2Fidp.utk.edu%2Fidp%2FAuthn%2FExtCas%3Fconversation%3De1s1%26entityId%3Dirismobile.tennessee.edu>

Trainings

The University of Tennessee has several trainings that are required on an annual basis.

Generally, the University sends out one e-mail listing all required trainings for the message recipient, along with information on how to access the training in K@TE

(<https://kate.tennessee.edu>) and a deadline for completing the training. You can expect to be asked to complete training on:

- Code of Conduct: <https://conduct.tennessee.edu/>
- FERPA: <https://ferpa.utk.edu/>
- Security Awareness Training (IT security): <https://security.tennessee.edu/security-awareness-training/>
- Title IX: <https://titleix.utk.edu/>
- Title VI

Programs for Minors: Safety Policy SA0575 addresses programs sponsored by the University of Tennessee in which minors participate: <https://programsforminors.utk.edu/policy/>. Anyone who participates in this program is required to take the **required training for covered adults** (the training module is offered through K@TE: <https://kate.tennessee.edu>).

This is not a comprehensive list of training courses you may be required to take, but a list of training courses most employees are required to complete. For example, individuals who work in labs or with chemicals may be required to take specific safety training. Please be cognizant of required training courses for your position and complete them on time.

In addition to required training, the University offers many opportunities for continued professional development. Per Human Resources policy, HR0128, the University strongly encourages supervisors to support employees in a minimum of 32 hours of training/professional development each year. Please review the training opportunities provided to you through UTK's Learning and Organizational Development

(<https://hr.utk.edu/lod/>), UT System's Employee and Organizational Development (<https://hr.tennessee.edu/training/>), and through K@TE (<https://kate.tennessee.edu>).

Important Information:

Benefits and Retirement Services: This site has information on retirement options, group health insurance, and other employee benefits, including area discounts.

<https://hr.tennessee.edu/benefits/>

<https://hr.tennessee.edu/benefits/insurance/>

This site also provides a list of Employee Discounts provided through partnerships with several national companies: <https://hr.tennessee.edu/benefits/employee-discounts/>

Center for Health Education & Wellness: This site provides resources that address interpersonal wellness, alcohol and substance abuse, and general health and wellness for faculty, staff, and students. <https://wellness.utk.edu/>

Center for Global Engagement (CGE): CGE leads, coordinates, and supports the University's strategies for global engagement, research, and engagement. Within CGE, **International Student and Scholar Services** provides support and guidance for international students and scholars, working with departments and individuals on matters related to visa processes and immigration requirements.

<https://cge.utk.edu/>

<https://international.utk.edu/>

Counseling Center: The UT Counseling Center is the University's primary facility for mental health services for students. <https://counselingcenter.utk.edu/>

Dining Services: This site includes information related to dining locations and hours, meal plans for students, catering, and faculty/staff discount cards. <https://dining.utk.edu/>

Direct Deposit: Direct deposit information can be entered through the Employee Self Service portal or through the <http://directdeposit.tennessee.edu> website. A Net ID and password will be required to enter or change direct deposit information. Direct deposit entry is secured through Duo's two-factor authentication process.

Duo Two-Factor Authentication (2FA): Duo is the University's two-factor authentication program. Using 2FA provides additional security when accessing sensitive University sites and information. Guidance on how to sign up for Duo is found at:

<https://utk.teamdynamix.com/TDClient/2277/OIT-Portal/KB/ArticleDet?ID=113590>.

Employee Self Service: Employee Self Service (ESS), accessed through the IRIS Web Portal, allows employees to access and, in some cases, change or process their own information or records. Information about and access to ESS is found at <https://iris.tennessee.edu/my-iris-web-portal/>.

Family and Medical Leave: Staff and 12-month faculty who have worked at the University for one year or more and have a minimum of 1250 work hours during the previous calendar year are eligible to apply for Family and Medical Leave. Family and Medical Leave provides time off for: childbirth, or adoption; foster care placement; serious health condition of the employee; serious health condition of the employee's family member; to provide care for a family member injured while on active military duty; or for qualifying exigent circumstances arising from a family member's military service. More information, including contact information, can be found at <https://hr.utk.edu/family-and-medical-leave/>.

HR Policy, HR0338:

<https://universitytennessee.policytech.com/dotNet/documents/?docid=124&public=true>

Faculty and Family Care Policy: The Office of the Provost has provided guidance, in accordance with the faculty handbook, for meeting the needs of 9-month faculty who may require time off due to the serious injury or illness of the faculty member or a family member, or due to childbirth or adoption. Information on the Faculty and Family Care Policy can be found at <https://provost.utk.edu/family-leave/>.

Faculty Handbook and Faculty Senate: This *Faculty Handbook* contains material that applies to all faculty at the University of Tennessee, Knoxville (TK), the University of Tennessee Institute of Agriculture (UTIA), and the University of Tennessee Space Institute (UTSI):

<https://facultyhandbook.utk.edu/>. The faculty at each of these three named campuses are represented by on faculty senate: <https://senate.utk.edu/>.

Human Resources (Knoxville Campus): Information regarding Human Resources services can be found at: <https://hr.utk.edu/>. This site will provide information regarding matters such as Family and Medical Leave, Paid Parental Leave, Employee Relations support, etc.

Mandatory Reporting for Automobile Accidents While on University Business: All auto accidents, regardless of type of accident or fault, *MUST* be reported to the UT System Office of Risk Management within 1 business day using the UT Driver's Report of Vehicle Accident Form: <http://finance.tennessee.edu/wp-content/uploads/forms/Drivers-Report-of-Vehicle-Accident-Form.pdf>. More information related to accident reporting requirements is found on the Office of Risk Management website: <https://riskmanagement.tennessee.edu/automobile-claims/>.

Office of Information Technology: Information for new faculty and staff, including instructions for setting up two-factor authentication: <https://oit.utk.edu/general/areyounew/new-staff/>.

UT Public Safety: The UT Public Safety website provides information on the UT Police Department, Clery Compliance, Emergency Management, Environmental Health and Safety, instructions for the UT Alert system and LiveSafe app, and contact information for distressed student situations (865-974-HELP (4357); <https://dos.utk.edu/974-help/>) and distressed employee situations (865-946-CARE (2273); <https://hr.utk.edu/care/>). <https://safety.utk.edu/>

Blue Phones: The University Office of Information Technology also supports "Blue Phones," which are emergency phones located across campus to communicate with UT Police, E-911,

university administration, and other agencies in the event of an emergency. A map to access the blue phones can be found at: <https://maps.utk.edu/?id=314#!ct/27641>.

Workplace Injury Reporting and Workers' Compensation Claims Procedures: The Office of Risk Management's website provides information on reporting workplace injuries and workers' compensation claims at: <https://riskmanagement.tennessee.edu/workers-compensation/>. All supervisors (faculty or staff) should familiarize themselves with the injury reporting requirements and processes related to workers' compensation claims.

Time Reporting

This section addresses time reporting for 12-Month Faculty, Exempt Staff, and Non-Exempt Staff.

12-Month Faculty

As a regular 12-month faculty member at the University of Tennessee appointed at 75% time or more, you are provided paid time away from work through the University's *annual leave* benefit. Additionally, you are protected against the loss of earnings due to personal or family illness, injury, and/or childbirth or adoption through the University's *sick leave* benefit. Both annual and sick leave are accrued on the first day of each month and on the first day of employment for new employees (pro-rated based on the number of working days for the new employee during the month of hire). As a full-time, regular 12-month faculty member, you will earn 16 hours of annual leave per month and 8 hours of sick leave. You will also be eligible to carry forward a maximum of 336 annual leave hours from one calendar year to the next, with no limit on the amount of sick leave that can be carried forward. Additional information on annual leave can be found at http://policy.tennessee.edu/hr_policy/hr0305/ and additional information on sick leave can be found at http://policy.tennessee.edu/hr_policy/hr0380/.

It is the responsibility of each employee to properly report when leave is taken, and failure to do so could result in disciplinary action up to and including termination. You will report leave taken by submitting a time report to on a monthly basis. The time report should reflect any hours of absence from work during your regular work schedule. For absences not related to illness or injury (vacation, car trouble, household emergencies, etc.), you should typically record annual leave (AL) for the time away from work. For absences related to personal or family (spouse, child, or parent) illness, injury, and/or childbirth or adoption, you should typically record sick leave (SL) for the time away from work. In addition to recording annual and sick leave, leave related to holidays and administrative closings should be recorded on the time report. The University's holiday and administrative closing schedule can be found at <http://hr.tennessee.edu/benefits/holiday-schedule/>.

Your leave hours will be reported on either a paper monthly timesheet* or through the Employee Self-Service portal. Please speak with the departmental time coordinator to determine which process is used in your unit and for information on specific timelines and procedures in the department. They will also be able to assist you if you have questions about how to record your leave hours.

* **Monthly Timesheet:** <http://iris.tennessee.edu/HR%20Misc/Forms/default.htm> (the monthly timesheet will be listed alphabetically in the list of forms as "Timesheet – Monthly")

Exempt Staff

As a regular exempt staff employee at the University of Tennessee appointed at 75% time or more, you are provided paid time away from work through the University's *annual leave* benefit. Additionally, you are protected against the loss of earnings due to personal or family illness, injury, and/or childbirth or adoption through the University's *sick leave* benefit. Both annual and sick leave are accrued on the first day of each month and on the first day of employment for new employees (pro-rated based on the number of working days for the new employee during the month of hire). As a full-time, regular exempt staff employee, you will earn 16 hours of annual leave per month and 8 hours of sick leave. You will also be eligible to carry forward a maximum of 336 annual leave hours from one calendar year to the next, with no limit on the amount of sick leave that can be carried forward. Additional information on annual leave can be found on the Policy Tech site, <http://policy.tennessee.edu/>, under policy HR0305 and additional information on sick leave can be found under policy HR0380.

It is the responsibility of each employee to properly report when leave is taken, and failure to do so could result in disciplinary action up to and including termination. You will report leave taken by submitting a time report to on a monthly basis. The time report should reflect any hours of absence from work during your regular work schedule. For absences not related to illness or injury (vacation, car trouble, household emergencies, etc.), you should typically record annual leave (AL) for the time away from work. For absences related to personal or family (spouse, child, or parent) illness, injury, and/or childbirth or adoption, you should typically record sick leave (SL) for the time away from work. In addition to recording annual and sick leave, leave related to holidays and administrative closings should be recorded on the time report. The University's holiday and administrative closing schedule can be found at <http://hr.tennessee.edu/benefits/holiday-schedule/>.

Your leave hours will be reported on either a paper monthly timesheet* or through the Employee Self-Service portal. Please speak with the departmental time coordinator to determine which process is used in your unit and for information on specific timelines and procedures in the department. They will also be able to assist you if you have questions about how to record your leave hours.

* **Monthly Timesheet:** <https://iris.tennessee.edu/forms/human-resourcespayroll-forms/> (the monthly timesheet will be listed alphabetically in the list of forms as "Timesheet – Monthly")

Non-Exempt Staff

Annual Leave

As a regular non-exempt employee at the University of Tennessee appointed at 75% time or more, you are provided paid time away from work through the University's *annual leave* benefit. Annual leave is accrued on the first day of each month and on the first day of employment for new employees (pro-rated based on the number of working days for the new employee during the month of hire). As a full-time, regular non-exempt employee, you will accrue annual leave based on the following schedule:

Years of Service	Monthly Accrual	Maximum Annual Carryover
1-5	8 hours	240 hours
6-10	12 hours	288 hours
11-20	14 hours	312 hours
21+	16 hours	336 hours

The "Maximum Annual Carryover" referenced in the above chart is the amount of annual leave that can be carried forward from one calendar year to the next. In addition to annual and sick leave, full-time,

regular, non-exempt employees receive one day of *personal leave* (8 hours) per calendar year. The personal leave day becomes available to new employees on the first day of the month after the six-month probationary period is completed. Personal leave is a “use it or lose it” benefit and cannot be carried over from one calendar year to the next. Additional information on annual leave can be found at <https://universitytennessee.policytech.com/dotNet/documents/?docid=273>.

Sick Leave

As a regular non-exempt employee at the University of Tennessee appointed at 75% or more, you are protected against the loss of earnings due to personal or family illness, injury, and/or childbirth or adoption through the University’s *sick* leave benefit. Sick Leave is accrued on the first day of each month and on the first day of employment for new employees (pro-rated based on the number of working days for the new employee during the month of hire). As a full-time, regular non-exempt employee, you will accrue 8 hours of sick leave per month. There is no limit to the amount of sick leave that can be carried forward from one calendar year to the next. Additional information on sick leave can be found at <https://universitytennessee.policytech.com/dotNet/documents/?docid=193>.

Personal Leave

In addition to annual and sick leave, full-time, regular, non-exempt employees receive one day of *personal leave* (8 hours) per calendar year. The personal leave day becomes available to new employees on the first day of the month after the six-month probationary period is completed. Personal leave is a “use it or lose it” benefit and cannot be carried over from one calendar year to the next. Additional information on personal leave can be found at: <https://universitytennessee.policytech.com/dotNet/documents/?docid=130>.

Time Reporting

It is the responsibility of each employee to properly report hours worked and leave taken. Failure to do so could result in disciplinary action up to and including termination. You will report your hours worked and any leave taken by submitting a time report on a biweekly basis. Biweekly pay periods begin on a Monday and end on a Sunday. (A schedule of the biweekly pay periods can be found by accessing the payroll calendars online at <https://iris.tennessee.edu/payroll-deadlines/>.) Your time report should reflect all hours worked, as well as any absences during your regular work schedule. For absences not related to illness or injury (vacation, car trouble, household emergencies, etc.), you should typically record annual leave (AL) for the time away from work. For absences related to personal or family (spouse, child, or parent) illness, injury, and/or childbirth or adoption, you should typically record sick leave (SL) for the time away from work. Your personal leave day can be used for any approved absence from work. In addition to recording annual, sick, and personal leave, holiday (HL) and administrative closing (AC) leave should be recorded on the time report. The University’s holiday and administrative closing schedule can be found at <http://hr.tennessee.edu/benefits/holiday-schedule/>.

Overtime Compensation

As a non-exempt employee, you are eligible under the Fair Labor Standards Act for overtime compensation for hours worked in excess of 40 hours during one work week (Monday through Sunday). The University provides overtime compensation in the form of compensatory time, unless there is provision for monetary compensation. It is very important to note that policy states:

No employee is authorized to work overtime without first receiving either instruction or approval from an appropriate supervisor.

In addition to requesting permission prior to working overtime, you and your supervisor should discuss and agree upon the method of compensation before overtime is worked. For more complete information on overtime compensation at the University, please read University Policy HR0445 – Overtime Compensation:

<https://universitytennessee.policytech.com/dotNet/documents/?docid=143>. Additionally, you should speak with (SUPERVISOR/DEPARTMENT HEAD/DEPARTMENTAL CONTACT) about departmental procedures for requesting permission to work overtime. **Please remember that while overtime work may occasionally be necessary, it is not an employee benefit and should only occur when necessary and approved.**

Time Submission

Your working hours and leave hours will be reported on either a paper biweekly timesheet* or through the Employee Self-Service portal. Please speak with departmental time coordinator to determine which process is used in your unit and for information on specific timelines and procedures in the department. They will also be able to assist you if you have questions about how to record your leave hours.

* **Biweekly Timesheet:** <https://iris.tennessee.edu/forms/human-resourcespayroll-forms/> (the biweekly timesheet will be listed alphabetically in the list of forms as “Timesheet – Biweekly”)

Travel: The following section provides guidance on the Concur Travel System

How do I access Concur? Access Concur @ travel.tennessee.edu and Login with your UTK credentials

Congratulations! You’ve successfully accessed Concur! Now, what’s the first step?

Setting up your Profile – 3 steps...

1. Click on Profile and Choose Profile Settings:

Personal Information: Note that some of the data has been transferred from IRIS. Therefore, if you notice that any information is incorrect you may want to contact IRIS Helpdesk for assistance @ irishelpdesk@tennessee.edu

E-mail Addresses: You will want to enter/add your e-mail address and if you will have an assistant/ delegate – their e-mail address as well. Do so by clicking the “add/verify links” – this will allow you or your delegate(s) to e-mail scanned receipts into your profile using receipts@concur.com

Travel Assistants: Assistants can book Airfare, Lodging, and Car Rentals, but **CANNOT** enter expenses or request travel. If you would like to add an assistant – click on the “add assistant” link.

Credit Cards: Cards saved here can be used by your assistant for booking, but without them seeing the actual card information. In addition, if you have a travel card – you will want to enter it here.

- Request/Expense Delegates:** This person can also be the same as your assistants as well. Selecting the link “Request Delegates” or “Expense Delegates” will take you to the same page. Select preferences you prefer. *Couple of notes if you pick the following:*

Can Submit Reports: If you pick this option, it means that the delegates can only “submit” reports for guest travelers and inactive employees. Otherwise, the traveler will be responsible for “submitting” their own report once the delegate notifies him/her they are done entering expenses.

Can submit Requests: Delegates can submit requests etc. on behalf of traveler, but cannot request a travel card request, increase/decrease card request, or procurement card – these require traveler to do on their own.

3. **E-Receipt Activation:** This option is an additional perk within Concur that allows vendors who have E-Receipting to send receipts to your Concur Profile. Although you enable this option - it doesn't mean that you "have" to use it. You can still upload your own receipts if you wish.

Congratulations! You finished the first step - what's next?

Request a Travel Card – 2 steps...

1. **Requesting a Travel Card:**
 - Select Requests tab
 - New Request
 - Request Type – Card Request
 - Enter your name
 - Select Expenses tab
 - Select Request New Card – ***notice you can request an increase/decrease this way as well.***
 - Select Type of Card – ***notice there are 3 options: Travel Card, Group Travel Card, and Procurement Card; if you are requesting an individual Travel Card – please only select the "Travel Card" option.***
 - Complete the required information and click submit request; a list of terms will appear you will need to accept and submit.
2. **Complete the travel card training and questionnaire via @Kate:**
<https://kate.tennessee.edu>
 - Login with UTK credentials
 - Search for **Travel Card Training and Questionnaire**
 - Once you complete and **pass** this training – your travel card will be issued.

In addition to this document – there is also a video that assists in walking you through the above steps as well:

<https://www.youtube.com/watch?v=CF0IDsuEpsU&feature=youtu.be>