



SOAR

A NEWSLETTER OF THE UNIVERSITY OF MEMPHIS SOFTWARE OF OPERATIONAL AND ADMINISTRATIVE RESOLVE

Welcome to the first SOAR Newsletter of 2025! January 2025

With the start of a new year, we are also kicking off the **Testing Phase!** During this phase, the team will begin testing the new systems in Oracle Cloud.

Alongside Testing, our team will be developing **Training** for all users. Training will be available via: **web-based modules in Canvas, instructor-led sessions and quick reference guides available online.**

Looking Ahead | The Testing and Cutover phase will continue through June leading up to Go-Live, **July 1.** Including: Testing, Training, Ongoing Data Conversion and more activities - preparing our campus for this transition.

Systems and Associated Business Processes

transitioning to Oracle Cloud

.....

Tiger Buy
Chrome River
Fixed Assets Workflow
Spreadsheet Budgeting
Records Inventory
WorkForum
Kronos
Web Time Entry
eContract
Learning Curve
Separation and Clearance Form
Employee Information Updates
Performance Reviews
Budget Revision
Budget Transfer Form



In Oracle I will...

- ✓ Submit my time sheet
- ✓ Submit leave requests
- ✓ Approve time sheets and leave requests of my direct reports
- ✓ Onboard new employees
- ✓ Manage the budget of sponsored grants
- ✓ Purchase goods and services for my department
- ✓ Submit pre-travel approvals *and* travel reimbursements
- ✓ Hire all employee types
- ✓ Maintain my personal information on my employee record
- ✓ Submit budget revisions
- ✓ Conduct budget planning
- ✓ Conduct period close and year end close
- ✓ And more!

TRAINING OVERVIEW



The primary goal of training, beginning late spring 2025, is to support the successful transition from current state to future state, increasing confidence in using Oracle to perform daily tasks effectively by building new knowledge and skills in:

- New Chart of Accounts (COA)
- Oracle Human Capital Management (HCM)
 - Employee Self-Service
 - Leave Requests
 - Time Sheets
 - Hiring and Onboarding Process
 - Manager Self-Service
 - Performance Management
- Reporting Tools & Dashboard
- Oracle Finance
 - Procurement (Buying and Paying)
 - Expenses
 - Grants Management
 - Fiscal Management
 - Budget Management

Familiarization

Become familiar with the **interface, navigation and basic functionalities** of Oracle.

This includes:

- Understanding how to log in
- Access different modules
- Perform routine tasks

Role-Specific

Tailored to the **specific roles and responsibilities** of different users.

Training will be relevant to the particular functions of staff, faculty, supervisors, etc. within Oracle.

Hands-On Practice

Opportunities for **hands-on practice for users to apply what they have learned in a controlled environment**, making mistakes and learning from them before the system goes live.

Process Understanding

Understand the end-to-end business processes that Oracle supports — **ensuring users can see the bigger picture of how their duties fit into overall business operations.**

TRAINING OPPORTUNITIES

Get involved prior to Training to be prepared — additional early learning opportunities and resources are available on the [SOAR website!](#)



Web-Based Training

Self-paced modules in Canvas.



Instructor Led Training (ILT)

Role-based courses providing business process and transactional training (live, instructor-led, in person or virtual).



Quick Reference Guides

Provides step by step instructions on how to conduct processes.



Enterprise Performance Management (EPM): *Budget View and Adjustments*

Users will be able to more easily view their budgets and available balances through the improved user interface.

- Users will no longer have to manually calculate **Base Budget** as this will be a field within Oracle unlike in the current Banner Budget Query screen.

	Base Budget	Adjusted Budget	Actuals	Encumbrances	Actuals and Encumbrances	Available Balance
▶ 5100D: Nonmandatory Fees	50,500.00	50,500.00				-50,500.00
▶ 6100D: Salaries	2,246,312.00	2,175,993.00				2,175,993.00
▶ 6200D: Employee Benefits	712,900.00	781,435.00				781,435.00
▶ 7100D: Travel Expenses	32,552.00	32,552.00				32,552.00
▶ 7400D: Operating Expenses	173,707.00	199,474.79				199,474.79
▶ 7800D: Capital Expenses		10,232.00				10,232.00
▶ 7900D: Scholarships and Fellowships		10,026.00				10,026.00
Total Revenue	50,500.00	50,500.00				-50,500.00
Total Expense	3,165,471.00	3,209,712.79				3,209,712.79
Net Income	-3,114,971.00	-3,159,212.79				-3,260,212.79

In the future state | There will be no PDF budget revisions. Oracle EPM will allow users to submit all types of budget requests through the system and they will route through approvals as needed. Users will be able to quickly and easily view all budget revisions submitted and their status (e.g. Pending Approval, Budget Office Approved, etc.).

Replacing the Banner Online Budget Transfer request, in Oracle EPM there will be a screen for Self-Funded Budget Adjustments. This screen will show users their budget and allow users to make easy current year budget adjustments between budget account pools and/or program codes within a Fund and Org.



Human Capital Management (HCM)

Beginning August 2025, academic year (formerly known as 9-month) faculty members and 10-month staff will receive their pay aligned with the time period in which it is earned and therefore have ownership of their personal financial affairs.

For more information including dates for financial wellness sessions, an academic year faculty salary calculator and FAQs, please visit: [Faculty Salary Information](#).



Manager Readiness Sessions

This three-part series seeks to inform managers of the new tools in Oracle that will help them support their team.

The first session will take place February 13. [Register HERE.](#)

February Town Hall

Join us for the **SOAR February Town Hall!** All are encouraged to attend this virtual event to hear the latest updates from SOAR. As we get closer to Go-Live, there will be lots of exciting information — it is imperative for campus to be informed and prepared for a smooth transition!

RESOURCES



[Click here to view the SOAR Website](#)

See what's changing, view recorded sessions and get the most updated information on our [SOAR website](#).



[Sign up for SOAR Insiders Email List](#)

To get more information about SOAR in addition to the website and newsletter, [sign up for SOAR Insiders!](#)