![The University of Memphis logo]

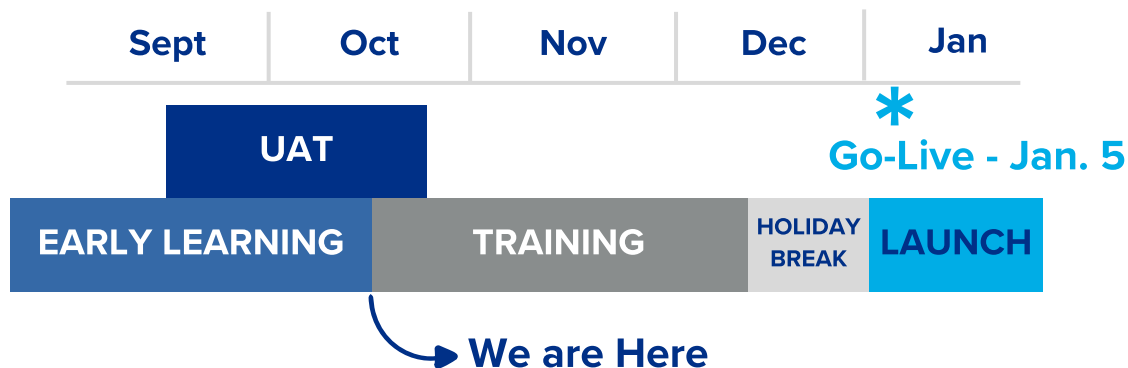# SOFTWARE OF OPERATIONAL AND ADMINISTRATIVE RESOLVE (SOAR)

Welcome to the SOAR Newsletter! OCTOBER 2025

In this Edition | We are getting close to Jan. 5, 2026, the launch of Oracle Cloud! This month's newsletter is packed with essential updates, training opportunities and key deadlines to help you prepare.

Check out these opportunities to get involved:

- Training has begun! Review and register for courses on the <u>Training webpage.</u>

- <u>Register here</u> for the October Town Hall – Thursday, Oct. 23.

- Be sure to complete the <u>SOAR Survey</u> and share your feedback — your voice is vital in shaping a smooth and successful transition.

Please continue to attend informational events, review communication materials, such as this newsletter and engage with training to ensure you are prepared to conduct your processes in Oracle Cloud.

Sept	Oct	Nov	Dec	Jan
	UAT			✳ Go-Live - Jan. 5
EARLY LEARNING		TRAINING	HOLIDAY BREAK	LAUNCH

→ **We are Here**

TRAINING

Oracle Cloud training is here! It's time to get ready through hands-on learning. The main training window runs from Monday, Oct. 20, through mid-January 2026.
Recorded sessions and online learning guides will be available.

What You'll Learn

- Your persona: Each employee has a training "persona," or role type, based on the tasks you perform in Oracle Cloud.
- Your training pathway: Depending on your persona, you'll complete a mix of training formats:
  - **WBT (Web-Based Training):** Self-paced modules available directly in Canvas.
  - **ILT (Instructor-Led Training):** In-person sessions registered through Learning Curve under the Oracle category.
  - **VILT (Virtual Instructor-Led Training):** Live online sessions are registered separately through the provided links.

What To Expect

- Course lengths are estimates — some may finish early or run long.
- Completing the required training is essential to perform your job tasks once Oracle Cloud goes live.
- After the system goes live, training will continue for new hires and anyone needing refreshers. Post-launch sessions will move from Canvas and Learning Curve to Oracle Learn.

How to Access

To view training courses and register, visit the **Training webpage on the SOAR website.** Each course, training track and registration information is available on this site.

ACCESS HERE

HCM Training Track (HR/Payroll) *

Name of Training	Audience(s)	Description of Training	Training Format (What's this?)	Schedule & Registration
Introduction to HCM	Departmental Business Representatives Department Heads	This course explains the basic navigation of Oracle HCM, and covers a broad overview of the various modules within HCM.	VILT & WBT	Monday, Oct 20 1PM-2PM (VILT) **Register** Tuesday, Oct 28 11AM-12PM (VILT) **Register** Monday, Nov 3 1PM-2PM (VILT) **Register** WBT: 24/7 Coming soon
Employee Self Service Overview	All Employees	This course introduces Employee Self Service (ESS) in Oracle Cloud. You'll learn how to navigate the system and manage essential HR features like updating personal information, accessing pay slips, submitting leave requests, and completing payroll forms. The training is designed to help you handle important HR tasks confidently and efficiently in your role.	WBT	24/7 Coming soon

*example

>>> eContracts Freeze

Deadline: Wednesday, Nov. 19
Contracts submissions in Banner end on Nov. 19. Submissions will commence in Oracle Cloud, Jan. 5, 2026. If you have any questions, please contact hr@memphis.edu.

>>> Internships and Dual Service Agreements

Deadline: Wednesday, Nov. 19
No new entries for internships or dual service agreements in Cayuse after this date.
Action: Enter items early to avoid processing delays during the blackout.

>>> Sponsor and Organization Codes (Cayuse)

Deadline: Wednesday, Nov. 26
No new sponsor or organization codes will be added in Cayuse after this date.
Action: Confirm required sponsor and org codes are already established for upcoming proposals.

>>> Award Setup (Cayuse and Banner)

Last Import to Banner: Sunday, Nov. 30
Action: Submit Notice of Award promptly to avoid delays.

>>> Proposal Submissions (Cayuse)

Deadline: Tuesday, Dec. 2
Proposals due between Dec. 8–10 must be routed by **Tuesday, Dec. 2**. These proposals will be submitted to the sponsor on Dec. 8. **Proposal submissions will resume on Thursday, Dec. 11.**
Action: Submit proposals early to ensure timely sponsor submission.

>>> Labor Redistributions (Banner)

Deadline: Monday, Dec. 15.
All labor updates and redistributions must be completed in Banner by this date. After the transition to Oracle, Jan. 5, 2026, no further updates can be made to allocations already posted in Banner.
Action: Finalize redistributions before deadline.

UPCOMING

October Town Hall | Oct. 23 2:30 PM
REGISTER NOW!

Hear key updates from workstream leads regarding the most recent testing cycle, progress over the summer and details about upcoming training.

A recording will be avaliable on the SOAR Website following the event.

REGISTER HERE

SOAR SURVEY

Your voice matters! The SOAR Survey is your opportunity to share feedback, ideas, and insights that will help us strengthen understanding across campus as we lead up to the transition to Oracle Cloud.

TAKE THE SURVEY

RESOURCES

See what's changing, view recorded sessions and get the most updated information on our **SOAR website.**

Click Here to View the 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!**