FOCUS ON FINANCE & HR

January 21, 2025

AGENDA

- SOAR Project Updates
- Form W-2 | Form 1099
- Form 1098-T | Form 1042
- Dual Services Agreements
- Announcements & Deadlines

SOAR Project Updates

Shundra White, Information Technology Services

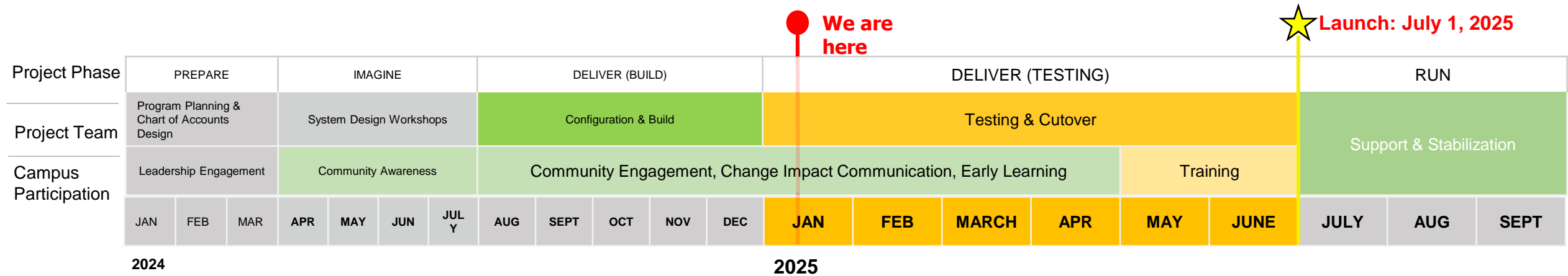**Danny Linton, Human Resources**

SOAR: What's Changing

Systems and associated business processes transitioning to Oracle Cloud on July 1, 2025.

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
SAMS Performance Reviews
Budget Revision /
Budget Transfer Form

In Oracle I will...

o Submit my time sheet

o Submit leave requests

o Approve time sheets and leave requests of my direct reports

o Onboard new employees

o Manage the budget of sponsored grants

o Purchase goods and services for my department

o Submit pre-travel approvals AND travel reimbursements

o Hire all employee types

o Maintain my personal information on my employee record

o Submit budget revisions

o Conduct budget planning

o Conduct period close and year end close

o *And more!*

SOAR Timeline

We are here

Launch: July 1, 2025

Project Phase	PREPARE			IMAGINE			DELIVER (BUILD)					DELIVER (TESTING)						RUN		
Project Team	Program Planning & Chart of Accounts Design			System Design Workshops			Configuration & Build					Testing & Cutover						Support & Stabilization		
Campus Participation	Leadership Engagement			Community Awareness			Community Engagement, Change Impact Communication, Early Learning									Training				
	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APR	MAY	JUNE	JULY	AUG	SEPT

2024

2025

161 Days

- ❑ System Integration Testing
- ❑ User Acceptance Testing
- ❑ Ongoing Data Conversion
- ❑ System Cutover Dates/Planning
- ❑ Continued Campus Preparation Activities

- ❑ SOAR Course Development
- ❑ Train UofM Trainers
- ❑ Launch Online/On Demand Courses
- ❑ Launch In Person Workshop Registration

Training Overview

Familiarization

Become familiar with the interface, navigation, and basic functionalities in Oracle. This includes understanding how to log in, access different modules, and 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.

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.

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.

Training Overview

The primary goal of end-user training is to support end users' successful transition from current state to future state increasing confidence in using Oracle to perform their daily tasks effectively by building new knowledge and skills about:

New Chart of Accounts (COA)

Reporting Tools & Dashboard

Oracle Finance

- Procurement (Buying and Paying)
- Expenses
- Grants Management
- Fiscal Management
- Budget Management

Oracle Human Capital Management (HCM)

- Employee Self-Service
- Leave Requests
- Time Sheets
- Hiring and Onboarding Process
- Manager Self-Service
- Performance Management
- Employee Learning

Training Modality

WEB BASED LEARNING

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.

Learning Pathways

Meet diverse learners' needs by providing learner-centric learning path.

Flexible learning pathways tailor Oracle modules and topics to a role-based curriculum. Courses will be arranged into persona-based learning paths which build on each other to instruct end users at the right level according to their role.

Post Go Live Ongoing Training

Foundational Learning

Role Specific Learning

Current State

Transition State

Future State

Training Timeline

GO LIVE

Nov. '24	Dec. '24	Jan. '25	Feb. '25	Mar. '25	Apr. '25	May '25	Jun. '25	Jul. '25	Aug. '25

Training Timeline

Training Needs Assessment

Training Strategy

Training Curriculum Development

Training Schedule Planning & Posting

End User Training Development

Train the Trainer

End User Training

SOAR Resource Hub: Get Prepared

161 Days

THE UNIVERSITY OF MEMPHIS

SOFTWARE OF OPERATIONAL AND ADMINISTRATIVE RESOLVE (SOAR)

About   Vision & Guiding Principles   Training   **Resources**   Calendar

Home > SOAR > Resource Hub

Welcome to the SOAR Resource Hub!

Here, you will find tools that will guide you in a successful, transitional journey from our current ERP system (Banner) to Oracle Cloud.

As we navigate the SOAR project, event recordings, presentations, handouts and communications will be shared here.

- Join the SOAR email list >
- Request a Meeting with the SOAR Team >

RESOURCE HUB

GLOSSARY

NEWSLETTERS

RECORDED SESSIONS

SOAR Overview

Chart of Accounts (COA)

Project and Grants Management (PGM)

Procure To Pay (PTP)

Enterprise Performance Management (EPM)

Enterprise Resource Planning (ERP)

Human Capital Management (HCM)

Technical Workstream

SOAR Mediasite Channel

Event Recordings & System Sneak Peeks

SOAR Project Updates

QUESTIONS?

Form W-**2: Things to Know…**

Russ Teague, Manager
Payroll Office

Form W-2: Things to Know…

- There are two formats in which the University of Memphis provides our employees their W-2s:
  - Paper forms

  - Electronic forms

- The IRS requires each employee's consent in order to receive their W-2 electronically.
  - To provide consent:
    1. Access the myMemphis portal at my.memphis.edu.
    2. Choose the **Faculty and Staff** profile option.
    3. Click on the **My Dashboard** link in the left margin and look for the **Taxes** section in the body of the page; click to expand that section.
    4. Click the **Electronic Regulatory Consent** link and follow the prompts.
- Employees who consent will be notified via email when their electronic W-2 becomes available online.

- The deadline to consent to receive your W-2 electronically is January 24th.

- For those employees who choose not to receive their W-2 electronically, no action is necessary.

- Paper W-2 forms will be postmarked via USPS mail no later than January 31st.

Form W-**2: Things to Know...**

1) Should you use your last paystub of the year to file your tax return?
   - No, you should not. There could possibly be some pre-tax items included in Box 1 of your W-2 that may not be included on your last paystub such as discounted staff sports tickets or staff scholarships.

2) Can Boxes 1, 3, and 5 be different amounts?
   - Yes, they can. As mentioned above, Box 1 may include several pre-tax items. Also, there is a cap on Social Security wages of $168,600, but there is no cap on Medicare wages, so it is possible for all 3 boxes to be different AND still be correct.

3) Upon receipt of your W-2 form, please immediately review your name, address, and social security number and make sure that they are accurate. If they are NOT, please notify the Payroll Office immediately so that we may correct the form & make any corrections necessary.

4) If you have any questions or concerns regarding your W-2, please contact Payroll at 901.678.3841 or **payroll@memphis.edu**.
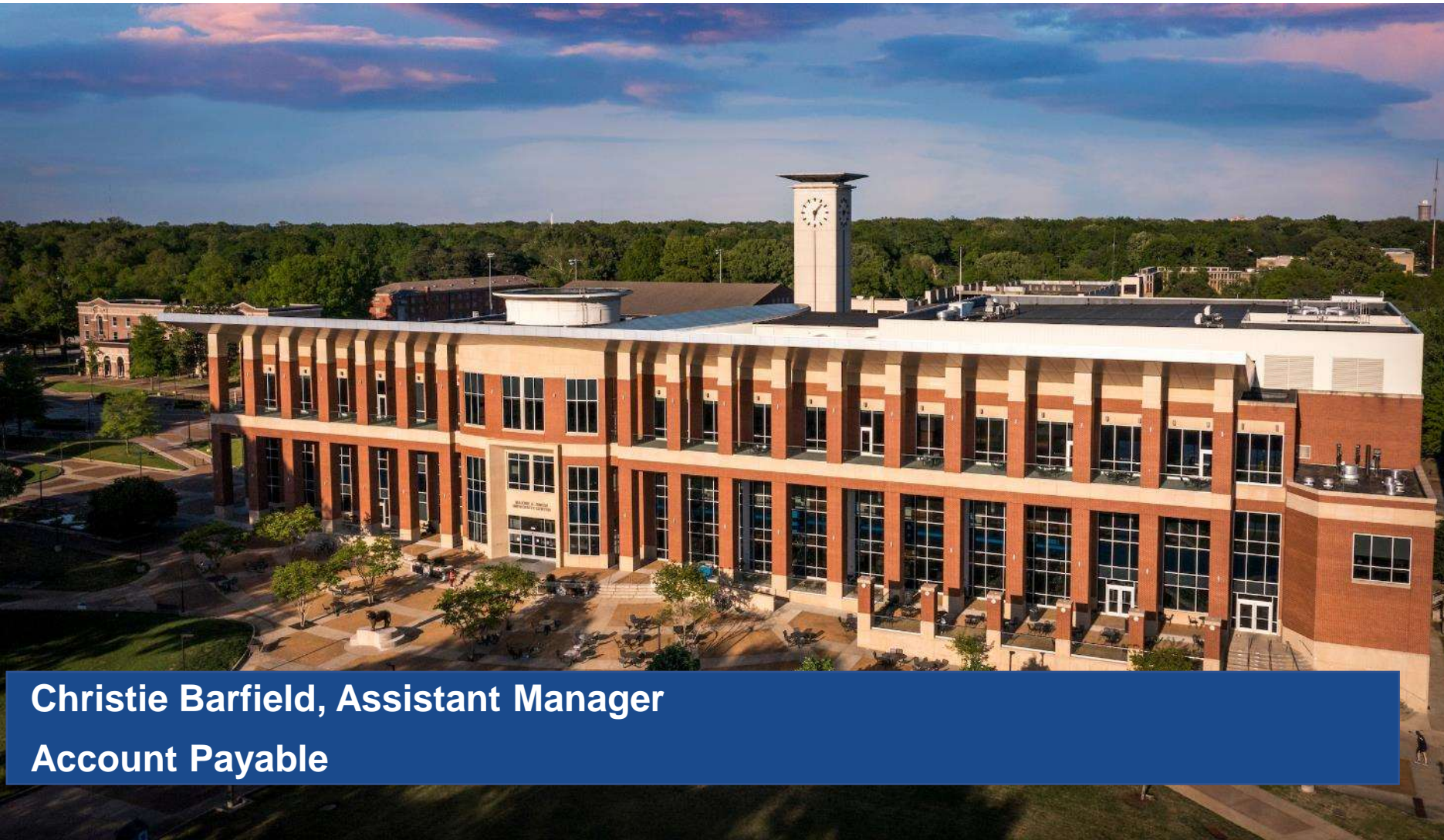
Form W-**2: Things to Know…**

QUESTIONS?

General 1099 Information

Christie Barfield, Assistant Manager

Account Payable

1099 Miscellaneous (MISC)

Form 1099-MISC is filed for each person to whom you have paid during the year:

- At least $10 in royalties or broker payments in lieu of dividends or tax-exempt interest.

- At least $600 in:

  - Rents.

  - Prizes and awards.

  - Other income payments.

  - Medical and health care payments.

  - Generally, the cash paid from a national principal contract to an individual, partnership, or estate.

  - Payments to an attorney.

1099 Non-employee Compensation (NEC)

- File Form 1099-NEC, Nonemployee Compensation, for each person in the course of your business to whom you have paid the following during the year

- At least $600 in services performed by someone who is not your employee (including parts and materials)

  - Independent Contractors
  - Attorney Fees
  - Cleaning Services
  - Consultants

Department Responsibilities

- **Complete a W-9**: Ensure a W-9 form is completed for all individuals or entities providing goods or services to the University.

- **Verify Accuracy**: Review the W-9 form to ensure it is filled out correctly (printed or typed).

- **Submit Documents**: Email the completed W-9 and a photo ID to accountspayable@memphis.edu for processing.

- **Required Information**: Ensure the following details are present on the form:
  - Name of the person or entity
  - Social Security Number (SSN)
  - Federal tax classification
  - Address
  - Signature

Accounting 1099 Responsibilities

- The University of Memphis Accounts Payable department is responsible for vendor payment data, correcting and filing 1099s with the IRS.

- The IRS regulations requires our Institution to report 1099-NEC & 1099-MISC form with the IRS by January 31st of the following year for payments of $600 or greater within a calendar year. IRS.gov/Form1099NEC or IRS.gov/Form1099MISC.

- Accounts Payable department makes every effort to ensure that they have the correct social security number (SSN) or employee identification number (EIN) from the W-9 by referencing the IRS TIN Matching System.

QUESTIONS?

accountspayable@memphis.edu

901-678-2271

Student 1098-T Forms

Jennifer Perry, Director of Revenue and Bursar
University & Student Business Services

Student 1098-T Forms

- **What is the 1098-T form?**
  - The 1098-T form is a statement of payments (including grants, loans, scholarships, etc.) received during the **calendar** year.

- **What is the benefit of the 1098-T?**
  - The 1098-T form allows eligible students or parents to claim credits when filing their income taxes.
    - American Opportunity Credit - up to a maximum of $2500 for each eligible student.
    - Lifetime Learning Credit – up to a maximum of $2000 regardless of the number of students

- **What is reported on the 1098-T form?**
  - The 1098-T form is used to report Qualified Tuition and Related Expenses (QTRE)
    - QTRE includes tuition, required course fees/materials fees
    - QTRE **does not** include housing fees, meal plan fees, health insurance fees, books, parking fines

- **Where can I find my 1098-T form?**
  - 1098-T forms can be found on TigerXpress by choosing the "Tax Forms" link in the left column.

Student 1098-T Forms

- Typically, only boxes 1 and 5 will display an amount.
- Boxes 4 and 6 are used if any adjustments were made to a prior tax year.

- Box 1 – Total of all payments made within the tax year that were applied towards QTRE. Remember not all charges are considered QTRE so you likely paid more than the amount listed in box 1.

- Box 5 – Total of all scholarships, grants, third party payments, Government payments, etc. that have been applied towards QTRE.

QUESTIONS?

901-678-2712

1042-S Income Tax for Internationals
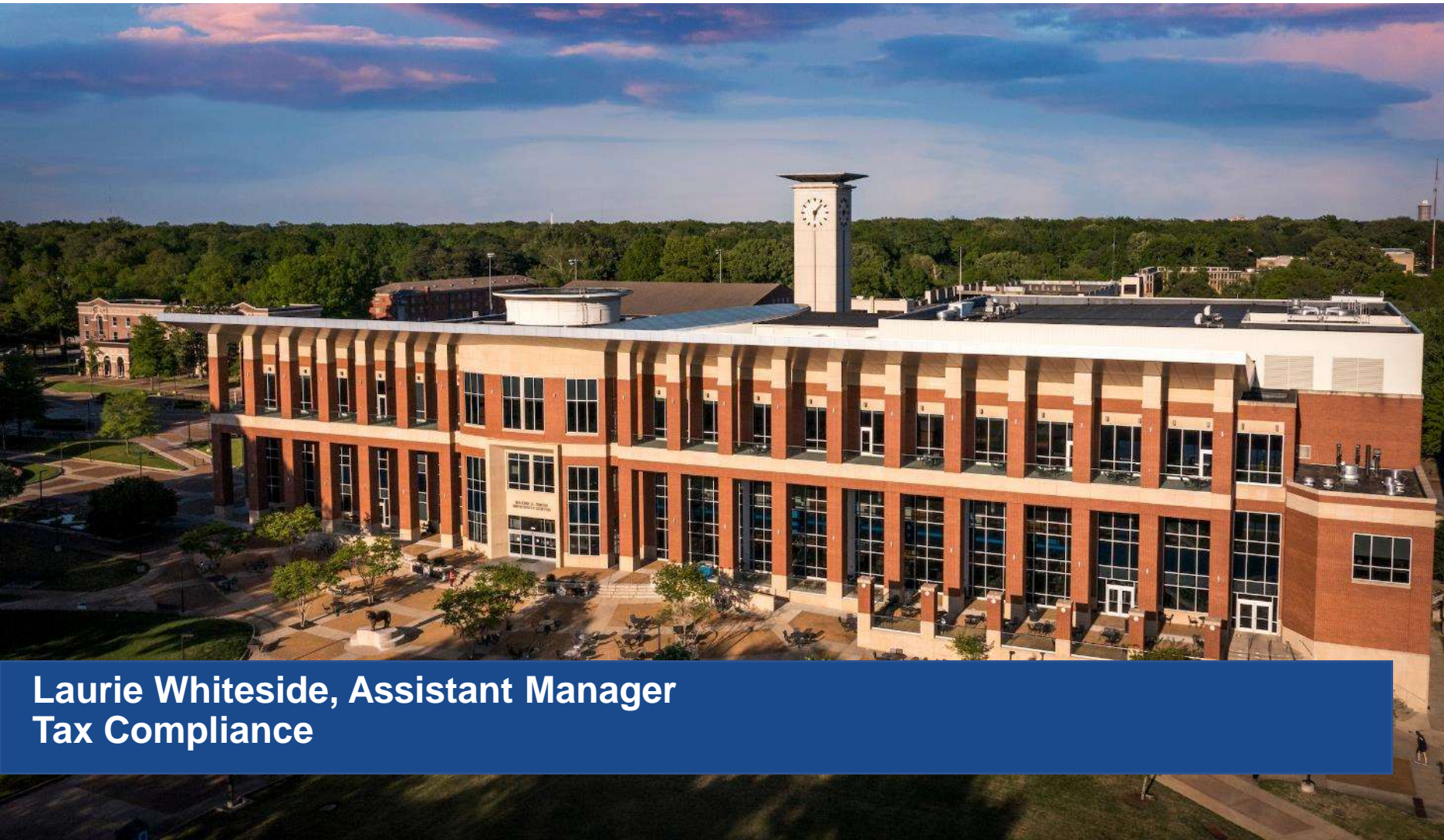
Laurie Whiteside, Assistant Manager
Tax Compliance

U.S. Tax Overview

U.S. tax law (Internal Revenue Code or "IRC") Contains specific rules regarding payments to non-U.S. citizens. Rules vary based on <u>VISA Type</u>, <u>country,</u> <u>payment type</u> and <u>length of stay</u> in the U.S.

- Students & Faculty
- University Visitors
- Vendor Payments outside U.S.
- No two people are the same, even if from the same country

Steps to Getting Social Security Card for Internationals

- Apply for an ISO letter from the International Student Office. They can request this from the website TheWorld@memphis.edu, under forms. The International office will notify them when it is ready to pick up. This must be brought to the Social Security Administration office to apply for an SSN.

- Go online and fill out the application and set up an appointment or call 1-866-336-2212 (Union Office - 1330 Monroe Ave) and make one.

- They will need to bring the ISO letter, visa, passport, I-94, I-20 and scholarship/contract offer letter (if they have it) to the social security office. Only take originals they do not take copies

- Once they have received their Social Security Card, they need to provide a copy to the Tax Compliance office in person or upload it to the secure link below:

  https://securefile.memphis.edu/form/tax-department

What is a 1042-S?

- Non-Resident employees and/or students who are foreign nationals who meet the criteria below will receive a Form 1042-S.

- A Form 1042-S is a year-end federal tax document given to a non-resident alien who has received either wages that were exempt from federal and state tax withholding by a tax treaty or received a non-qualified taxable scholarship.

- Non-qualified Scholarships are any amount received for incidental expenses or by a non-degree candidate are taxable scholarships. Incidental expenses to include room and board, travel, and expenses for equipment and other items that are not required for either enrollment for attendance or in the course of instruction.

- The rule of thumb - books, tuition & fees are tax exempt anything else will be taxed anywhere from 14%-30% depending on what it is being used for.

- In some instances, they may receive a W-2 and a 1042-S.

- The 1042-S must be postmarked/or electronically sent no later than March 15

Who is a Nonresident Alien/Who is a Resident Alien?

Nonresident Alien can be:

- Anyone who has not been granted permanent residency (Non-Green Card Holder)

- Anyone who has not passed the Substantial Presence Test. This test is what determines "long enough"

Resident Alien can be:

- A student (F or J visa) present in the U.S. longer than 5 calendar yrs. who passes the substantial presence test

- A teacher or researcher (J visa) present in the U.S. longer than 2 calendar yrs. who passes the substantial presence test

- A nonresident or dual-status alien who is married to a resident at yr. end & elects to be treated as a resident for the whole year

FNIS System 1042-S Online

- **What is the Foreign National Information System (FNIS)?**

The Foreign National Information System (FNIS) is used to determine if foreign nationals have any tax benefits based on country of origin, length of stay, type of visa, and type of earnings. It searches for any applicable tax treaties and/or exemptions that can be applied directly to the foreign national's pay. It provides a database to communicate with the international community and put the 1042-S online.

- **Who should sign up for FNIS?**

Any foreign nationals that are receiving compensation from the University such as employees, athletes, etc.

Filing a Tax Return

1. **Before they can file a tax return, they must know their tax residency status for tax purposes:**

   - If their tax residency status is a nonresident alien and receiving income (wages or scholarships etc.). They must file a 1040NR Form

   - The University provides Sprintax Software for filing and normally it is free with our code.

   - If they are not receiving income, they must file Form 8843.

     Form 8843 is not a U.S. income tax return. It is an informational statement required by the IRS for nonresidents for tax purposes. It should be filled out for every nonresident present in the U.S. for the previous year, including spouses, partners, and children. This can also be done on Sprintax and mailed.

   - If their tax residency status is a resident alien, then file the 1040, as they are being taxed as a U.S. citizen.

2. **Important Facts:**

   - **Everyone must file**

   - They are responsible for filing their tax return

   - They can jeopardize their visa if they do not file the proper tax returns

QUESTIONS?

Tax Compliance

Administration Building, Room 276

Office Hours: Monday thru Friday 8:30am-4:00pm

Phone: **901-678-2779**

Email: **taxaccounting@memphis.edu**

Dual Services Agreements - Outgoing

**Terrice Watson,
AVP Research Administration & Compliance**

Dual Services Agreements – Outgoing (New Process)

- <u>Who</u> – Business Officers/Financial Representatives and Post-Award Services

- <u>What</u> – Dual Service payments to employees working for other State Institutions

- <u>When</u> – Effective January 2025

- <u>Why</u> – Oracle Project and Grants Management (PGM) will be used for ongoing grants/awards and one-time events/payments is not conducive to the PGM Module.

Dual Services Agreements – Outgoing (New Process)

- Defined – UofM faculty/staff who wish to perform services for any state agency are required to have approval before the service begins. Faculty/staff members can provide services for any Tennessee state agency as provided in HR5011 Extra Compensation and Outside Employment.

- Example – Linda Heide has agreed to teach Introduction to Law at Southwest TN Community College during Spring 2025. Memorandum of Understanding will be signed between Southwest and University of Memphis.

Dual Services Agreements – Change Impacts

- Post-Award - Restricted Accounts (Ledger 5) will no longer be setup for each Dual Service Agreements.

- Post-Award – Budgets for Dual Service Agreements will be setup in Fund 127796 (Dual Service Agreements) – Department Org and Program 3000. E.g. 127796-511030-6XX50-3000 (FOAP)

- Post-Award – Journal Vouchers for budget entries will be scanned to OnBase. E.g. J0354260

- Department - Dual Service Extra Compensation eContract will be entered with the Dual Service Fund, Department Org, and Program. E.g. 127796-511030-6XX50-3000 (FOAP)

- Department & Post-Award – Monitor Dual Service Fund 127796 Department Org for Faculty Payments/State Institution Payments

Dual Services Agreements - Pop Quiz

1. Will each Dual Services Agreement have a different Fund/Index?
   - No

2. What is Fund Number for Dual Services Agreements eContracts?
   - 127796

3. What is the Program Code for Dual Services Agreements eContracts?
   - 3000

4. What is the Organization and Account Code for Dual Services Agreement eContracts?
   - The faculty/staff member's Department Organization and 6XX50 Account Code

Contacts and Resources (Dual Services)

- Pre-Award Services –
    - Jarvis Payne jpayne8@memphis.edu 901-678-8232
    - Cc: osp@memphis.edu

- Post-Award Services –
    - Arbra Jones ljones47@memphis.edu 901-678-5071
    - Natalie Butler ntdavis@memphis.edu 901-678-3822
    - Cc: grants@memphis.edu

- https://www.memphis.edu/procurement/contracts/dual.php

QUESTIONS?

Announcements & Deadlines

Danny Linton
Associate Director, Human Resources

Announcements & Deadlines

- Welcome to all first-time attendees at Focus on Finance & HR!

- Need someone added to the Focus on Finance & HR mailing list? Don't forward to them—forward to us!

- hr@memphis.edu

Announcements & Deadlines

- Per the President's email sent last week, employees were expected to return to campus five days a week starting January 2, 2025.

- Any requests for exceptions need to be submitted via an AWA form.

- More information is available on the policy and on this website.

- Additional questions? Please speak with your supervisor.

Announcements & Deadlines

- Effective January 2025, the State of Tennessee's deferral limit to the 401(K), 457 and 403(B) for participants less than the age of 50 will increase from $23,000 to $23,500. There are currently no changes to those age 50 and over with those maximum contributions remaining at $30,500 for the 401(k), 457 and 403(B). Visit memphis.edu/hr/tda.php for detailed plan descriptions below.

- Visit participant.empower-retirement.com/participant/#/login to update.

Announcements & Deadlines

Career Milestone Awards

- Celebrating those employees who reached a milestone during calendar year 2024

- Friday, January 31, 2025
  University Center Ballroom
  10am

- List of Recipients

Announcements & Deadlines

E-Contracts Update:

- Please do not submit ANY e-contracts in our current system that have start dates July 1, 2025 or later.

- Hires that end after July 1 are okay, so long as they started before June 30.

- Hires made after July 1 will be processed through the new ERP, Oracle.

Announcements & Deadlines

WorkforUM Update:

- Searches and hires that begin in WorkforUM (our current applicant tracking system) will finish in WorkforUM.

- Searches and hires after July 1 will be conducted in Oracle.

- There will be a period of time where both systems are running concurrently.

Announcements & Deadlines

Social Security Administration Update

- Employees must make an appointment to get a new Social Security card, Replacement, or Name Change.

Scan the QR code to get started. You may be able to start or complete your request online.

1. Open the camera app on a smart phone or tablet.

2. Point the camera at the QR code.

3. Tap the browser that appears.

Announcements & Deadlines

- LinkedIn Learning is available for free to all employees!
- Create your own goals and learning paths or assign them to your team.
- Over 15,000 technical and soft skill development opportunities available!
- You can connect your personal LinkedIn account to share what you've learned.
- Available in the MyMemphis portal.
- Keep this in mind, especially on days we are working from home because of inclement weather.

Announcements & Deadlines

What should I do if I am injured on the job?

- If it is an emergency, seek treatment at the nearest emergency room. Contact your supervisor and Human Resources as soon as possible to start the claim process.

- In a non-emergency, notify your supervisor immediately of what happened, how it happened, who saw what happened, and if you were injured as a result of the accident. You and your supervisor should then contact the Workplace Injury and First Notice of Loss Call Center at 1.866.245.8588 to speak with a registered nurse who will evaluate the nature of your injury and determine your immediate care or treatment options.

Announcements & Deadlines

What should I do if I am injured on the job?

- If no medical treatment is recommended, the registered nurse will document the call for you and your supervisor and enter an incident report in the reporting system.

- If medical treatment is recommended, the nurse will direct you to the nearest State approved medical provider.

- **You and your supervisor will need to complete the First Report of Injury or Illness form found online at First Report of Injury or Illness. This form should be returned to the Environmental Health and Safety Office. Please complete within 24 hours of the injury. If the accident is not reported within 48 hours, the employee's department will be assessed a fine by the State Comptroller's Office.**

Announcements & Deadlines

Separation & Clearance

- Please remember to immediately complete an online separation notice for any employee in your area that is departing the University prior to their departure date!

- Not doing so places the University at risk because the employee would still have system access and could lead to an audit finding.

- Keep in mind it is HR's practice to process separation/clearances closer to the date of separation so that leave balances can be accurately calculated for payouts.

- https://umwa.memphis.edu/sep-clear

Announcements & Deadlines

- PLEASE make sure that all leave reports for your department are submitted and approved each month!

- This includes all exempt staff and faculty employees.

- Leave reports are due by the 10th of the month following the month being reported.

- Remember to put at least one "0" on any one date for one leave category (such as Annual Leave) in any month in which no leave was used.

Announcements & Deadlines

Next Online Training for "Effective Search Committees":

- February 13, 2025, 10am
- Sign up in [Learning Curve](#)!

Announcements & Deadlines

Form I-9 Information

- Appointments not needed during regular business hours.
- Visit 178 Administration Building, M-F 8-4:30.
- HR is also offering online appointments by contacting i9@memphis.edu.
- Other questions? i9@memphis.edu

Announcements & Deadlines

- Remember to review the University's current job openings at workforum.memphis.edu.

- Follow the Division of Business & Finance on X (formerly Twitter) at @uofmemphisbf!

- Subscribe to our WorkforUM X (formerly Twitter) feed at @umemphisjobs!

- Follow us on Instagram! @uofmhr

Thank you for attending!

Next Meeting: February 18, 2025 at *memphis.edu/fofhr*

Recordings & presentations available at *memphis.edu/focus*