FOCUS ON FINANCE & HR

March 18, 2025

AGENDA

- Key Dates – Spring Budget FY25
- SOAR Project Updates
- Accounting Inquiry / Request Information
- Summer School
- Announcements & Deadlines

Key Dates – Spring Budget FY25

Madison Ellison, Financial Planning

Spring Budget – Key Dates

- **Revenue Projections ~ Due Friday, March 21, 2025**
  - Financial Planning Office will be available for individual meetings
    Tuesday, Mar11th thru Friday Mar 14th budget@Memphis.edu
  - Instructions for preparing revenue budget revisions can be found on the Financial Planning website under the Frequent Asked Question tab

- **Capital/R&R/Facility Projects ~ Due Monday, March 24, 2025**
  - If a Summer project is planned, submit by Spring deadline

- **Expenditure & Position PDF Budget Revisions ~ Due Monday, March 24, 2025**
  - Submit revision to cover any newly hired Limited position and those FY25 Limited positions that have not been covered previously
  - If a position needs to be transferred for Fall, submit the transfer BR before deadline
  - Remember: no base budget revisions will be entered between the deadline and the opening of FY26

- **BD4 Online Budget Revisions ~ Due Friday, April 4, 2025 *with all approvals***
  - Remember to align department budgets for the remainder of FY25
  - No functional changes after deadline

Revenue Process

- Revenues are updated each budget cycle (Spring & Fall)

- Accessed via Financial Program Guide – revenue budget reviews

  UTILITIES & REPORTS
  budget overexpenditures
  revenue budget reviews
  e-Print

- Designees and Financial Managers to review report and make any necessary Revenue changes with Budget Revisions or Accounting Transfer Vouchers
  - Use Transfer Voucher for corrections of actual transactions posted

- Eliminated the Revenue Certification Process
  - FYBR001 ePrint report will continue to run for analysis review

- In the Spring you need to review current year and base for the next fiscal year

- Estimates & future projections should be realistic to reflect the activity you expect

- Return revenue pdf Budget Revisions to Financial Planning
  - Note: Academic Affairs units return to the Provost Office

Budget Revision Process

- All budget revisions must be submitted to Financial Planning as PDF documents. Excel and paper versions will be returned for PDF version.

- DocuSign cannot be used to approve budget revisions. Please add signatures in Adobe software. Directions can be provided upon request by Financial Planning.

- Approved budget revisions should be submitted to the "inbox" email address: FPRevisions@memphis.edu.
    - Academic Affairs units to submit to Provost Office first
    - Auxiliary units to submit to Colis Chambers – cchambrs@memphis.edu

- Please direct all questions to budget@memphis.edu.

What are Functional Totals?

Budget & Expenditure totals in a specific range of Program Codes

Program Code Range	Function
2000 - 2499	Instruction
2500 - 2699	Research
2700 - 2799	University Libraries Research
3000 - 3499	Public Service
3500 - 3999	Academic Support
4000 - 4499	Student Services
4500 - 4799	Institutional Support
5000 - 5499	Operations and Facilities
5500 - 5799	Scholarship / Fellowships
6000 - 6999	Transfers
7000 - 7999	Auxiliary

Source: FGRPRGH Program Hierarchy Report

Endowment Fund and Year-End Preparation Reminders

o FY24 Carryforward Endowment Funds
- Plans for usage of all FY24 Endowment Carryforward Funds should be communicated to the Foundation no later than this week.
- Plans for related scholarships from these funds need to be communicated to the Office of Student Financial Aid and Scholarships via the Scholarship Coordinator by March 31st.
  - *** The Office of Student Financial Aid and Scholarships strongly encourages communicating the use of carryforward scholarship dollars as soon as possible so they can be applied towards outstanding Spring 2025 charges, ultimately helping our students!***

Endowment Fund and Year-End Preparation Reminders

- FY25 Endowment Spend (Current Year Endowment Fund Spending) – please ensure utilization of budgeted funds for the current fiscal year (FY25) by June 30th.

- FY26 Endowment Budgets
  - Spend plans for FY26 Endowment funds should also be communicated to the Scholarship Coordinator by March 31st, to ensure scholarships related to these funds are entered into TSM by the Office of Student Financial Aid and Scholarships.

- FY25 closing and into FY26
  - With the transition to Oracle in FY26, please ensure expenses are submitted to the Foundation in a timely manner and prior to the year-end.
  - A specific deadline will be communicated as fiscal year-end draws near.

Endowment Fund and Year-End Preparation Reminders
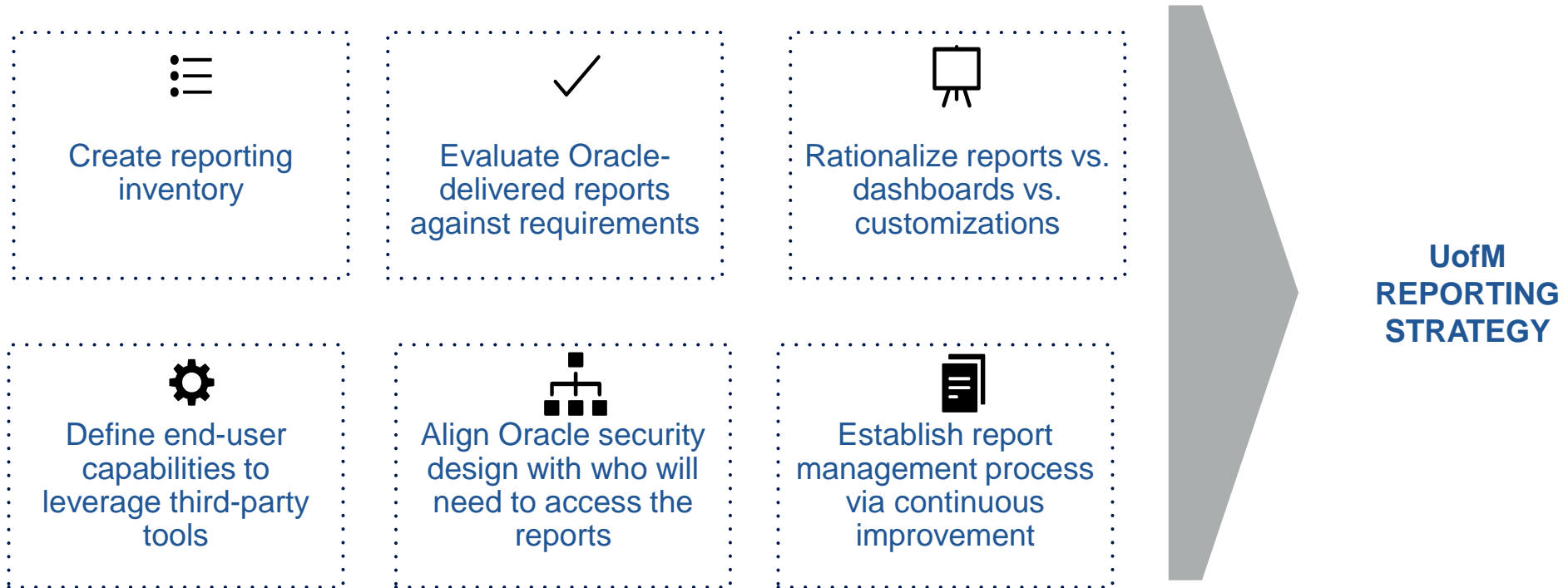
QUESTIONS?

SOAR Update: Oracle Reporting

Bridgette Decent, Institutional Effectiveness and Research

Transitioning to Oracle

Our reporting approach helps develop a strategy to focus on needs for future Oracle operational reports, dashboards, and analytics

Create reporting inventory

Evaluate Oracle-delivered reports against requirements

Rationalize reports vs. dashboards vs. customizations

Define end-user capabilities to leverage third-party tools

Align Oracle security design with who will need to access the reports

Establish report management process via continuous improvement

UofM REPORTING STRATEGY

Through earlier project phases, UofM landed on a new set of reporting needs—one that differs from the current state.

Transitioning to UofM Reporting Strategy

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Reports identified as **critical** for operations

Being developed and tested for Oracle

Training needed for those developing reports (OTBI, BI Publisher, FRS); majority will only need support documentation
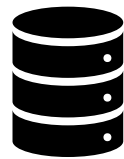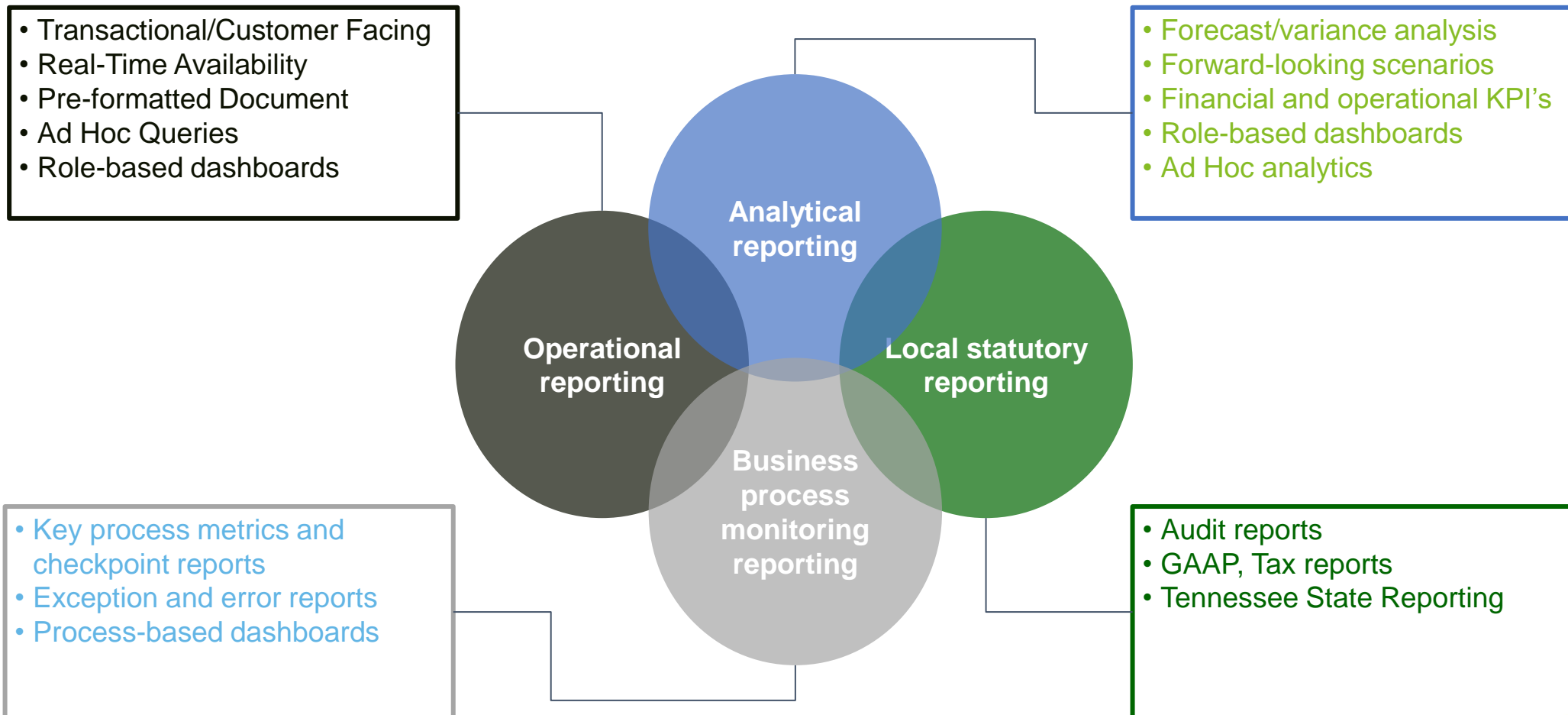
Some historical data will be moved to Oracle

Most historical data accessible via **Argos**

Reporting Categories

Four broad classifications based on the purpose of the information they present and the timeliness of the requested information.

- Transactional/Customer Facing
- Real-Time Availability
- Pre-formatted Document
- Ad Hoc Queries
- Role-based dashboards

- Forecast/variance analysis
- Forward-looking scenarios
- Financial and operational KPI's
- Role-based dashboards
- Ad Hoc analytics

Analytical reporting

Operational reporting

Local statutory reporting

Business process monitoring reporting

- Key process metrics and checkpoint reports
- Exception and error reports
- Process-based dashboards

- Audit reports
- GAAP, Tax reports
- Tennessee State Reporting

Reporting Tools

OTBI
- Oracle Transactional Business Intelligence
- Provides real-time reporting and drag-and-drop interaction

- Ad hoc, real-time transactional data; visualization
- Ex: What are the journals entered and accounted amounts for a given account and period?

BI Publisher
- Scheduled reporting
- Formatted reports

- Check print reports
- Payment formats
- Shipping labels

FRS
- Financial Reporting Studio
- Scheduled reporting

- Income statement report
- Balance sheet report

Smart View
- Word, PowerPoint and Excel interfaces
- For EPM, OTBI, GL

- Ad hoc reporting on GL balances
- Slicing GL balances across COA hierarchy levels.
- Net Revenue for a period and location

HCM Extracts
- Generates data files and reports

- High volume of data

Argos
- Used to access Oracle Reporting Database in the UofM Data warehouse

- Ad hoc reporting on HR and Finance data

Aligning Tools to User Types

	HR	Finance	Finance Teams	Finance Analysts	Admins	IT
OTBI	🔍	🔍			🔍	
BI Publisher	🔍	🔍				🔍
FRS			🔍			
Smart View				🔍		
HCM Extracts	🔍					

Note: users are likely to _consume_ reports from many or all these tools.

Oracle HCM Cloud Reporting

KEY AREAS COVERED

Employee Records

Payroll

Benefits

Recruitment

Performance Analytics

TYPES OF REPORTS FOR HR TEAMS

Workforce Analytics

Compliance Reports

Turnover Trends

Payroll Summaries

COMMON TOOLS USED

OTBI (Drag and Drop)

BI Publisher (Formatted)

HCM Extracts

Preview

Oracle Financials Cloud Reporting

KEY AREAS COVERED

- General Ledger
- AP/AR
- Budgeting
- Grants
- Procurement

TYPES OF REPORTS FOR FINANCE TEAMS

- Trial Balance
- Budget vs. Actuals
- Cash Flow Analysis
- Supplier Spend Analysis

COMMON TOOLS USED

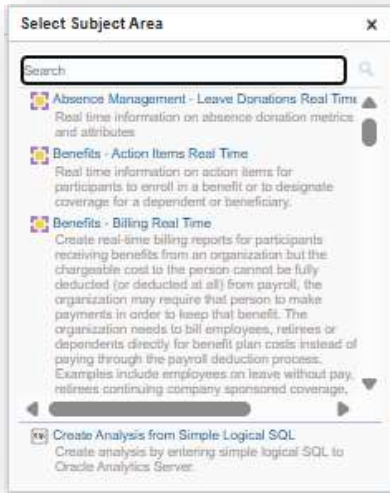- Financial Reporting Studio (FRS)
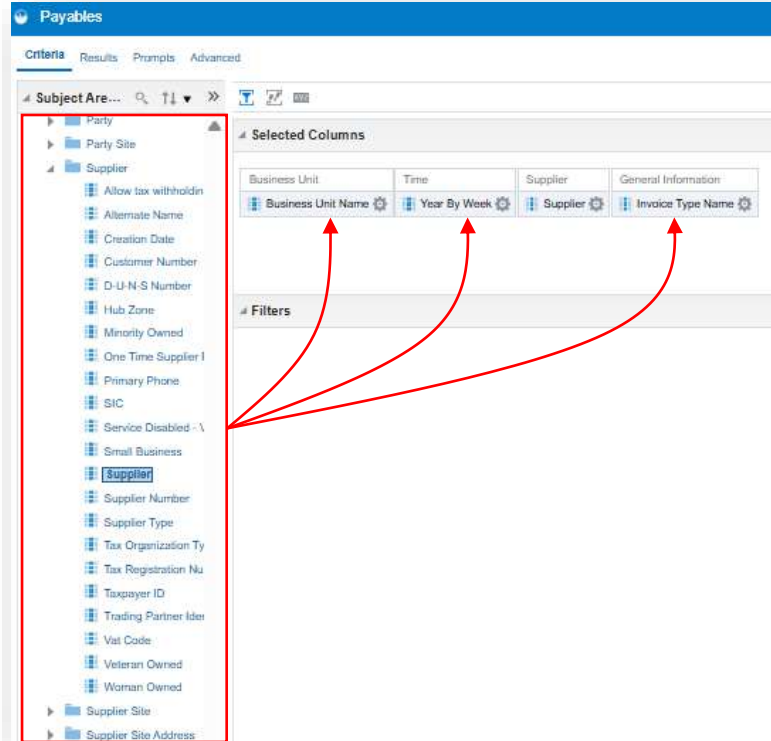- BI Publisher (Formatted)
- OTBI
- Smart View

Oracle Financials Cloud Reporting: OTBI

Select Subject Area Data

Define Parameters & Filters

View and Export Results

Oracle EPM Reporting

KEY AREAS COVERED

Financial Planning

Workforce Planning

TYPES OF REPORTS

Budget Request Report

Fall and Spring Reports

Department Position Report

Actual vs Ongoing Budget Report

COMMON TOOLS USED

FRS

SmartView

HCM Extract

Argos

Screen Examples

- **<u>Budget Review – Budget Overview</u>**
- Can filter at the top by COA string and can select summary level hierarchies for all COA strings to more easily review multiple Orgs and Funds at a time.
- Shows Budget and Budget Adjustments by categories. Does not show actuals or available budget, that is the Budget Availability view.

- **<u>Budget Review – Budget Availability</u>**
- Can filter at the top by COA string and can select summary level hierarchies for all COA strings to more easily review multiple Orgs and Funds at a time.
- Shows available budget.

Summary

- Reports available at go-live is just the beginning – this is constantly evolving

- Most will be report consumers/users – you will likely consume reports generated from all available tools

- Functional and Technical users are your experts

- Argos for historical data beyond what is converted to Oracle

SOAR Update: Oracle Reporting

QUESTIONS?

Upcoming

Cutover / Blackout Information

Preparing Data / Planning Ahead

Think Early

Invoices

Payments

Closing T&E Reports

Employee Actions

Year End

More

Manager Readiness Session

Thursday, March 27
2:30 – 3:30 pm CST

Emphasis on Finance for Managers and Business Officers

Accounting Inquiry / Request Information

Tekata Kelson, General Accounting

What To Send Where

- Accounting Departmental Email In-Boxes to avoid any delay with responding, please address your inquiry to the appropriate email box only.

- Please do not email one in-box and cc the other nor an individual as this could result in duplications.

- The email in-boxes are routinely monitored throughout the day.

- Accounts Payable Inbox (accountspayable@memphis.edu)

- BF-Accounting Inbox (accounting@memphis.edu)

- Tax Accounting Inbox (taxaccounting@memphis.edu)

- Financial Reporting Inbox (bffin@memphis.edu)

- Payroll Inbox (payroll@memphis.edu)

Accounting Inquiry / Request Information Accounts Payable Inbox

- Invoice and Payment inquiries

- Cancel Check Memo/Stop Payment and/or Reissue

- Set up W-9

- Vendor Change of Address

- Vendor Payment Direct Deposit/ACH Authorization Form

Accounting Inquiry / Request Information General Accounting Inbox

- Transfer Vouchers

- Wire Payment Requests

- W8 BEN/W8-BEN E

- Month and Year End Close Inquiries

- Check Deposit Authorization Form

Accounting Inquiry / Request Information Tax Accounting Inbox

- Tax Exemption Certificate

- University of Memphis W-9

Accounting Inquiry / Request Information Frequently Asked Questions

Accounting Department website: memphis.edu/accounting
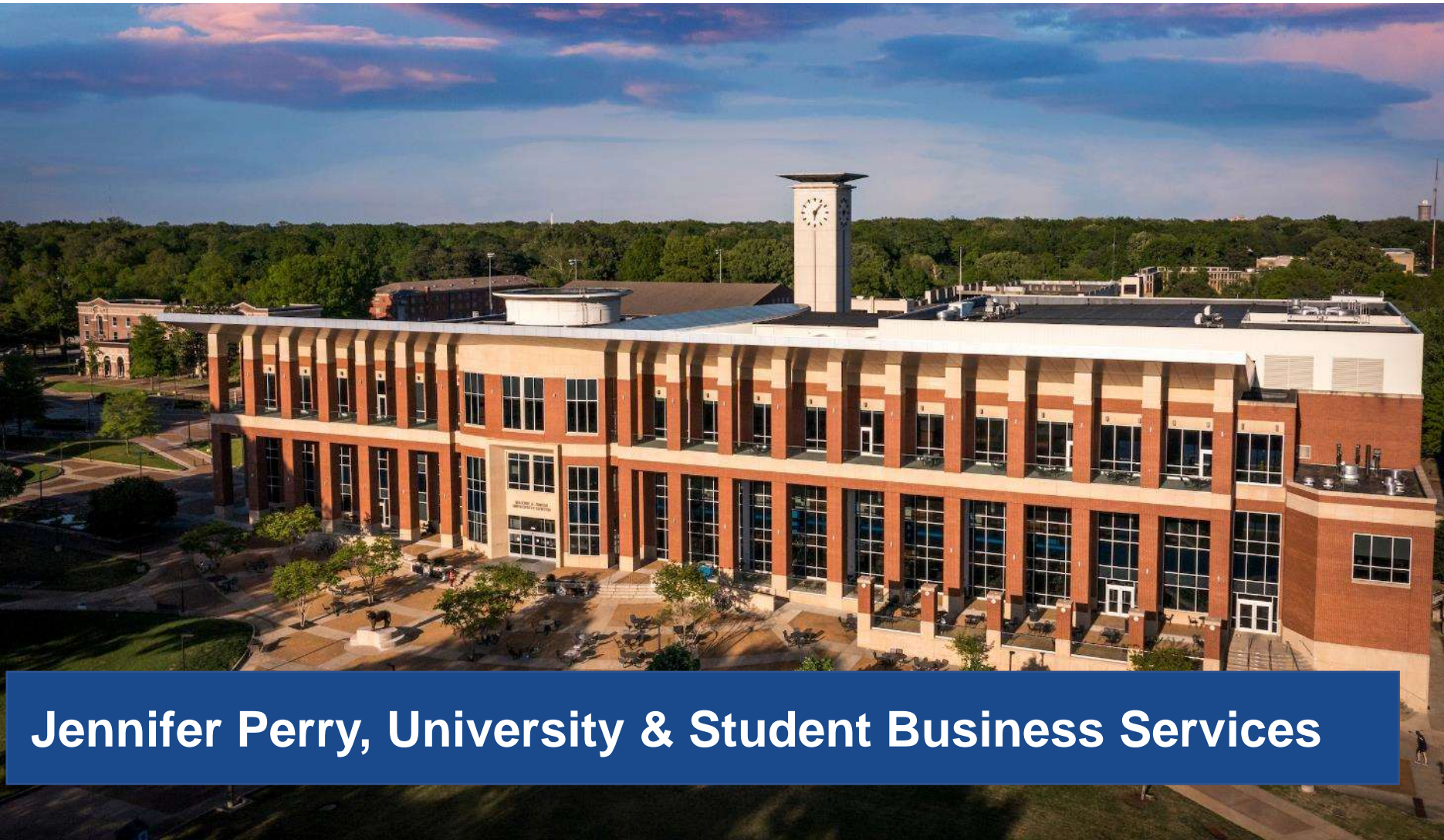
Accounting Inquiry / Request Information

QUESTIONS?

Summer School

Jennifer Perry, University & Student Business Services

Employees

- Can take up to 4 courses in the Summer
  - 2 using State of TN benefit - PC191 (parts-of-term cannot overlap)
  - 2 using UofM benefit - Staff Scholarship (parts-of-term cannot overlap)
- Employees must wait until May 5th to register when using a fee waiver.
- Dependent Discount/Waiver forms should not be signed before April 15th.

Students

- Registration begins on April 7th
- Tuition and Fees will be posted to accounts April 14th
- eBills will be available via TigerXpress on April 21st

- **Pre-Summer Courses**
  - Fee Payment Due Date 04/28
  - Classes Start 05/12
- **Full Term and 1st Part-of-Term Courses**
  - Fee Payment Due Date 05/19
  - Classes Start 06/02
- **2nd Part-of-Term Courses**
  - Fee Payment Due Date 06/23
  - Classes Start 07/07

Summer School

QUESTIONS?

Announcements & Deadlines

Danny Linton, 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

- Staff Appraisals are due April 30th for employees not working through a current Probationary Period.

- Employees who completed a recent Probationary Period on or before December 31, 2024, will need an Annual Appraisal completed for them for this upcoming Staff Appraisal cycle.

- It is vitally important for each employee to have a complete and accurate annual appraisal captured in SAMS (Staff Assessment Management System) for this current cycle as it will be the last year Annual Staff Appraisals will be completed in the current system and a current rating is needed to be transferred into Oracle.

Announcements & Deadlines

- SOAR training opportunities will be added to soar.memphis.edu as curricula become available.

- Be watching over the coming weeks and months.

- The majority of trainings will be offered in May and June 2025 and continue on a rolling basis thereafter.

- Training will be a combination of in-person instructor-led, virtual instructor-led, web-based, and hands-on labs.

Announcements & Deadlines

- Mental Health in May
  - "Turn Awareness into Action" is the 2025 theme.
  - HR will be offering both in person and online events.
  - We are partnering with the Counseling Center and R. Brad Martin Wellness Center to host on campus activities specifically for staff and faculty.
  - A complete calendar will be available in late April and posted online.

Announcements & Deadlines

- As we move closer to Oracle Go-Live, we will limit additions & changes to the Chart of Accounts to allow for a smooth transition to the new system.

- Starting in March 2025, we will not be creating new Account Codes, Program Codes or Org Codes in Banner.
  - Grants and Foundation Funds will still be created as needed
  - Activity Codes can still be created
  - Indexes can still be created

Announcements & Deadlines

- Departments that complete offer letters for faculty starting in Fall 2025 should watch the language used when discussing salary schedules. Both the old and new language is currently available via templates.

- Remember the different types of faculty positions.

- Reach out to HR if you need help!

Announcements & Deadlines

- Check your org charts!
- https://www.memphis.edu/hr/orgcharts.php
- It is imperative that reporting structures are accurate as we phase into Oracle this summer.
- Need to make changes? Use the Request to Change Position Supervisor action in WorkforUM.
- Remember, we track positions to positions, not people to people.

Announcements & Deadlines

E-Contracts Update:

- We will be solidifying cutover plans within the coming weeks (likely before the next FOF&HR meeting).

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

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

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

Announcements & Deadlines

- HR will be asking departments to host MPLOY students beginning in April 2025.

- Take Our Daughters and Sons to Work Day will be held on Wednesday, May 28th this year.

- More information coming soon!

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 skills 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 remotely 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

- Check your Softdocs account at https://etrievecentral.memphis.edu to make sure no forms are stuck in your inbox.

- Forms like the Volunteer Registration Form have 100+ drafts in process.

- Memphis vanity e-mails **cannot** be used in Softdocs.

Announcements & Deadlines

Next Online Training for *Effective Search Committees*:

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

Announcements & Deadlines

Form I-9 Information

- Visit 178 Administration Building, M-F 9am-3:30pm for I-9 assistance, and appointments not needed during these hours.

- 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](https://twitter.com/uofmemphisbf)!

- Subscribe to our WorkforUM X (formerly Twitter) feed at [@umemphisjobs](https://twitter.com/umemphisjobs)!

- Follow us on Instagram! [@uofmhr](https://instagram.com/uofmhr)

Thank you for attending!

Next Meeting: April 15, 2025 at *memphis.edu/fofhr*

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