



# FOCUS ON FINANCE & HR

June 17, 2025



# AGENDA

- SOAR Project Updates
- Salary Deferrals for Academic Year Faculty, Supervising Teachers, & 10-Month Staff
- Announcements & Deadlines



# SOAR Updates



**Caroline Landaiche, Marketing & Communications**

# SOAR Project Extended



**The SOAR Project, the transition to Oracle Cloud, go-live date has been extended to Jan. 5, 2026, to allow more time for critical testing, training development and deployment.**



# Updated Calendar

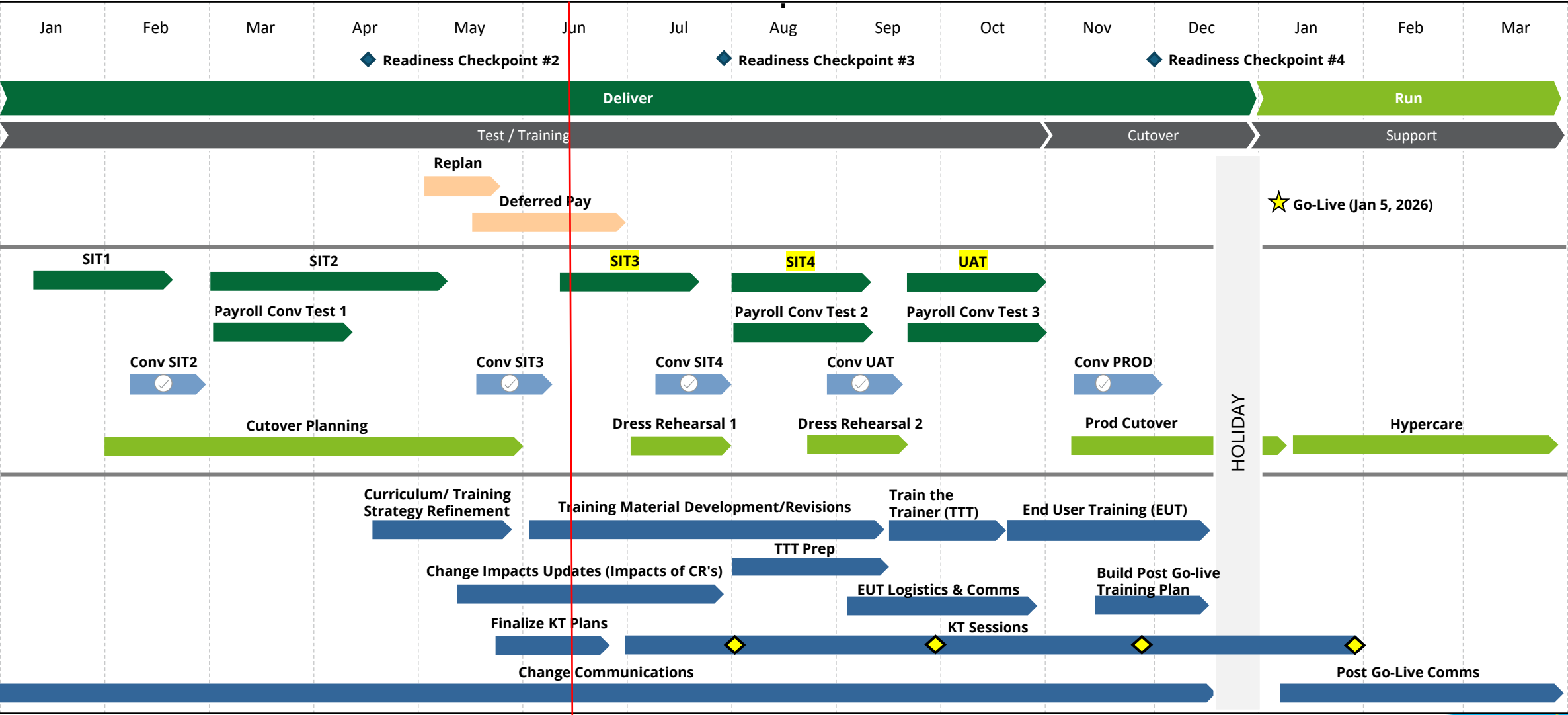
2025

Onsite Visit

Onsite Visit

Onsite Visit

2026







# New Timeline Highlights

These elements offer a detailed summary of the project's timeline and essential activities scheduled between now and our new go-live date.

1. **Additional Testing** The timeline outlines various System Integration Testing (SIT) stages (SIT1, SIT2, SIT3, SIT4) along with Payroll Comparison Testing (PCT), User Acceptance Testing (UAT) stages and conversion testing corresponding to each SIT and UAT phase.
2. **More Rigorous Cutover Preparation:** Two dress rehearsals are organized prior to the final transition to the new system.
3. **Training and Communication Timing:** The schedule identifies **September through November** with Train the Trainer (TTT) sessions in September, and End User Training (EUT) in October through November.
4. **No Activity During Holiday Break** (Last 2 Weeks in December)

**Current Status: System Integration Testing Phase 3 (SIT3) - June 16 – July 25**

# Upcoming Engagement and Resources



Change  
Champions



FOFHR



Newsletter



Advisory



Readiness  
Sessions



Town Hall



Org Change  
Readiness Survey



Dean / Faculty  
Engagement

- **June Town Hall**

- View a recording of last week's Town Hall Meeting on the [SOAR Mediasite](#).

- **Looking Ahead: Summer Engagement**

- June Newsletter
- Readiness Session
- Change Champions Meetings ongoing

## JUNE

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11 	12 	13	14
15	16	17 	18	19	20	21
22	23	24 	25	26 	27	28
29	30					

## JULY

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 	25	26
27	28	29	30	31		

# Salary Deferrals for Academic Year Faculty, Supervising Teachers, & 10-Month Staff



**Amanda Clarkson, Human Resources**





# Salary Deferrals for Academic Year Faculty, Supervising Teachers, & 10-Month Staff

- After further collaboration with the Faculty Senate Executive Committee, COO/CFO, Provost, and HR, deferred pay for academic year faculty will continue.
- The salaries of academic year faculty will still be deferred, but not in the same way they are deferred today. Instead, they will follow the same deferral schedule that supervising teachers & 10-month staff currently use. In other words, only academic year faculty will see a change.
- Therefore, from this point of the presentation forward, the changes mentioned are only for academic year faculty (formerly known as 9-month faculty).



# Salary Deferrals for Academic Year Faculty

- In short, the new schedule will defer a portion of salary from August through May and pay back those deferrals in June and July. This means the faculty member will receive  $1/12^{\text{th}}$  of their academic year salary each month, August through July.
- There are **no changes** to the academic year calendar, meaning that faculty will return to work one week prior to the beginning of fall classes and end work one week following the last day of final exams. [[Link to AY Calendar](#)]



# Salary Deferrals for Academic Year Faculty

- The new academic year salary deferral schedule will start August 2025 (while the University is still using Banner as its ERP system).
- This means that all deferral amounts from the previous year must be paid out on July 31, 2025. Academic year faculty who were to receive their final payout in August 2025 will instead receive a “double paycheck” on July 31, in order to pay out their collected July and August deferrals from the old method.
- Then, with the new cycle starting August 1, all academic year faculty, will start using the deferral method that supervising teachers & 10-month staff have been using all along.





# Salary Deferrals for Academic Year Faculty

- Because of this new plan, these employees will receive pay in the month they actually begin working (August). This will be an improvement for incoming faculty members, who before had to wait until September 30<sup>th</sup> to receive their first paychecks.
- This also will allow insurance eligibility beginning August 1, with coverage beginning September 1 (one month earlier than under the previous method).
- This also means we no longer need to collect extra insurance premiums during the academic year.



# Salary Deferrals for Academic Year Faculty

- In general, there are no changes to faculty summer compensation policies; however, we may have to address the payroll dates and/or effort certification rules for summer compensation.
- Academic year faculty continue to be eligible to receive summer compensation for teaching, research, and other services.



# Salary Deferrals for Academic Year Faculty

## Attention Business Officers:

- Keep in mind that these salary line items will be hitting your accounts in August thru May, rather than September thru April. (This is because we are going from an 8-month deferral with 4 months of payout to a 10-month deferral with 2 months of payout).





## Links of Interest

Information page about the new deferral plan:

- [https://www.memphis.edu/hr/faculty\\_salary.php](https://www.memphis.edu/hr/faculty_salary.php)

Salary Deferral Calculator

- <https://umwa.memphis.edu/hr/index.php/calculator> (EXAMPLE)

# Salary Deferrals for Academic Year Faculty, Supervising Teachers, & 10-Month Staff



## 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](mailto:hr@memphis.edu)



# Announcements & Deadlines

- All existing part-time faculty postings have been extended in WorkforUM through the end of 2025.
- If you need to make a new part-time faculty posting between now and the end of the year, use the normal process.
- New postings for part-time faculty will go live in the new Oracle system with posting dates of March 1, 2026 – January 31, 2027.



# Announcements & Deadlines

- There will be an ATB salary increase effective July 1, 2025.
- Increase is 2.6% based on the June 30, 2025 salary, for regular employees hired on or before the beginning of the Spring 2025 semester.
- The part-time faculty minimum is increasing to \$858 per credit hour effective with Fall 2025 appointments. PTF making more than the minimum rate should be increased by 2.6% as well.
- The ATB salary increase does not apply to student workers, graduate assistants, or temporary employees.



# Announcements & Deadlines

- Although the deadline for staff performance appraisals has passed (April 30<sup>th</sup>) for employees not working through a current Probationary Period, we remind departments that any outstanding evaluations should be submitted as soon as possible.
- Employees who completed a recent Probationary Period on or before December 31, 2024, will need an Annual Appraisal (marked as “Other”) completed for them for this 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

## GRADUATE SCHOOL REMINDERS

- FALL GA contracts are due July 21, 2025. Please only submit for the Fall 2025 semester; do not extend into Spring 2026 at this time.
- Contracts submitted for the first time after 4:30 p.m. on July 21, 2025 will receive a \$200 late fee charged to the unit that is originating the contract.
- Contract types and guidelines: <https://www.memphis.edu/gradschool/resources/fs-ga-funding.php>
- GAT (Graduate assistantship for teaching) is the only contract that will allow access to CANVAS courses (unless you have discussed an exception with the registrar).
- Starting in the fall there is no longer an OOS waiver that is administered centrally for doctoral students. This means departments should pay for the full tuition for out of state and international students. Note: some international students are eligible for the IMS scholarship and we are working with the Scholarships Office to make use of that.



# Announcements & Deadlines

- As we move closer to Oracle go-live, we have limited additions & changes to the Chart of Accounts to allow for a smooth transition to the new system.
- We are not creating new E&G Funds, Account Codes or Program Codes in Banner.
  - Grants and Foundation Funds will still be created as needed
  - Activity Codes can still be created
  - Indexes can still be created
- New PI Orgs can be requested until September 5, 2025 for new Faculty.



# 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.
- 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

## 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.

A square QR code with a black and white pixelated pattern, used for linking to the online request process.





# 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 your trainings taken at UofM to share what you've learned.
- Available in the [MyMemphis](#) portal.
- Keep in mind that LinkedIn Learning is a great resource to use especially on days where the University is under a modified work schedule due to inclement weather or any other reason.



# 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 Human Resources & 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. This form should be submitted 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

## Leave Roll Reminder

- Sick leave roll date is June 30!
- Employees should review their annual leave balances now to determine how much leave would need to be used prior to the June 30th roll date.
- Exempt staff (i.e. executive, administrative, professional, and 12-month academic employees) may carry forward 315 hours (42 days) to the next fiscal year.
- Any hours above this amount will be rolled over to sick leave.



# Announcements & Deadlines

## Leave Roll Reminder

- Non-exempt staff roll according to the following:

Clerical & Support Employees Years of Service	Maximum Accumulation Carried Forward to Next Fiscal Year
0 - 5	225.0 hours
5 - 10	270.0 hours
10 - 20	292.5 hours
20 or more	315.0 hours



# 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*:

- July 10, 2025 & August 14, 2025, 10am
- Sign up in [Learning Curve](#)!





# Announcements & Deadlines

## Form I-9 Information

- Visit 178 Administration Building, M-F 9:00am-3:00pm for I-9 assistance. Appointments are not needed during these hours.
- HR is also offering I-9 online appointments by contacting [i9@memphis.edu](mailto:i9@memphis.edu).
- Other questions? [i9@memphis.edu](mailto:i9@memphis.edu)



# Announcements & Deadlines

- Remember to review the University's current job openings at [workforum.memphis.edu](https://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://www.instagram.com/uofmhr)

# Say It Ain't So!



*Suprena Grear, everyone's favorite Benefits Specialist, is retiring June 27!  
We'll miss you, Suprena!*



# Have a great summer!

**Next Meeting: September 16, 2025 at *memphis.edu/fofhr***  
**Recordings & presentations available at *memphis.edu/focus***