



FOCUS ON FINANCE & HR

April 21, 2026



AGENDA

- Faculty Summer Compensation in Oracle
- General Accounting Overview
- Workplace Injuries & Vehicle Accidents
- Announcements & Deadlines

Faculty Summer Compensation in Oracle



Danny Linton, Human Resources



Faculty Summer Compensation in Oracle

- The Direct Hire process for Faculty Summer Compensation (FSC) is only to be used for academic year faculty who are performing extra work duties in the summer.
- Academic year faculty are identified by the User Person Type F9.
- In the Oracle world, FSC typically should be paid in the summer months of June and July, though payments at the end of May and the end of August are possible, depending on the faculty member's summer work dates.



Faculty Summer Compensation in Oracle

- The Faculty Summer Compensation process has a number of rules that must be followed. The direct hire process will observe these rules as you enter contracts.
 - Only up to 33.33% of previous academic year's salary can be earned as FSC.
 - Only up to 25% of previous academic year's salary can be earned as summer credit instruction.
 - All existing College limits/caps are enforced for credit instruction.
 - Only up to 90% of previous academic year's salary can be earned from grants.



Faculty Summer Compensation in Oracle

- The “Calculated Rate” is auto-calculated on the contract. Use this figure multiplied by the number of credit hours in a course to determine the total salary for that course (but remember a College limit may reduce this amount).
- If your faculty member is teaching in the summer, enter **one direct hire per course**. Direct hires are course-based, not person-based.



Faculty Summer Compensation in Oracle

- All FSC Direct Hires are initiated with the Oracle Person Number (all faculty will already have an OPN). You will need to know the OPN before you begin.
- Contracts are initiated by the EMPLOYING department. This is a change from the legacy system!
- Individual assignments are entered on SEPARATE contracts, with a decreasing balance indicator. It will be wise to maintain your own decreasing balance for each faculty member.



Faculty Summer Compensation in Oracle

- Paid on the monthly payroll.
- Need to make a change? We have learned that in Oracle, it's best to try to change the existing assignment rather than delete & start over. Contact HR via a helpdesk ticket or your Business Partner to see if we can “save” your existing assignment before trying to terminate it.
- The Direct Hire process in Oracle is very “WOW” so sometimes you will be asked for information that may seem irrelevant...just WOW!

Faculty Summer Compensation in Oracle



DEMO



QUESTIONS?

General Accounting Overview



Tekata Kelson, General Accounting



Accounting Departments

- Payroll
- Tax Compliance
- Accounts Payable
- Financial Reporting
- **General Accounting**



Meet the General Accounting Team

- Tekata Kelson, Manager
- Sandra Fung, Assistant Manager
- Victoria Mcclellon, Accountant



What Should I send to General Accounting

General Accounting email address: accounting@memphis.edu

- Journal Inquiries
- Check Deposit Inquiries
- Month End Close Inquiries
- Year End Close Inquires



Do's and Don'ts Journals in Oracle

- Submit journal or spreadsheet journals in Oracle
- Approve journals in Oracle Daily
- Attach supporting documentation to each journal
- Withdraw your journal if you forget the attachment
- Reject a journal if you do not approve for your organization
- Do not submit PGM or task related funds on an entity 10 journal
- Correct or delete rejected journals
- Complete or delete incomplete journals
- Do not submit journals after Business Day 1 for the current period



Year End Close Update

- Detailed timelines, deadlines, and preparation guidance will be shared in the May Focus on Finance and HR presentation
- Departments can begin reviewing outstanding transactions and cleanup items now



QUESTIONS?

Workplace Injuries & Vehicle Accidents



Bobby Clark and Mark Heath, Risk Management and EHS



Workplace Injuries

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

- Emergency? Call 911 and/or seek care at the nearest emergency care provider.
- Non-emergency?
 - Notify supervisor
 - Call Corvel - 1.866.245.8588
 - Complete First Report of Injury Form:
<https://memphis.campusoptics.com/s/employee-injury-report>



Workplace Injuries

What Happens After I Report the Injury?

If no medical treatment is recommended:

- The registered nurse will document the call.
- An incident report will be entered into the reporting system for you and your supervisor.

If medical treatment is recommended:

- The nurse will direct you to the nearest State-approved medical provider.



Workplace Injuries

Deadlines

- Form must be completed within 48 hours of the injury (24 hours preferred)
- The form automatically goes to Human Resources and EHS
- Important: If the incident is not reported within 48 hours, the employee's department MAY be fined by the State Comptroller's Office.



Workplace Injuries

New Employee Injury Reporting Has Launched!

- The updated reporting system is now live, and all existing links at:
 - https://www.memphis.edu/ehs/report_an_incident will automatically direct you to the new online form.
- In addition to the Employee Injury Report, new online forms are now available for:
 - Near Miss
 - Student Injury
 - Visitor Injury
 - Lab Student Injury
- QR codes will be posted in relevant areas across campus to make reporting quicker and easier.
- Please note: all forms are now fully online and cannot be printed or submitted via email.
- For questions or assistance, contact ehs@memphis.edu or call 901.678.5700.



Vehicle Accidents

What should I do if I am in an accident in a state-owned vehicle or rental vehicle for the university?

- Emergency injuries? Call 911 and/or seek care at the nearest emergency care provider.
- No serious injuries sustained?
 - Call local authorities
 - If any injuries occurred, follow the injury procedure (includes driver and passengers if they are university employees or registered volunteers).
 - Report the accident to state Division of Claims and Risk Management within 24 hours: 855-253-0629
 - Complete the Vehicle Accident form:
https://www.memphis.edu/vehicles/pdfs/accident_report_form.pdf



Vehicle Accidents

What happens after the vehicle accident?

- Do NOT admit fault.
- Again, call the state Division of Claims and Risk Management within 24 hours

855-253-0629

- Complete the accident form. This includes taking photos of any vehicle involved in the accident (all four sides of the vehicle and license plate)
- This procedure applies regardless of location (in town or out of town)
- The police report is NOT a sufficient substitute for completing the form and calling the state number.



Vehicle Accidents

What happens if I don't report the incident properly

- The state will levy a \$1,000 penalty each time an accident is not reported within 24 hours.
- Failure to take pictures and complete the form can lead to
 - Delays in closure of the incident for all parties involved
 - Unresolved claims are referred to the state Attorney General's office
 - Legal costs and problems for the university and individuals can result



Vehicle Accidents

What about travel in or use of personal vehicles?

- If a travel authorization has not been completed, then the employee's personal insurance is primary.
- State insurance only covers the deductible for your personal insurance (up to \$500) for your vehicle
 - State insurance is essentially liability only
- All employee travel should be documented before travel occurs.



Vehicle Accidents

What if the vehicle is not drivable?

- If possible, the vehicle should be towed back to the university.
- If this is not possible, ensure that the location of the vehicle after the accident is known and reported to the Risk Management office (901-678-3800).



Vehicle Accidents

Other items

- If you cause damage to an unoccupied vehicle, a Damage Notification Card should be placed on the vehicle with information for contacting the state.

DAMAGE NOTIFICATION

The State of Tennessee is providing you this notification relative to damage that occurred to your vehicle while it was unoccupied. To obtain information about this incident, please contact the State of TN Auto Accident Call Center using the phone number below.

The Call Center works on behalf of the State to obtain information, investigate, and provide claim services. The owner of the damaged property/vehicle may call the State of TN Auto Accident Call Center toll-free for assistance at:

(855) 253-0629

Treasury.tn.gov/Tort-Liability

Provide the following information when calling:

Date: _____ Time: _____

State Agency: _____

**State of Tennessee Treasury Department
Division of Claims and Risk Management**

Receipt of this notification is not an admission of liability or a promise that damages will be paid.





All Incidents

- If your department wants posters for workplace injury reporting or vehicle accident reporting, email ehs@memphis.edu
- If a person wants to file a claim against the state, refer them to this website: <https://treasury.tn.gov/Services/Claims-and-Risk-Management/Claims-Against-the-State>
- Vehicle accidents include street legal carts
- Heavy equipment is a property claim
- Scooters are excluded from property claims



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

- Records Inventory due May 31.
- Beginner and Refresher Training opportunities for Records Management are available; Register in Oracle Learn. (**Me > Learning > Learning Catalog**)

Announcements & Deadlines

MPLOY

- Your department can host MPLOY interns for the summer! The program is June 1 - July 10. The student interns are prospective Tigers, so this gives your department an opportunity to showcase what you do and engage future students.
- MPLOY students work six hours a day, four days a week and are paid by the City of Memphis.
- [Here is a link](#) to learn more and request one or two interns.





Announcements & Deadlines

MENTAL HEALTH IN MAY

- Human Resources will have a full calendar of activities and workshops for Mental Health in May announced soon.
- These include things like stress management workshops, yoga sessions and extra time in the Relaxation Zone for employees, all at no cost to employees of the University.
- The kickoff will be at noon on Friday, May 1st, with a walk around the track behind the Fieldhouse.



Announcements & Deadlines

- Staff performance appraisals are due April 30, 2026.
- Use the SAMS system at memphis.edu/performance to complete and submit these appraisals.
- This year's deadline is particularly important so that we may then launch the new performance appraisals in Oracle, which involves a year-long process.



Announcements & Deadlines

- Check your org charts!
- Now that Oracle is live, please review your org charts for accuracy; having the correct line manager is more important than ever.
- If you have changes, you may submit them to HR via a helpdesk ticket (for now) or do a Request for Position Change action in Oracle. You must have the Workforce Structures tiles to do this.



Announcements & Deadlines

- Please be reminded that as of January 1, 2026, there is only one probationary period to be served per staff employee during their continuous University employment life cycle.
- Additionally, the probationary period is now three (3) months.
- The written policy itself is currently being revised to reflect these change.
- Because of this policy change, it is very important that supervisors orient and train their new employees and document any deficiencies.
- Questions? emprelations@memphis.edu



Announcements & Deadlines

- The University has a new Research Participant Payment form available to use when an employee takes part in a research project as a participant.
- The money earned from this must be treated as wages, and this form will ensure that this happens.
- The form and related information are located at https://www.memphis.edu/accounting/research_payment.php.

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 are 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

Separation & Clearance

- In Oracle, employees may start their own online separation action by going to **Me > Show More > Resign from Employment**.
- The resignation action will route to the line manager and then to HR.
- Resignation letters may be attached to these actions.
- 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.



Announcements & Deadlines

- PLEASE make sure that all time cards for your department are submitted and approved each month!
- All exempt staff and faculty employees will report any leave taken on their time cards.
- All non-exempt employees will report their time worked and leave taken on their time cards. Due dates for non-exempt time cards have not changed.
- Please use the Absences module in Oracle to request leave in advance.
- In Oracle, exempt employee time cards are due by the 20th of the month being reported.
- If changes are needed after the 20th of the month, the employee or line manager may edit timecards after they have been approved.



Announcements & Deadlines

- 2024 and 2025 Career Milestone Award recipients who were unable to attend their respective ceremonies may pick up their certificates until April 30th to do so.
- HR can send the certificates to Lambuth employees, Law School, etc.
- If you were awarded points, please use them at [memphis.awardco.com](https://www.memphis.awardco.com).



Announcements & Deadlines

Online Training for *Effective Search Committees*:

- Available 24/7 in Oracle Learn, along with lots of other online trainings!
Me > Learning > Learning Catalog > Enroll



Announcements & Deadlines

In-Person and Virtual Training for *Oracle Recruitment* (Posting Positions and Hiring New Employees:

- Sign up now !

Me > Learning > Learning Catalog > Enroll



Announcements & Deadlines

Employee Recognition is Easy With an Updated Tiger Spotlight Award!

- You can recognize staff or faculty anytime with a Tiger Spotlight Award!
- Simply fill out the brief form, select from one of the newly redesigned recognition certificates, and it will automatically be emailed directly to that employee and their supervisor.
- It's a quick and easy way to celebrate someone and let them know you appreciate their work!



A Job Well Done



Successful Outcome for Every Student



Thank You



Ascending



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.
- Other questions? i9@memphis.edu



Announcements & Deadlines

- Remember to review the University's current job openings at workforum.memphis.edu and workforum2.memphis.edu as well as in the Opportunity Marketplace in Oracle.
- Follow the Division of Business & Finance on X at [@uofmemphisbf](https://twitter.com/uofmemphisbf)!
- Subscribe to our WorkforUM X feed at [@umemphisjobs](https://twitter.com/umemphisjobs)!
- Follow us on Instagram! [@uofmhr](https://www.instagram.com/uofmhr)



See you next month!

Next Meeting: May 19, 2026 at *memphis.edu/fofhr*
Recordings & presentations available at *memphis.edu/focus*