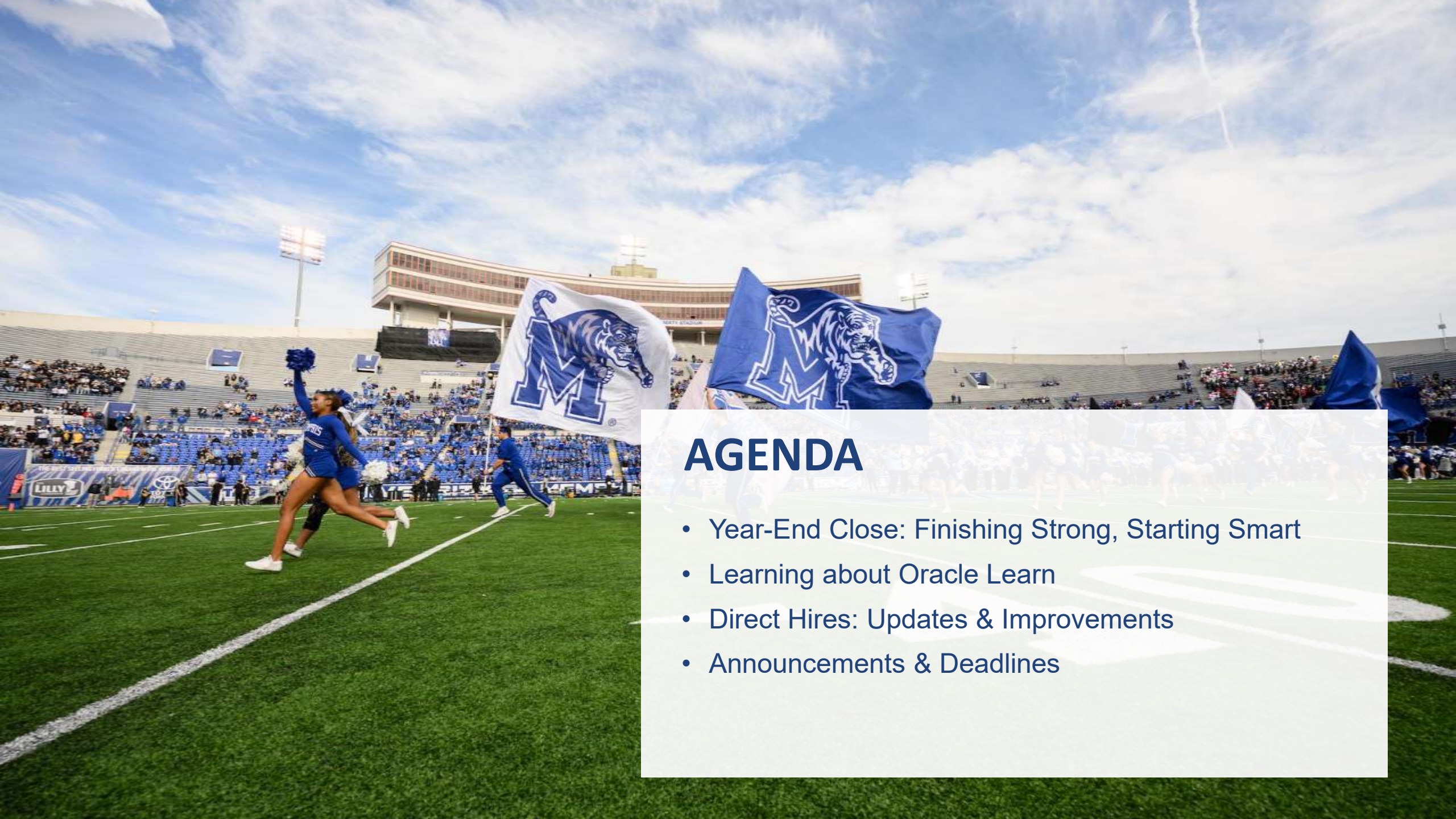




# FOCUS ON FINANCE & HR

May 19, 2026



## AGENDA

- Year-End Close: Finishing Strong, Starting Smart
- Learning about Oracle Learn
- Direct Hires: Updates & Improvements
- Announcements & Deadlines

# Year-End Close: Finishing Strong, Starting Smart



**Tekata Kelson, Accounting**



# What We'll Cover Today

- How to Get Started
  - Where to begin and the first steps to set yourself up for success
- What to Expect During Year-End Close
  - Key activities and department contacts
- Timeline
  - Important deadlines from April through July
- Reminders
  - Keys to Success
  - Financial Certification – Due May 29th

# Getting Started



- Go to the Accounting website  
<https://www.memphis.edu/accounting/>
- Click the Year-End information link
- There are four documents listed
  1. **Start Here: FY26 Year-End Close: What You Need to Know (FAQ)**
  2. **How to Access Year-End Oracle Account Analysis Report**
  3. **FY26 Year-End Close Deadlines**
  4. **FY26 Cubical Checklist**

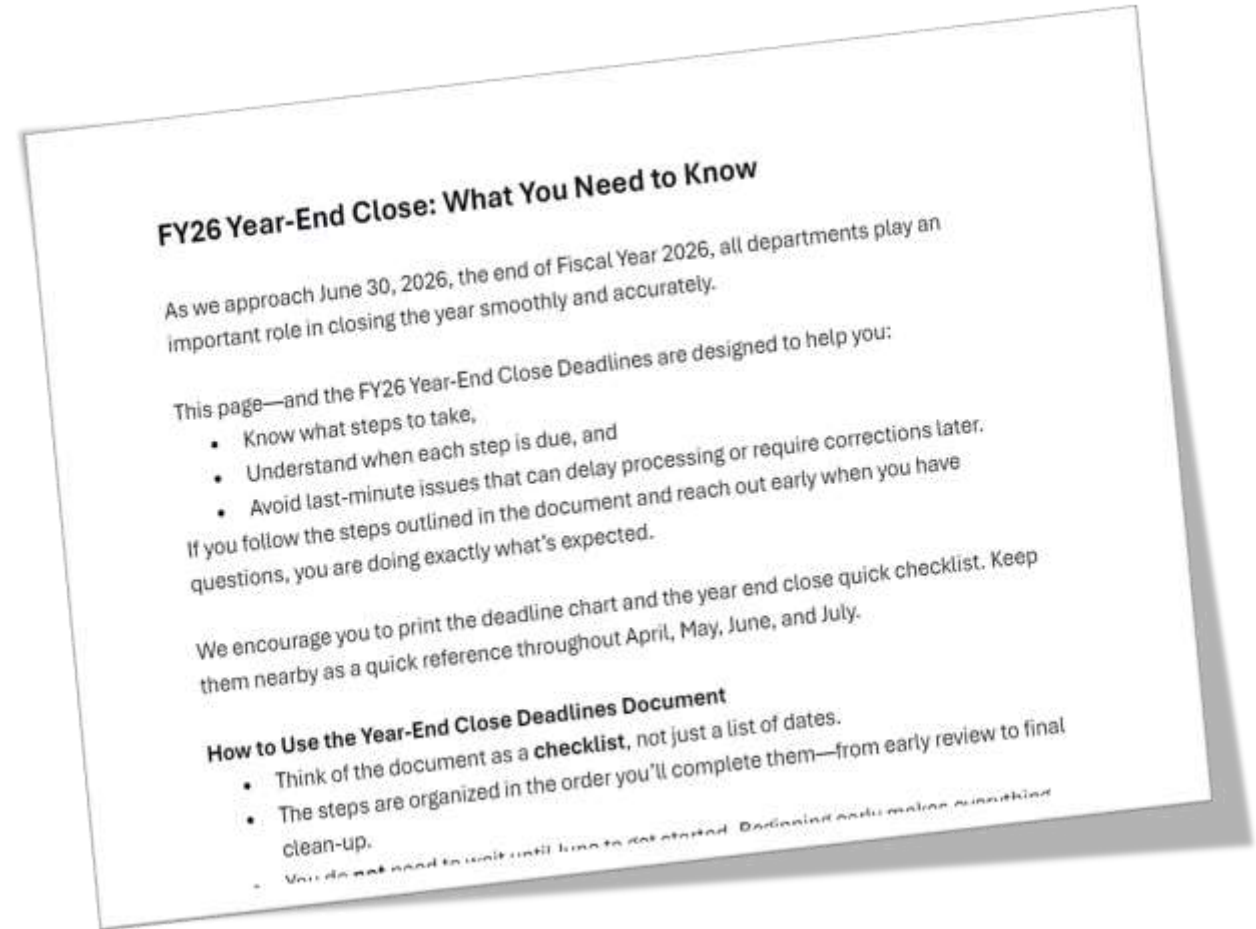
A screenshot of the Accounting website's Year-End Information page. The page has a blue header with the word "Accounting" and a navigation menu with links for "Staff Directory", "Areas", "Travel", "Effort Certification", "Research Participant Payments", "Links", and "Finance Pro". Below the header is a breadcrumb trail: "Home > Accounting > Year-End Information". The main content area is titled "Year-End Information" and features a "TAKE ACTION" sidebar with links for "Resources & Presentations", "Year-End Information", "Forms", and "Contact Us". The main content area lists four key documents:

- **EY26 Year-End Close: What You Need to Know (FAQ)**  
This is the starting point for users. It provides context, answers common questions, and helps users find other documents.
- **How to Access Year-End Oracle Account Analysis Report**  
This document provides step-by-step instructions on how to access the report referenced in the FAQ.
- **EY26 Year-End Close Deadlines**  
This is the authoritative list of required steps and deadlines. Users generally refer to this throughout.
- **EY26 Cubicle Checklist**  
A printable, one-page quick checklist designed for users to post at their desks as a reminder of key items.



# Getting Started

- Review the [FY26 Year-End Close: What You Need to Know](#)
  - Start with this document first.
  - It provides context, answers common questions, and helps you understand how to use the other documents.





# Getting Started

- Run the [Account Analysis Report](#) in Oracle
  - Review balances and activity
  - Look for missing or duplicate transactions
  - Check for incorrect chart of accounts coding
  - Watch for any open or incomplete transactions
  - Is there a credit where there should be a debit (charge)
- Step-by-step instructions on how to access this report are on the Accounting Website



# Getting Started

- Review the [FY26 Year-End Close Deadlines](#)
  - List of required steps and deadlines.
  - Refer to this throughout April-July.

## FY26 YEAR END CLOSE DEADLINES

Each year, the University completes a fiscal year end close to ensure departmental financial activity is recorded accurately and on time. Year end close is not a single deadline; but, it is a series of steps that take place from April through July, and departments play an important role throughout the process.

Business Officers, Financial Managers, Administrative Officials, Department Heads, and Directors are responsible for reviewing departmental accounts, submitting required transactions, and confirming that activity is recorded correctly in Oracle. Starting early and reviewing accounts regularly helps prevent last minute issues and makes year end close smoother for everyone.

Departments begin by reviewing their General Ledger accounts to make sure balances and activity look reasonable. Throughout May and June, departments clean up open purchase orders, submit payroll, travel, and invoice activity, and ensure goods and services are received by published deadlines.

After June 30, departments continue working through final steps in July, including reviewing accounts again, submitting any needed corrections, and responding to follow up questions. These final checkpoints help ensure fiscal year activity is complete and accurate before the year is officially closed.

Who Can Help	What This is About	What You Need To Do	Due By
	Start Here!	Run the Account Analysis Report in Oracle - see instructions in Year End Close FAQs  1. Beginning and Ending Balances - Verify that beginning balances, period activity, and ending balances align with expectations for each account. The Account Analysis Report provides these figures for reconciliation and period end validation.  2. Accuracy of Debits and Credits - Check that all debits and credits recorded during the period are complete and correctly posted. This helps ensure no missing, duplicate, or misclassified transactions. The report lists debits, credits, and net activity for each account.  3. Correct Chart of Accounts (COA) and Usage - Confirm that transactions are posted to the account segment values. The Account Analysis Report summarizes balances by these segments, making it easier to identify mis coded entries.	Starting April 2026
	Initial Review		April 2026 - May 2026
Procurement	Open Purchase Orders	Review open POs and close or update any that are not needed *De-obligate or expire unused encumbrance balances	Friday, May 29, 2026
	Obligations	Please review your accounts for Oracle Purchase Orders to determine which open purchase orders require invoices, are no longer required, and which ones need to be carried forward into FY27. Please note that this review should be done throughout the year, as well as at year-end. Non-Travel Purchase Order Adjustments / Change Orders for FY26 should be submitted to Procurement	Friday, May 29, 2026
Payroll	Time Sheet	Time Sheet for BW12 Biweekly Payroll (May 30th - June 12th) Time Sheet for Split BW13 Biweekly Payroll (June 13th - June 26th)	Thursday, June 11, 2026 Thursday, June 25, 2026
Accounts Payable	Oracle Expenses	Oracle Expenses (formerly Chrome River) upload receipts and file expense reports for Travel and Non-Travel claims (Travel trips with end dates in June will be charged against FY26 funds)	Tuesday, June 30, 2026
	Invoices	Early submission is strongly encouraged so the Accounts Payable team can process invoices timely. If invoices are sent directly to your department, please submit the request for payment to <a href="mailto:apinvoice@memphis.edu">apinvoice@memphis.edu</a> by the deadline date. Ensure you include the approved invoice, purchase order number and COA (chart of accounts) on the invoice.	Tuesday, June 30, 2026
Accounts Payable	Board Reconciliation	Load receipts into Oracle - Reconcile your Board expenses	Friday, July 3, 2026

# Getting Started

- Review the [FY26 Cubicle Checklist](#)
  - A printable, one-page quick checklist designed for you to post at your desk as a reminder of key steps and dates.



## FY26 YEAR-END CLOSE – QUICK CHECKLIST

Print and keep this checklist handy from April through July

### PHASE 1: START EARLY – CHECK YOUR ACCOUNTS (April–May)

- Run General Ledger Trial Balance in Oracle
- Review balances and activity for anything unusual
- Correct issues early or ask questions

### PHASE 2: CLEAN UP BEFORE JUNE ENDS (May 29 – June 30)

- Review and close unused Purchase Orders (Due May 29)
- Submit Payroll timesheets by published deadlines
- Submit travel and expense reports for June activity
- Receipt goods/services and submit FY26 invoices (Due June 30)

### PHASE 3: FINAL FIXES AFTER JUNE 30 (Early–Mid July)

- Reconcile P-Card transactions (Due July 3)
- Run Trial Balance and submit final journal entries (Due July 7–10)
- Re-run Trial Balance to confirm corrections (Due July 14)

### PHASE 4: FINAL CHECK & SIGN-OFF (Late July)

- Respond to Accounting follow-ups if needed
- Final Trial Balance review (Due July 27)
- June invoices can be accrued through July 24



# What To Expect: Key Activities

- Early Review (starting Now)
  - Catch issues early – biggest impact
- Clean-up (May – June)
  - Clear open items: POs, invoices, expenses
- Final Review and Close (July)
  - After June 30 – make corrections and ensure accuracy
- Reporting (August)
  - Final validation - ready for audit and reporting



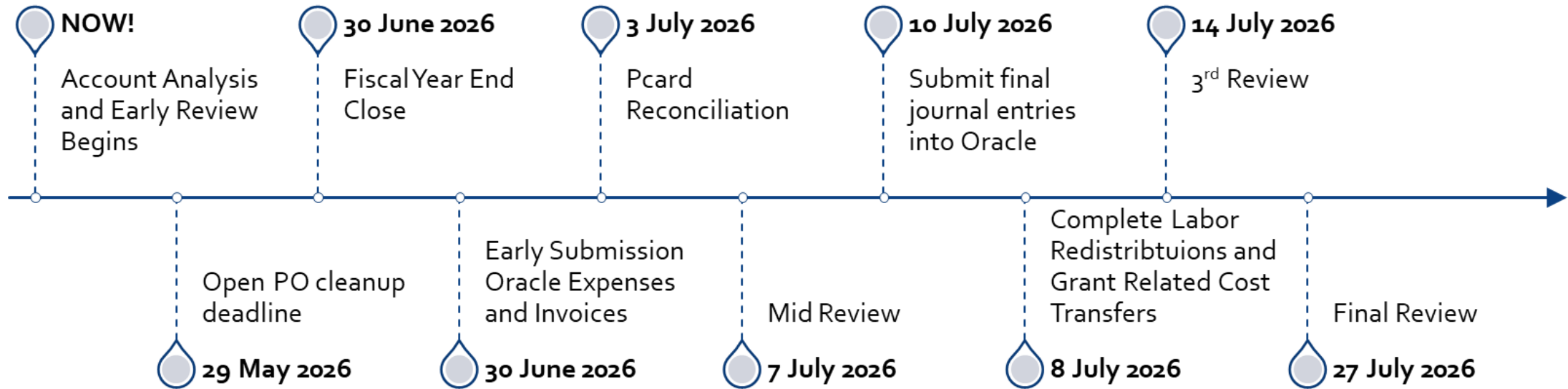


## What To Expect: Who Can Assist You?

- Accounts Payable – Expenses and Invoices
- Accounting – Journal Entries
- Payroll – Timesheets
- \*Procurement – Open Purchase Orders, P-Card Reconciliation
- \*Grants Accounting – Complete Labor Redistributions and Cost Transfers



# Timeline and Deadlines





# Keys to a Successful Year-End Close

- Accurate financial data
- All revenues and expenses coded in the correct fiscal year
- Minimal corrections after close
- Ready for yearly audit
- Documentation for all transactions

# Reminder: Financial Certification

- Due Friday, May 29th
- If certification is NOT completed by the deadline, your access will be deactivated!
- Get it done today!



The banner features the University of Memphis logo on the left and a photograph of five diverse students in business attire on the right. A blue horizontal bar across the middle contains the text 'DIVISION OF BUSINESS AND FINANCE'.

THE UNIVERSITY OF  
MEMPHIS.

DIVISION OF BUSINESS AND FINANCE

The Annual Financial Responsibility Certification is part of our continuing endeavor to strengthen the University's internal controls and help ensure financial integrity. Through this process, users are expected to reauthorize their Oracle Finance access. Please follow the link below, which will allow you to review and confirm your access.

[Financial Responsibility Certification](#)  
Deadline | May 29

Should you have any questions about the Financial Responsibility Certification, please contact [Crystal Givens](#), University Controller.

THE UNIVERSITY OF  
MEMPHIS.

memphis.edu/bf



**QUESTIONS?**

# Learning About Oracle Learn



**Rose Pettijohn, Human Resources**

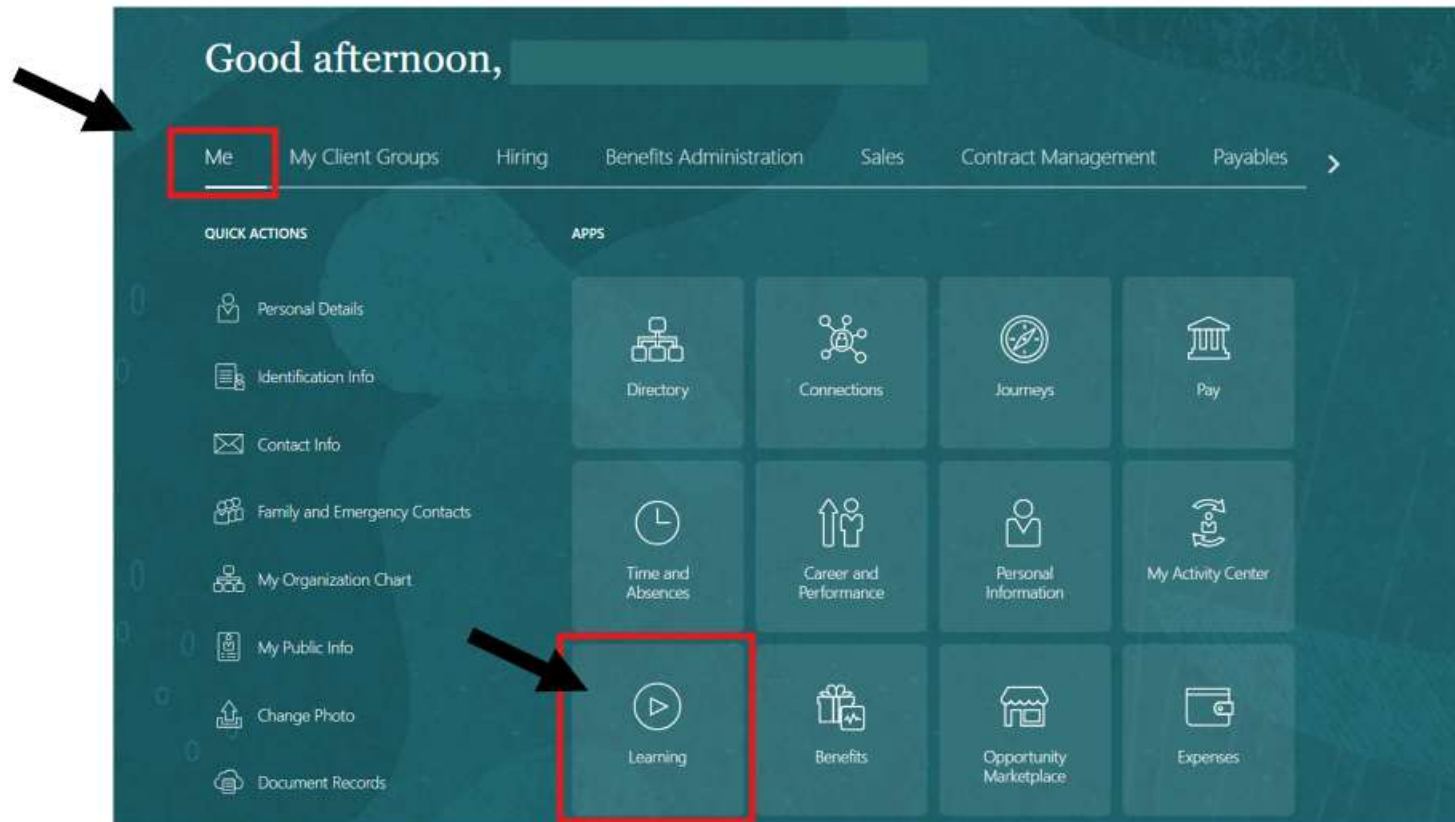


# Learning About Oracle Learn

- Oracle Learn is the learning management system within Oracle Fusion. It is taking the place of the legacy Learning Curve system.
- Oracle Learn tracks and delivers trainings on an employee-by-employee basis.
- Trainings may be chosen by the employee or required by a manager or HR or another University department, based on any data element Oracle tracks (job title, user person type, work location, etc.).

# Oracle Learn

- How to find courses to enroll in and see what you have registered for.
1. Click the Me tab and then the Learning tile.



# Oracle Learn



2. This screen shown below will always show you what you are currently enrolled in by default. You can use the filters under the Search learning enrollments box to sort those.

3. To find new courses, click on the Learning Catalog in the bottom left.

A screenshot of the Oracle Learn 'My Learning Experiences' interface. The header is dark red with a back arrow and the text 'My Learning Experiences'. Below the header is a search bar labeled 'Search learning enrollments' with a magnifying glass icon. Underneath the search bar are filter buttons: 'Enrollments To do' (highlighted with a red box and an arrow), 'Completed Date', 'Enrolled on Date', and 'Clear (1)'. The main content area shows '1 result' with a course card for '2026 Mental Health in May'. The card includes a 'Not Started' status tag, the course title, 'Course Self Enrolled', and 'Enrolled'. At the bottom, a dark red navigation bar contains a magnifying glass icon and the text 'Learning Catalog' (highlighted with a red box and an arrow) and a lightbulb icon with the text 'My Learning'.

# Oracle Learn



4. Courses are listed in alphabetical order. You can use key words to search the catalog, the filter buttons below the search box to refine your search and the Sort By box to change the way courses are listed.

The screenshot shows the Oracle Learn Learning Catalog interface. At the top, there is a search bar labeled "Search for learning" with a magnifying glass icon. Below the search bar are several filter buttons: "Category", "Topic", "Learning Type", "Learning Format", "Expected Effort", "Skill", "Skill Level", "Qualification", "City", "Date", and "Language". A red box highlights the search bar and filter buttons. Below the filters, there is a "Sort By" dropdown menu set to "Most recently featured", also highlighted with a red box. The main content area displays a grid of course cards. Each card has a title, a description, and an "Enroll" button. The bottom navigation bar includes "Learning Catalog" and "My Learning".



# Oracle Learn

5. When you click on a tile for more details, you will see if it is self-paced or instructor led. You will also see if it is online or in person, and there is more than one offer available, you will see them listed and be able to select the one that best fits your schedule.

**It is recommended that you click all the way through a course to this screen, to see all that information before enrolling.**

The screenshot shows a course detail page with a dark red header. The course title is 'Recruitment | Creating a Requisition and Managing Applicants'. Below the title are 'Recommend' and '...' buttons. The main content area is white and contains two sections: 'What you'll learn' and 'Available offerings'. The 'Available offerings' section lists two virtual classroom offerings for May 2026, each with an 'Enroll' button.

Offering Date	Course Title	Delivery Mode	Action
05/20/2026	Recruitment   Creating a Requisition and Managing Applicants, Online, 05.20.26, 10:00am American English	Virtual Classroom	Enroll
05/21/2026	Recruitment   Creating a Requisition and Managing Applicants, Online, 05.21.26, 1:00pm American English	Virtual Classroom	Enroll



**QUESTIONS?**

# Direct Hires: Updates & Improvements



**Danny Linton, Human Resources**



# Direct Hires: Updates & Improvements

- Please use the Oracle Guided Learning “question marks” above each field. These have the right answers for the things many users are doing incorrectly.
- Don't guess!



## Direct Hires: Updates & Improvements

- Faculty Summer Compensation direct hires are correctly monitoring the salary caps for credit instruction now. (Most colleges have a limit on what an F9 faculty can earn for teaching a credit course.)
- **Example:** Dr. John Doe in History has a Calculated Rate of \$2,501 and is teaching a 3-hour course.  
To determine his teaching salary, multiply  $\$2,501 \times 3$  for \$7,503. Because Dr. Doe teaches in Arts & Sciences which has a cap of \$7,000 per summer course, the direct hire form will automatically change the salary to \$7,000.
- All other max/limit rules are still in place.



## Direct Hires: Updates & Improvements

- Faculty Summer Comp direct hires are also now enforcing the Remaining Amount field so that a faculty member cannot exceed the maximum amount they are allowed to earn in an entire summer.
- Summer student worker direct hires are working for most scenarios. If you are trying to hire a student who is registered but the direct hire form is showing “NaN” in the Enrolled Hours field, please open a helpdesk ticket under Oracle HCM/OL.



## Direct Hires: Updates & Improvements

- Direct Hires are not to be used for Foundation funds in any scenario. If you attempt to enter Entity 30 in any COA box, the direct hire will stop you from submitting.
- The direct hire is comparing your values of Job, User Person Type, Salary Basis and Payroll Type to make sure your graduate assistants are coded correctly.



# Direct Hires: Updates & Improvements

- Issues outstanding:
  - Students who were hired in Oracle for the first time who then performed a name change in Oracle but not in Banner are being treated like new employees.
  - F9 enforcement on Faculty Summer Comp.
  - Approval screens for approvers not always showing the COA string even though it is there.



# Direct Hires: Updates & Improvements

- REMINDER
  - If you have an exempt employee hired via direct hire, **BOTH** your service and pay start dates should both be the 1<sup>st</sup> of a month and end dates the last of a month to avoid pro-ration.

# Direct Hires: Updates & Improvements



**AND NOW FOR THE BEST NEWS OF ALL!**



# Direct Hires: Updates & Improvements

Direct Hire Transaction Table

id  List

	Last Name	First Name	Middle Name	Oracle Person Number	Banner Uid Or Faculty OPN	Action	Action Reason	Created By	Creation Date	Semester	GA Work Type	CF Assignment Start Date	Projected End Date	Pay Start Date	Pay End Date	Proposed Start Date	Sal Dr
P-00286-260109	Chowdhury	Shehraz	Munaf			HIRE		svc.fcsmintegrat...	01/09/2026	202610	Graduate Assistant (research)	2026-01-12	2026-05-15	2026-01-01	2026-04-30	2026-01-12	202
P-00297-260109	Garcia	Luis	Miguel			HIRE		svc.fcsmintegrat...	01/09/2026	202610	Graduate Assistant (research)	2026-01-01	2026-05-12	2026-01-01	2026-04-30	2026-01-01	202
P-00631-260113	Henry	Dawson	Cole	1007177		ADD_ASSIGN		svc.fcsmintegrat...	01/13/2026	202610		2026-01-10	2026-05-08	2026-01-10	2026-05-08	2026-01-10	202
P-00813-260114	Taufiq	Dewan Moham...				HIRE		svc.fcsmintegrat...	01/14/2026	202610	Graduate Assistant (other)	2026-01-20	2026-05-08	2026-01-01	2026-04-30	2026-01-20	202
P-01088-260116	Osei	Emmanuel	Yaw			HIRE		svc.fcsmintegrat...	01/16/2026	202610	Graduate Assistant (teaching)	2026-01-01	2026-04-30	2026-01-01	2026-04-30	2026-01-01	202
P-01134-260117	Henry	Dawson	Cole	1007177		ADD_ASSIGN		svc.fcsmintegrat...	01/17/2026	202610		2026-01-10	2026-05-15	2026-01-10	2026-05-15	2026-01-10	202
P-01291-260120	McCullough	LaKayla	Quincy			HIRE		svc.fcsmintegrat...	01/20/2026	202610		2026-01-20	2026-05-07	2026-01-20	2026-05-07	2026-01-20	202
P-01339-260120	Henry	Dawson	Cole	1007177		ADD_ASSIGN		svc.fcsmintegrat...	01/20/2026	202610		2026-01-10	2026-05-08	2026-01-10	2026-05-08	2026-01-10	202
P-01395-260121	Taufiq	Dewan Moham...				HIRE		svc.fcsmintegrat...	01/21/2026	202610	Graduate Assistant (teaching)	2026-01-16	2026-05-08	2026-01-01	2026-04-30	2026-01-16	202
P-01459-260121	Dolan	Keegan				HIRE		svc.fcsmintegrat...	01/21/2026	202610	Graduate Assistant (teaching)	2026-01-12	2026-04-30	2026-01-12	2026-04-30	2026-01-12	202
P-01528-260121	de Oliveira Rei...	Renan				HIRE		svc.fcsmintegrat...	01/21/2026	202610		2026-01-26	2026-05-08	2026-01-26	2026-05-08	2026-01-26	202
P-01603-260122	Dolan	Keegan				HIRE		svc.fcsmintegrat...	01/22/2026	202610	Graduate Assistant (teaching)	2026-01-12	2026-04-30	2026-01-12	2026-04-30	2026-01-12	202
P-01723-260123	Khan	Sher Dil				HIRE		svc.fcsmintegrat...	01/23/2026	202610	Graduate Assistant (research)	2026-01-20	2026-05-15	2026-01-01	2026-04-30	2026-01-20	202

Do you hate this page?



# Direct Hires: Updates & Improvements

P-00286-260109	Chowdhury	Shehraz-Munnaf	HIRE	sw.fcsmintegration	01/09/2026	202610	Graduate Assistant (research)	2026-01-12	2026-05-15	2026-01-01	2026-04-30	2026-01-12	2026-01-12	2026-01-12	GA	GB
P-00297-260109	Garcia	Luis Miguel	HIRE	sw.fcsmintegration	01/09/2026	202610	Graduate Assistant (research)	2026-01-01	2026-05-12	2026-01-01	2026-04-30	2026-01-01	2026-01-01	2026-01-01	GA	GA
P-00631-260113	Henry	Dawson Cole	ADD_ASSIGN	sw.fcsmintegration	01/13/2026	202610		2026-01-10	2026-05-08	2026-01-10	2026-05-08	2026-01-10	2026-01-10	2026-01-10	STU	SW
P-00813-260114	Taufiq	Dewan Mohammad	HIRE	sw.fcsmintegration	01/14/2026	202610	Graduate Assistant (other)	2026-01-20	2026-05-08	2026-01-01	2026-04-30	2026-01-20	2026-01-20	2026-01-20	GA	GA
P-01088-260116	Osei	Emanuel Yaw	HIRE	sw.fcsmintegration	01/16/2026	202610	Graduate Assistant (teaching)	2026-01-01	2026-04-30	2026-01-01	2026-04-30	2026-01-01	2026-01-01	2026-01-01	GA	GB
P-01134-260117	Henry	Dawson Cole	ADD_ASSIGN	sw.fcsmintegration	01/17/2026	202610		2026-01-10	2026-05-15	2026-01-10	2026-05-15	2026-01-10	2026-01-10	2026-01-10	STU	ST
P-01291-260120	McCullough	La'Kayla Qui'Shay	HIRE	sw.fcsmintegration	01/20/2026	202610		2026-01-20	2026-05-07	2026-01-20	2026-05-07	2026-01-20	2026-01-20	2026-01-20	STU	ST
P-01339-260120	Henry	Dawson Cole	ADD_ASSIGN	sw.fcsmintegration	01/20/2026	202610		2026-01-10	2026-05-08	2026-01-10	2026-05-08	2026-01-10	2026-01-10	2026-01-10	STU	SW
P-01395-260121	Taufiq	Dewan Mohammad	HIRE	sw.fcsmintegration	01/21/2026	202610	Graduate Assistant (teaching)	2026-01-16	2026-05-08	2026-01-01	2026-04-30	2026-01-16	2026-01-16	2026-01-16	GA	GB
P-01459-260121	Dolan	Keegan	HIRE	sw.fcsmintegration	01/21/2026	202610	Graduate Assistant (teaching)	2026-01-12	2026-04-30	2026-01-12	2026-04-30	2026-01-12	2026-01-12	2026-01-12	GA	GA
P-01528-260121	de Oliveira Reimberg Syrio	Renan	HIRE	sw.fcsmintegration	01/21/2026	202610		2026-01-26	2026-05-08	2026-01-26	2026-05-08	2026-01-26	2026-01-26	2026-01-26	STU	ST

Do you hate this spreadsheet?



## Direct Hires: Updates & Improvements

**Introducing the new way to look up the status of your direct hires!**

<https://umwa.memphis.edu/programguide/index.php/cbo-table>



## Direct Hires: Updates & Improvements

- This new easily searchable and understandable direct hire query database is available now in the Program Guide under Utilities & Reports.
- The data in it is updated once an hour during UofM regular business hours.



**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

- Most student workers are eligible to work 37.5 hours in the summer.
- The direct hire form will give an error if you key 37.5 with nothing in the Comments field. Just explain that this is a summertime only situation in the Comments & it will accept it.



# 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

- If your PO, Authorization, or Requisition fails funds check and you see Madison Ellison's (or anyone else's name), that is an automated message.
- Oracle needs to add a name for these processes, so it will always have one. Madison is not taking any actions in these cases and is not notified in any capacity that your request has failed funds check.
- If this happens to you and you cannot figure out why, email [budget@memphis.edu](mailto:budget@memphis.edu) with screenshots and Financial Planning will be happy to assist you.



# Announcements & Deadlines

- Previously the Vendor Payment Direct Deposit/ACH Authorization Form would be accepted to either add or update ACH information for suppliers.
- The policy is being updated and we will no longer accept this form.
- Going forward, a registered supplier can upload a letter/document from their bank, a document on company letterhead, or for individuals a voided check to the Procurement and Contract Services secure portal. This will then be added to the supplier account. A copy of the document will be uploaded to the supplier profile in Oracle Fusion.

# 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.
- We still have 12 MPLOY student interns who need supervisors, so please consider hosting one or two! HR will provide support with training and weekly activities.





# Announcements & Deadlines

## MENTAL HEALTH IN MAY

- Human Resources has a full calendar of activities and workshops for Mental Health in May available online.
- 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.
- Prioritize your mental health by attending an event.
- All info at [memphis.edu/hr/mhamonth.php](https://memphis.edu/hr/mhamonth.php).



# Announcements & Deadlines

- Staff performance appraisals were due April 30, 2026. If you did not finish yours, finish them soon!
- Use the SAMS system at [memphis.edu/performance](https://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](mailto:emprelations@memphis.edu)



# Announcements & Deadlines

- Reminder: 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](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

## 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 fill out the Employee Incident Report as soon as possible to begin 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 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.



# Announcements & Deadlines

## Required Forms and Deadlines

- You and/or your supervisor must complete the First Report of Injury or Illness form.
- The form must be submitted to the Environmental Health and Safety Office:
  - Within 24 hours of the injury whenever possible
  - No later than 48 hours
- Important: If the accident is not reported within 48 hours, the employee's department MAY be fined by the State Comptroller's Office.



# Announcements & Deadlines

## Employee Injury Reporting

- [https://www.memphis.edu/ehs/report\\_an\\_incident](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](mailto:ehs@memphis.edu) or call 901.678.5700.



# 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 20<sup>th</sup> of the month, the employee or line manager may edit timecards after they have been approved.



# 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

## 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](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](http://workforum.memphis.edu) and [workforum2.memphis.edu](http://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)
- Follow us on Instagram! [@uofmhr](https://www.instagram.com/uofmhr)



**See you next month!**

**Next Meeting: June 16, 2026 at *memphis.edu/fofhr***  
**Recordings & presentations available at *memphis.edu/focus***