



THE UNIVERSITY OF
MEMPHIS®

FOCUS ON FINANCE & HR

September 15, 2026



Reminder of FOF&HR Meeting Purpose

- Please share this presentation's information with your departments! Include in your department/college staff meetings.
- **SPREAD THE WORD!**
If this information goes no further than you, then these meetings will not achieve their stated purpose.
- Materials are posted each month at memphis.edu/focus to assist with your sharing of information.



AGENDA

- Annual Benefits Open Enrollment Period
- Contractor vs. Temp
- Oracle Updates
- Announcements & Deadlines

Annual Benefits Open Enrollment Period



Andrea Spencer, Human Resources



Annual Benefits Open Enrollment Period

- Open enrollment is October 1 – October 16
- Enrollment ends 4:30 p.m. Central Time
- Memphis Benefits Fair: October 7th 10-2 in the UC Ballroom
- Flu shots offered from 11:00-1:30 in the Iris Room; bring copy of photo id and insurance card
- Lambuth Benefits Fair: October 8th 11-2 in the VJ Wisdom Parlor
- HR's Open Enrollment Information: memphis.edu/hr/aetp.php
- State of TN Benefits Website: partnersforhealthtn.gov



Annual Benefits Open Enrollment Period

- You must use the Edison Self Service by accessing memphis.edu/edison.
- Enroll early! Submit your changes as early as possible.
- Enrollment ends at 4:30 p.m. Central on October 16. You must click “submit” in ESS to finalize your selections.
- All new dependent verification documents must be received by 4:30 p.m. Central on October 16.

Annual Benefits Open Enrollment Period

- Life Insurance: Use the Securian (Minnesota Life) website to enroll in voluntary term life insurance at www.lifebenefits.com/stateoftn
- HSA and Flexible benefits: Dependent Care - FSA and HSA must be updated yearly. Enroll on TASC website at www.tasconline.com.
- Must be completed by October 16th.

What's New for 2027

- Health insurance premiums will increase by an average of 7.9% for active employees. Premium increases will vary depending on the health plan, network and tier you choose.
- Important! BlueCross BlueShield and Cigna will remain the health insurance carriers. The four provider network options will remain the same: BlueCross Network S, BlueCross Network P, Cigna LocalPlus and Cigna Open Access Plus.

What's New for 2027

- For the BlueCross Network P and Cigna Open Access Plus networks, the surcharge will increase to \$75.00 (employee only), \$85.00 (employee + children) and \$150 for (employee + spouse and family).
- FSA - Medical Flexible spending account annual limit will increase to \$3,400; You can carry over \$680 at the end of 2026.
- Limited-purpose annual limit will increase to \$3,400; you can carryover \$680 at the end of 2026.

Changes for 2027

- The Health Saving Account employer contribution for enrolled CDHP members will remain at \$500 (employee tier) and \$1,000 (all other family tiers). HSA IRS maximum contributions are increasing to \$4,500 for employee only and \$9,000 for all other family tiers. Members 55+ can add \$1,000 more each year. The limits include the \$500 or \$1,000 employer contribution and wellness incentives.
- Sharecare is still the vendor for wellness incentives.

Changes and Updates for 2027

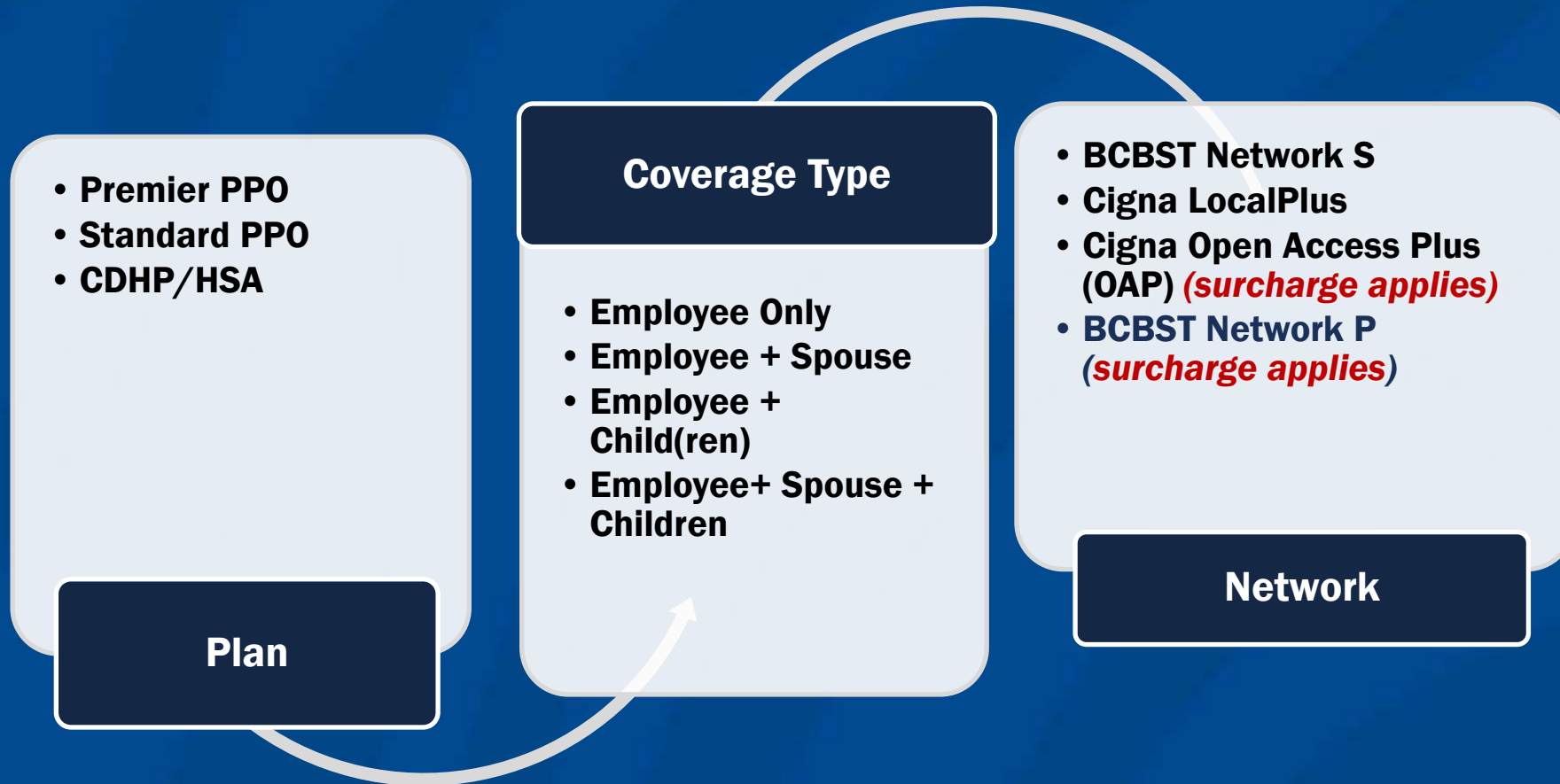
- Vision vendor will remain EyeMed for 2027; premiums and benefits will also remain the same.
- Dental vendors will remain the same; Cigna Pre-paid and MetLife Preferred. There are no premium increases.
- Optum Health will remain our Employee Assistance Program carrier. Mental health visits are increasing from 5 to 8 visits.
- LTD and STD –MetLife remains the vendor. There is one option for LTD (employer paid). The 14-day option is the only option for STD.

Accidental Death & Dismemberment

- You can buy voluntary AD&D insurance to give you and your family additional protection if you or your covered dependent's death or dismemberment is due to an accident. There are no coverage changes in 2027. Employee coverage is a choice of these five amounts: \$50,000, \$60,000, \$100,000, \$250,000 or \$500,000. Employees can change coverage values previously selected.
- Employees can add or drop dependents already enrolled. Dependent coverage amounts are a percentage of the employee's voluntary AD&D coverage amounts. The coverage tiers are spouse only (60%), spouse enrolled with child(ren) (40%), and child(ren) (10% per child.) Premium rates for employees and dependents are staying the same in 2027. Premium rates are per \$1,000 of total coverage.



Health Insurance



Even if you don't make any changes, you should review your enrollment every year. The plans, networks and benefits may change and impact you.

Health Insurance Networks

- Network choices are the same in 2027 as in 2026, but the providers in each network can change. You choose one of four networks of doctors and facilities:
- BlueCross BlueShield Network S: There is no additional cost for this network. In 2026 the Memphis market, Methodist Hospital and facilities are out-of-network, Baptist Hospitals and facilities are in-network as well as Saint Francis and LeBonheur. For Jackson, Jackson Madison and West TN Healthcare.
- Your network vendor's (BlueCross BlueShield or Cigna) website may have tools and resources to help you find out how much a procedure or test could cost.

Health Insurance Networks

- Cigna LocalPlus: There is no additional cost for this network. This is a smaller network than the Cigna Open Access Plus (OAP). Methodist Hospitals and facilities are in network. For Jackson, Jackson Madison and West TN Healthcare are in network.
- Your network vendor's (BlueCross BlueShield or Cigna) website may have tools and resources to help you find out how much a procedure or test could cost.

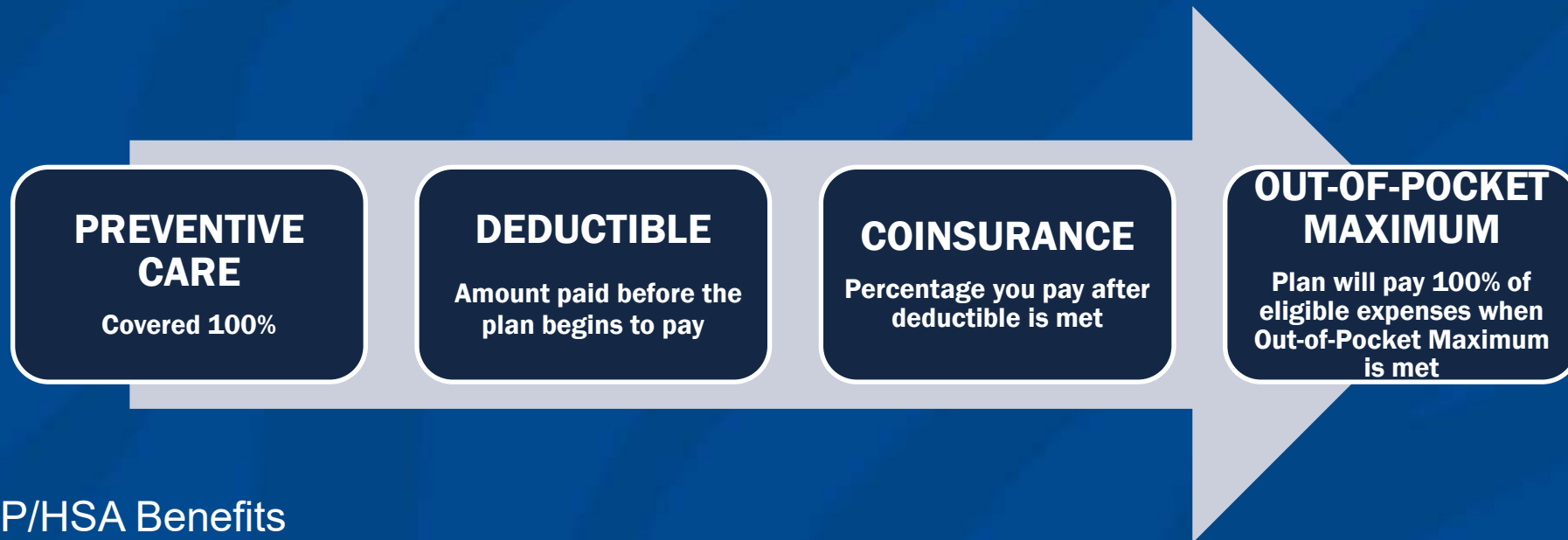
Health Insurance Surcharge Networks

- BlueCross BlueShield Network P: In 2027 Methodist Hospital, Baptist Hospital, Saint Francis Hospital and their facilities are a part of this network. For Jackson, Jackson-Madison and West TN Healthcare.
- Cigna OAP: This is a large network, with a choice of more doctors and facilities, but you will pay more. In 2027 in the Memphis market, Baptist facilities are out-of-network, but Methodist facilities are in-network as well as St. Francis. For Jackson, Jackson-Madison and West TN Healthcare are in network.

Health Insurance Surcharge Networks

- Monthly surcharges will apply for Blue Cross Network P and Cigna Open Access Plus
 - \$75.00 for employee only
 - \$85 more for employee + child(ren) coverage
 - \$150 per month for employee + spouse + child(ren) coverage

CDHP/HSA – How does it work?



- CDHP/HSA Benefits
 - The state contributes to your HSA (\$500 employee only/\$1,000 family tiers), and you can contribute to this account with pre-tax dollars.
 - HSA money can be used to pay for your out-of-pocket costs like your deductible, coinsurance for doctor's visits and prescription drugs.
 - Your HSA money rolls over each year - you keep it if you leave or retire
- 2027 maximum HSA contribution amounts (includes employer contributions):
 - \$4,500 for employee only (includes \$500 state HSA contribution)
 - \$9,000 for all other tiers (includes \$1000 state HSA contribution)
 - Members 55 or older can save an extra \$1,000 in a catch-up contribution during the plan year

Premiums for 2027 State and Higher Education

Premium Level	Premier PPO		Standard PPO		CDHP/HSA	
	BCBS S/ Cigna LocalPlus	Cigna Open Access/ BCBS P	BCBS S/ Cigna LocalPlus	Cigna Open Access/ BCBS P	BCBS S/ Cigna LocalPlus	Cigna Open Access/ BCBS P
Employee Only	\$189	\$289	\$122	\$177	\$84	\$184
Employee + Child(ren)	\$283	\$393	\$182	\$238	\$126	\$236
Employee + Spouse	\$444	\$644	\$286	\$380	\$197	\$397
Employee + Spouse + Child(ren)	\$491	\$691	\$316	\$415	\$218	\$418

Deductible and Out-of-Pocket Maximums

	Premier PPO	Standard PPO	CDHP/HSA
	In-Network	In-Network	In-Network
Deductibles			
Employee only	\$750	\$1,300	\$1,750
Employee + Child(ren)	\$1,125	\$1,950	\$3,500
Employee + Spouse	\$1,500	\$2,600	\$3,500
Employee + Spouse + Child(ren)	\$1,875	\$3,250	\$3,500
Out of Pocket Max (medical and pharmacy combined)			
Employee only	\$3,600	\$4,400	\$2,800
Employee + Child(ren)	\$5,400	\$6,600	\$5,600
Employee + Spouse	\$7,200	\$8,800	\$5,600
Employee + Spouse + Child(ren)	\$9,000	\$11,000	\$5,600

Wellness Voluntary Rewards Program

The 2027 (Sharecare), voluntary wellness program will be available for active employees and spouses.

- Regardless of the health plan you choose, members enrolled can participate in the program.
- You and your spouse can each earn up to \$250 a year by completing certain wellness activities – up to \$500 per family annually!
- Money is deposited through payroll* after completing certain activities and programs.
- More information about programs and activities will be available at www.tn.gov/partnersforhealth on the Wellness page.

**Members must be in a positive pay status to receive an incentive. The cash incentive for both the employee and eligible spouse will be deposited directly into the member's paycheck and will be taxed.*



Dental Insurance

During annual enrollment, eligible employees can enroll in or transfer between the two dental options: No premium increase for 2027.

Cigna Prepaid Plan

- Fixed copays
- Participating dentists only
- In-network only
- Dental Care DHMO Network

MetLife Preferred Plan

- Coinsurance and deductibles
- Any dentist
- Pay less with network providers
- DPPO Network

2027 Premiums	Cigna Prepaid	MetLife DPPO
Employee Only	\$7.34	\$10.16
Employee + Child(ren)	\$15.25	\$33.77
Employee + Spouse	\$13.01	\$19.98
Employee + Spouse + Child(ren)	\$17.89	\$49.74

You will keep your current coverage if you don't make any changes.

Vision Insurance

2027 Vision Plan managed by Eye Med

- There are two plan options – both plans offer the same services. Premiums will remain the same for 2027.

Basic Plan	Expanded Plan
Discounted rates	Copays
Allowances	Allowances
	Discounted rates

	Basic	Expanded
Employee Only	\$3.18	\$6.30
Employee + Child(ren)	\$6.35	\$12.60
Employee + Spouse	\$6.03	\$11.98
Employee + Spouse + Child(ren)	\$9.33	\$18.54

Both options offer the same services including:

- Routine eye exam once every calendar year
- Choice of eyeglass lenses or contact lenses once every calendar year
- Discount on LASIK/refractive surgery
- Expanded allows for frames every calendar year.

Flexible Spending Accounts

- Medical Expense Flexible Spending Account (FSA)
For certain medical, dental, vision and prescription costs not covered by insurance. You DO NOT qualify if enrolled in a CDHP. But you can put money in a limited purpose FSA for dental and vision.
 - Calendar year election
 - \$3,400 maximum
 - Up to \$680 of your unused FSA balance can be carried over into the next plan year instead of you “losing it.”
- Limited Purpose FSA: For certain dental and vision costs not covered by insurance.
 - Calendar year election
 - \$3,400 maximum

Flexible Spending Accounts

Dependent Care FSA

- For certain dependent care costs such as after school care, baby-sitting fees, adult or child daycare and pre-school
 - Calendar year election
 - \$7,500 maximum per household
 - Employee and spouse may contribute to the dependent care up to the household maximum if both are working.
- Contribution limits: Set by the IRS. Go to [IRS.gov](https://www.irs.gov) for contribution limits.
- Employees must re-enroll each year.

What Do I Need to Do?

- ✓ memphis.edu/edison
- ✓ memphis.edu/hr/aetp.php
- ✓ Review current benefits using the 2027 Enrollment Guide
- ✓ View the videos to learn more about your benefits at partnersforhealthtn.gov
- ✓ Visit the Benefits Administration FAQs and Enrollment Information for enrollment instructions & links
- ✓ Open Enrollment ends at 4:30 pm on October 16th

Annual Benefits Open Enrollment Period

QUESTIONS?

Temp Employee vs. Independent Contractor



Christie Barfield, Accounts Payable

Temp Employee vs. Independent Contractor

WHAT IS AN EMPLOYEE?

An employee is a person who works for a company or organization as part of an employment relationship.

KEY POINT

The employer generally has greater control over the employee's duties, work schedule, and how the work is performed.

WHAT IS AN INDEPENDENT CONTRACTOR?

An independent contractor is a person or business that provides services to a company or organization without being classified as an employee.

KEY POINT

Independent contractors generally have more control over how and when their work is performed.

Employee vs Independent Contractor

KEY DIFFERENCES

EMPLOYEE

Employees follow employer direction and workplace procedures.

Employees receive wages or a salary from their employer.

Employer withholds applicable payroll taxes.

Employee provided benefits to the employees.

Employer provides tools, equipment, and resources to the employees.

CONTROL

PAYMENT

TAXES

BENEFITS

TOOLS & EXPENSES

INDEPENDENT CONTRACTOR

Contractors are governing according to their scope of work per their agreement.

Contractors are responsible for invoicing the company for completed work.

Contractors are responsible for paying their own taxes.

Contractors are responsible for their own benefits.

Contractors provides their own equipment and covers business expenses.



Request for Payment to Individual or Contractor

INSTRUCTIONS: Give two copies to Contractor. Contractor must sign and return one copy.
Complete all sections of Part I. Send original to apjvoic@memphis.edu.

This authorization may be used in lieu of a written contract if, and only if, the total compensation to the individual or contractor is less than \$5,000.00. Payments to the same individual or contractor for \$5,000.00 or more during a calendar year (whether fragmented or paid in a lump sum) require an obligated contract established through the Procurement and Contract Services. This form is sent to the Accounting Office any time a payment is requested to be made to an individual regardless of the amount. A form must be completed for each individual to be paid. The form is prepared by the requesting department and is used to secure approval of the authorization and to process the payment. Payments cannot be made to any University or State employee (which includes full or part-time faculty, staff) under this procedure.

I. GENERAL INFORMATION

New suppliers need to self-register online.

Name of Payee:
Remittance Address:
Oracle Supplier Number:
Total Amount: \$ COA String
Purchase Order: Section II below must be completed.)
Are services being performed? Yes ☐ No ☐ (If "Yes," complete Section A. If "No," complete Section B.)

Project/Task/Expenditure

SECTION A : Describe the services being performed

Date Rendered	Units of Service (Hours/Days)	Brief Description of Services Provided (Be Specific)

1. Department Head/Higher Authority

This is to certify that the payee identified above was authorized to perform services in accordance with U of M Operating Procedure Number 2D-03.07B and services were rendered in accordance with a contract dated or the Section II, "Authorization to Contractor" and payment for services should now be made.

Dept Head/Higher Authority Signature Date Department Name:

2. (Complete only if check is requested in advance of services.)

I hereby request the check to be prepared in advance to give to the contractor upon completion of services. I certify that the check will not be released until services have been completed in accordance with the above-identified contract of Section II on the reverse hereof. (Attach statement explaining the reason the check is needed in advance.)

Dept Head/Higher Authority Signature Date

SECTION B : Describe the purpose of the payment

This is to certify that the payee identified above was authorized to receive payment.

Dept Head/Higher Authority Signature Date Department Name:

II. AUTHORIZATION TO CONTRACTOR

(This authorization may be used in lieu of a written contract, if and only if, the total compensation to the individual or contractor during a calendar year is less than \$5,000.)

- This is to authorize (Contractor's Name) to perform the following services:
(Enter detailed description, including type, scope, duration, form, quality, place, size, time, purpose, and identification of concerned University department.)
- Contractor shall be compensated (Rate of Compensation: hourly, daily, etc.) for services rendered. Payment will be made only after services have been performed. In no event shall the liability of the University under this authorization exceed \$.
- The Contractor within the past six months has not been and during the term of this Authorization will not become an employee of the State of Tennessee which includes full or part-time faculty, staff, student employees or graduate assistants. The Contractor shall not directly or indirectly pay any of the compensation to any officer or employee of the University or the State of Tennessee.
- No person on the grounds of disability, race, color, religion, sex, veteran status, creed, age, or national origin will be excluded from participation in, or be denied benefits of, or be otherwise subject to discrimination in the performance of this Authorization, or in the employment practices of the Contractor.
- The Contractor, being an independent Contractor and not an employee of the University, agrees to protect and hold harmless the University from any and all liability not specifically provided for in this Authorization.
- The term of this Authorization is from to .
- This Authorization may be terminated by either party by giving written notice to the other, at least days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactorily authorized work completed as of the termination date.

Requester/Initiator Signature Date

Dept Head/Higher Authority Signature Date

B. I agree and accept the terms of this contract and any attached addendum. (Required if fee over \$100.00)

Contractor Signature Date

The University of Memphis is an Equal Opportunity/Affirmative Action University.



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Checklist

<u>EMPLOYEE</u>	<u>INDEPENDENT CONTRACTOR</u>
☐ Directed and controlled by the University ☐ Does tasks in the manner the University requests ☐ Does not have a financial investment in the work they are providing for the University ☐ The University provides tools, equipment, and skills training ☐ The individual works under University's business license ☐ Often receives benefits beyond payment for service (retirement and health plans) ☐ Receives a net check. The University withholds income tax and FICA taxes. ☐ Works at the University's place of business ☐ Works the hours set by the University ☐ Does not advertise services ☐ Eligible for workers' compensation benefits ☐ Has some rights prior to termination ☐ Covered by minimum wage and overtime laws	☐ Independent ☐ Does tasks in his/her own way ☐ Assumes the costs associated with doing the work for the University ☐ Comes to the job with required tools, equipment, skills ☐ The individual obtains his or her own business license ☐ Receives only payment for service ☐ Receives a gross amount check. Pays own taxes ☐ Works at his/her own office or home ☐ Sets his/her own hours ☐ Provides services to multiple entities ☐ Has customers as a result of advertising and being known by the public as a business ☐ Not covered by the University's workers' compensation ☐ No rights prior to termination unless contracted ☐ Paid as contracted, no overtime

Employee or Independent Contractor

Process



EMPLOYEE



Contact Human Resources



INDEPENDENT CONTRACTOR PAYMENT – ORACLE APPROVAL PROCESS

1



Independent Contractor provides invoice

2



Purchase Order (PO) is created/issued

3



Invoice is matched to the PO

4



Oracle approval workflow routes the transaction to the appropriate approver

5



For payments over \$5,000, the required approval level is obtained

6



Once approved, Accounts Payable processes the payment

7



Payment is issued to the independent contractor



KEY CONTROLS

1

Valid PO must be in place.

2

Invoice must agree with the PO.

3

Required Oracle approvals must be completed.

4

Supporting documentation should be submitted to apinvoice@memphis.edu.

5

Payment should not be released until required approvals are complete.



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Employee vs. Contractor

QUESTIONS?

Oracle Updates



Danny Linton & Kristil Davis, Human Resources



Oracle Updates

Direct Hire Downtime: August 18-19

- Check to make sure all contracts you entered around this time got successfully into Oracle. Some transactions were lost during this period of downtime.
- Records in the Direct Hire Transaction Table may still show a status of In Progress when the transaction could in fact be in purgatory.
- If you find an assignment that seems to be missing, you may need to enter a new replacement contract. You may submit a helpdesk ticket to HR and provide the Record Number or any other identifier from the Direct Hire Transaction Table if necessary.

Oracle Updates

Part-Time Faculty Salary Rates & Dates

- The minimum pay rate for part-time faculty in Fall 2026 is \$871 per credit hour.
- In Fall and Spring, PTF are typically paid out in three payments if teaching a full semester course. Service dates and pay dates will NOT match for PTF in most situations.
- If your PTF is teaching a 1-, 2-, or 4-hour course, you will need to do some math to determine the correct rate to use per credit hour.
- You also will need to alter dates if your PTF is teaching a 1st Session course or a 2nd Session course.

Semester in which the Part-Time Faculty is Teaching	Service Dates (controls system access)	Pay Dates (controls when paid)	Monthly Rate By Credit Hours (using \$871/credit hour minimum)
Fall (full)	8/1 to 12/31	9/1 to 11/30	1-hour course: 3 payments of \$290.33 2-hour course: 3 payments of \$580.67 3-hour course: 3 payments of \$871.00 4-hour course: 3 payments of \$1,161.33
Fall (1 st Session)	8/1 to 10/31	9/1 to 10/31	1-hour course: 2 payments of \$435.50 2-hour course: 2 payments of \$871.00 3-hour course: 2 payments of \$1,306.50 4-hour course: 2 payments of \$1,742.00
Fall (2 nd Session)	10/1 to 12/31	10/1 to 11/30	1-hour course: 2 payments of \$435.50 2-hour course: 2 payments of \$871.00 3-hour course: 2 payments of \$1,306.50 4-hour course: 2 payments of \$1,742.00
Spring (full)	1/1 to 5/31	2/1 to 4/30	1-hour course: 3 payments of \$290.33 2-hour course: 3 payments of \$580.67 3-hour course: 3 payments of \$871.00 4-hour course: 3 payments of \$1,161.33
Spring (1 st Session)	1/1 to 3/31	2/1 to 3/31	1-hour course: 2 payments of \$435.50 2-hour course: 2 payments of \$871.00 3-hour course: 2 payments of \$1,306.50 4-hour course: 2 payments of \$1,742.00
Spring (2 nd Session)	3/1 to 5/31	3/1 to 4/30	1-hour course: 2 payments of \$435.50 2-hour course: 2 payments of \$871.00 3-hour course: 2 payments of \$1,306.50 4-hour course: 2 payments of \$1,742.00
Summer (full)	5/1 to 8/31	6/1 to 7/31	1-hour course: 2 payments of \$435.50 2-hour course: 2 payments of \$871.00 3-hour course: 2 payments of \$1,306.50 4-hour course: 2 payments of \$1,742.00
Summer (1 st Session)	5/1 to 7/31	6/1 to 6/30	1-hour course: 1 payment of \$871.00 2-hour course: 1 payment of \$1,742.00 3-hour course: 1 payment of \$2,613.00 4-hour course: 1 payment of \$3,484.00
Summer (2 nd Session)	6/1 to 8/31	7/1 to 7/31	1-hour course: 1 payment of \$871.00 2-hour course: 1 payment of \$1,742.00 3-hour course: 1 payment of \$2,613.00 4-hour course: 1 payment of \$3,484.00

Oracle Updates

Other Oracle Reminders

- Timecards need to be entered **accurately** by the **deadline**.
- Remember that on a timecard, **Save** and **Submit** are NOT the same thing.
- If you have an employee with multiple non-exempt assignments, we are soon publishing a guide for differentiating between these positions. That document will be added to <https://www.memphis.edu/hr/oracle.php> soon. On the next several slides, a sneak peek of this document will explain the basics of timecards for non-exempt employees.

Time Card Pouncer Tiger
Process Number: E1110000 Time Card Period: 08/22/2026 to 08/28/2026

View Time Totals View Calculated Time Attestations

08/22/2026 - 08/28/2026		Sat, Aug 22	Sun, Aug 23	Mon, Aug 24	Tue, Aug 25	Wed, Aug 26	Thu, Aug 27	Fri, Aug 28	Totals
Scheduled Hours		0	0	7.5	7.5	7.5	7.5	7.5	30
Assignment Number *	Hours Worked *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
E1110000	Regular Pay			7.5		7.5	7.5	7.5	
	Sick Leave				4				

Your timecard should look something like this.
Holidays will be included automatically for employees eligible for holiday pay.

Employee with one assignment

09/01/2026 - 09/30/2026

Assignment Number *

1	E1110000
2	E1110000
3	
4	E1110000
5	

Double-click on the box under Assignment Number first and select from the dropdown menu.

Employee with multiple assignments

Assignment Number *

1	E1110000-13
2	E1110000-14
3	
4	E1110000-14
5	E1110000-12
	E1110000-13

Some employees will only have one Assignment Number.

For more information on multiple Assignment Numbers and selecting the correct one, please go to Page 12.

Step 2a: Entering Your Time/Leave (NON-EXEMPT EMPLOYEES)

Under the “Hours Worked” dropdown, double-click the box and select either “Regular Pay” or the type of leave you are entering.

08/22/2026 - 09/04/2026

Scheduled Hours

Assignment Number *	Hours Worked *
1 E1110000	Regular Pay
2 E1110000	Sick Leave
3	
4	
5	

View Time Totals View Calculated Time Attestations

08/22/2026 - 09/04/2026

		Sat, Aug 22	Sun, Aug 23	Mon, Aug 24	Tue, Aug 25	Wed, Aug 26	Thu, Aug 27	Fri, Aug 28
Scheduled Hours		0	0	7.5	7.5	7.5	7.5	7.5
Assignment Number *	Hours Worked *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
E1110000	Regular Pay			7.5		7.5	7.5	7.5
E1110000	Sick Leave				4			

Next, enter the number of hours under the correct date.

Note: If you have submitted absences that were already approved, they will automatically populate on your timecard for that period.

Step 2a: Entering Your Time/Leave (NON-EXEMPT EMPLOYEES)

Example (Full-Time Employees):

Pouncer is entering his hours that he worked in October.

He worked for 7.5 hours on Monday, Wednesday, and Thursday. On October 6th he worked for 5.5 hours, and then left early and used 2 hours of Sick Leave.

He already had Annual Leave approved for October 9th.

Here is what his timecard should look like:



Time Card

Pouncer Tiger

New

Person Number E1110000 Time Card Period 10/03/2026 to 10/16/2026






View Time Totals

View Calculated Time

Attestations

10/03/2026 - 10/16/2026		Mon, Oct 05	Tue, Oct 06	Wed, Oct 07	Thu, Oct 08	Fri, Oct 09
Scheduled Hours		7.5	7.5	7.5	7.5	7.5
Assignment Number *	Hours Worked *	Quantity	Quantity	Quantity	Quantity	Quantity
1 E1110000	Annual Leave					7.5
2 E1110000	Regular Pay	7.5	5.5	7.5	7.5	
3 E1110000	Sick Leave		2			
4						

Step 2a: Entering Your Time/Leave (NON-EXEMPT EMPLOYEES)

Example (Student Worker/Temps):

Pouncer is entering his hours that he worked in September. He has two assignments:

E1110000-12 is for his assignment in Chemistry.
E1110000-13 is for his assignment in Engineering.

On September 14th, he worked for 5 hours in Chemistry.

On September 15th, he worked 3 hours in Chemistry and 3 hours in Engineering.

On September 16th, he worked 4 hours in Engineering.

Here is what his timecard should look like:

Time Card Filter

Person Number: E110000 Time Card Period: 09/05/2026 to 09/18/2026

View Time Totals View Calculated Time Absentations

	09/05/2026 - 09/18/2026	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09	Thu, Sep 10	Fri, Sep 11	Sat, Sep 12	Sun, Sep 13	Mon, Sep 14	Tue, Sep 15	Wed, Sep 16	Thu, Sep 17
Scheduled Hours		8	7.5	7.5	7.5	7.5	8	8	7.5	7.5	7.5	7.5
Assignment Number *	Hours Worked *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
E110000-12	Regular Pay								5			
E110000-13	Regular Pay									4		

Step 3: Submitting Your Time Card

Cancel

Save and Close

Save

Submit

On the top right of your timecard, there will be a few options:

- **Cancel**
 - Exit your timecard without saving any progress.
- **Save and close**
 - Save your progress and exit your timecard.
- **Save**
 - Save your progress and continue working on your timecard.
- **Submit**
 - Submit your timecard to your line manager for approval.

SUBMIT and SAVE are NOT the SAME!

Always make sure when your timecard is due that it is in the **SUBMITTED** status, not the **SAVED** status!

Time Card

Saved

Time Card

Submitted

Step 3: Submitting Your Time Card

When you click “Submit” an Attestation will pop up.

Click the checkmark box to confirm that your time is accurate and then click “Submit and Close”.

You will still be able to go in and make changes to your timecard after submitting.

Attestations

1 of 1

Attestation Generated On
08/27/2026 7:33 PM

Attestation Applies To
09/01/2026 to 09/30/2026

I certify that the time and/or leave entered represents a true and accurate record of my time and/or leave. I am responsible for any changes made to this record using my ID

Select 1 to 1 options.

☒ YES

Cancel

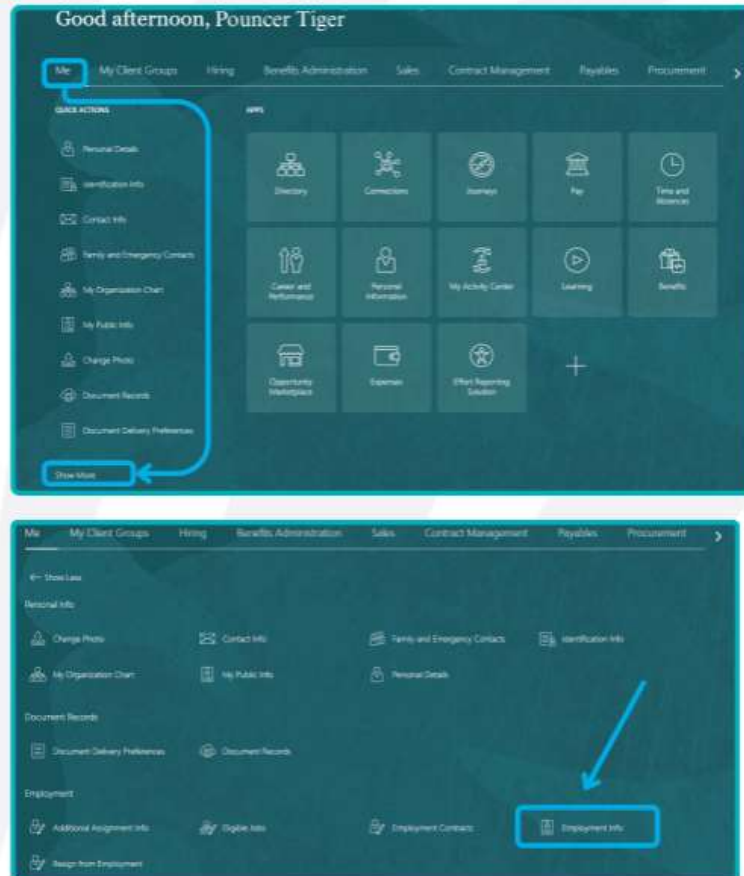
Submit and Close

Congratulations!
Your timecard is now submitted.

Timecards for Multiple Assignments

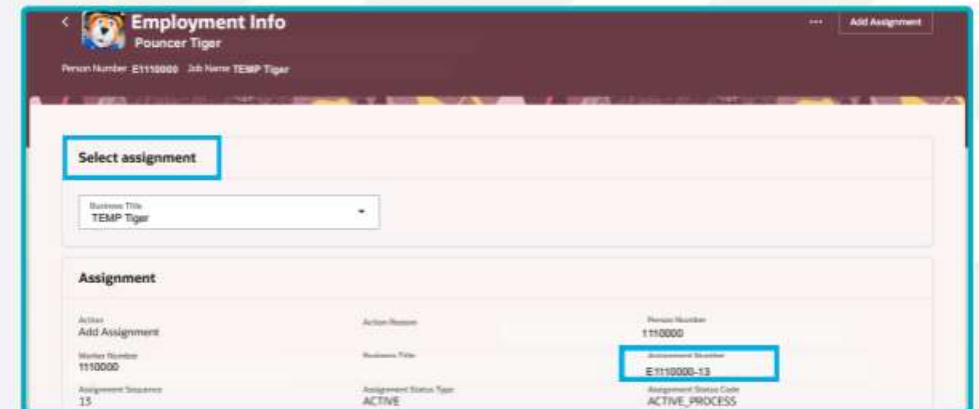
When submitting your timecard, you always want to make sure you are putting hours on the correct assignment.

The best way to check is in Employment Info. In the Me tab, click “Show More” under Quick Actions, then click “Employment Info”



Timecards for Multiple Assignments

Under Employment Info, you will be able to see all of your current and previous contracts. You can switch between assignments by clicking the white box under “Select Assignment”. Your Assignment Number will also be listed.



It will also list your department, salary, and line manager. Make sure to check all of these so you know which assignment is which!

If you are still having trouble, don't guess! Reach out to your line manager or contact HR at hrrservicecenter@memphis.edu.

Oracle Updates

Other Oracle Reminders

- If you have an employee who gets a cell phone reimbursement in one department, and then that employee transfers to another department and needs to keep their cell phone, please DO NOT enter a new Individual Compensation Plan (ICP) for the new department. Instead, turn in a new request form to HR with all appropriate signatures.
- HR will then update the original ICP from the first cell phone allowance as necessary.

Oracle Updates

- If you need to end a person's job, please be sure to not end more than you intend to. This is important for people with more than one job (like student workers, graduate assistants, part-time faculty, etc.).
- After going to the Terminate Employment screen in Oracle, line managers will have the option to terminate the Work Relationship or terminate an assignment.
 - **Terminate Work Relationship:** KILLS ALL JOBS and MAKES THEM NO LONGER AN EMPLOYEE AT ALL.
 - **Terminate Assignment:** Most of the time, you probably just mean to terminate an individual assignment, not all assignments.

Oracle Updates

When You Hire a New Temporary Employee

- When you initiate an offer letter for a new temporary employee, please remove any defaulted employee names from your entry that do not have anything to do with your hire.
- Because the University shares temp pools, this will start e-mailing irrelevant notices to other people who have hired new temps this year. Removing them is easy and will reduce unneeded emails.

Oracle Updates

More Oracle Direct Hire Training

- New in-person training sessions for each type of Direct Hire are being scheduled now for delivery in October. Register in Oracle Learn.
 - Part-Time Faculty
 - Temporary Employees & One-Time Pays
 - Student Workers & One-Time Pays
 - Graduate Assistants

Oracle Updates

Need to enter an Oracle helpdesk ticket?

- Go to <https://umhelpdesk.memphis.edu> to enter your ticket. Choose the **Software and Applications** tile. Then choose **Oracle Fusion**, and select which module of Oracle you need assistance with. Choose a subcategory that is appropriate for your issue.
- Visit <https://www.memphis.edu/umtech/solutions/topdesk> for information on how the Helpdesk ticketing system works.

Oracle Updates

QUESTIONS?



ANNOUNCEMENTS & DEADLINES

Announcements & Deadlines

- **Welcome to all first-time attendees at Focus on Finance & HR!**
- **Need someone added to the Focus on Finance & HR mailing list? Do not forward meetings to them—send their email to us!**
- **hr@memphis.edu**

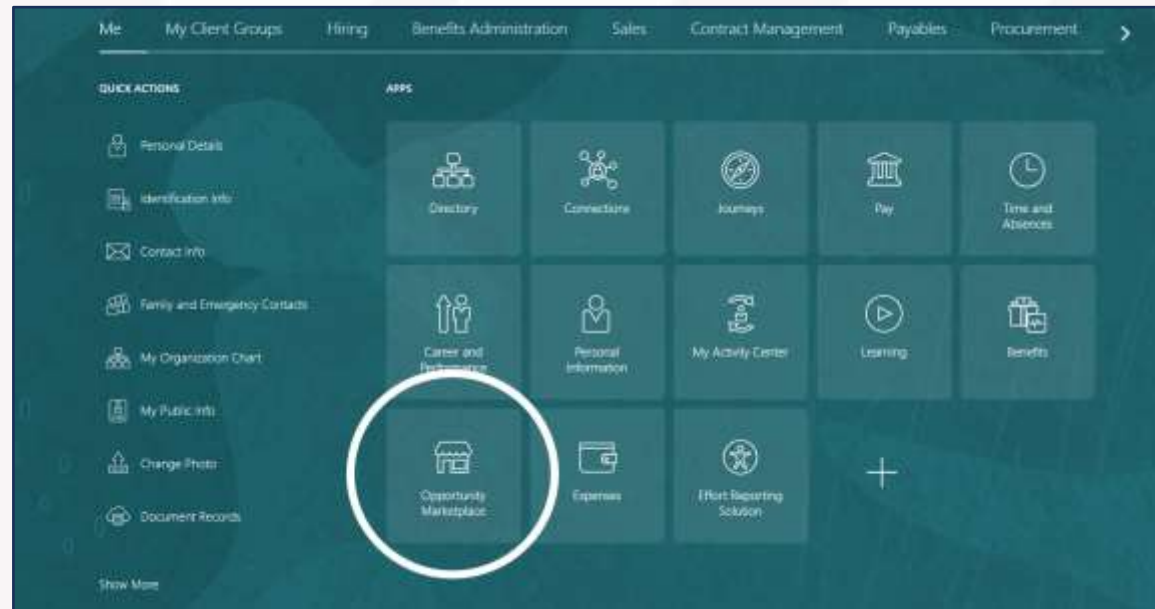
Announcements & Deadlines

- **New HR Employees**
 - **Bailey Brocato, Talent Acquisition Coordinator**
 - **Yvette Brooks, HR Data Analyst**
 - **Abigail Caritan, Assistant Director,
Employee Relations and Compliance**
 - **Tichara Cummings, HR Service Center Associate**
 - **Anna Ivey, HR Coordinator**
 - **Liberty Smith, HR Service Center Associate**

Announcements & Deadlines

Applying for Positions

- **The public can review and apply for jobs at workforum.memphis.edu.**
- **Current employees should use the Opportunity Marketplace tile in Oracle to apply for positions.**



Announcements & Deadlines

- **9th Annual Excellence Awards**
Thursday, November 12, 2026
University Center Ballroom, 10am
- **Watch your e-mails for a call for nominations soon.**

Announcements & Deadlines

- **Employees should NOT initiate ICP (individual compensation plan) actions such as bonus requests, added duties, etc. for themselves. This needs to be done by someone else in the department to ensure we're keeping in line with proper audit procedures.**

Announcements & Deadlines

- **Staff performance appraisals are coming soon to Oracle! Be on the lookout for upcoming training.**
- **The Oracle staff appraisal is divided into three sections: employee goals, core competencies, and position-specific competencies. Employees may also complete a self-appraisal as part of the process.**
- **Staff appraisals will still have the same due date (April 30) each year.**
- **The SAMS system is being archived and will soon be read-only.**

Announcements & Deadlines

Public Service Loan Forgiveness (PLSF) Forms

- **PSLF is a U.S. federal program that forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments while working full-time for a qualifying public service employer. Read more [here](#).**
- **If you need a PSLF verification form completed, send to the direct e-mail of one of the HR Service Center Associates directly. Do not use group accounts like hrservicecenter@memphis.edu or hr@memphis.edu as these cannot be processed.**

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 online 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 will automatically direct you to the online form.**
- **In addition to the Employee Injury Report, online forms are now available for:**
 - **Near Miss**
 - **Student Injury**
 - **Visitor Injury**
 - **Lab Student Injury**
- **QR codes are posted in relevant areas across campus to make reporting quicker and easier.**
- **All forms are now fully online and cannot be printed or submitted via email.**
- **For questions or assistance, contact ehs@memphis.edu or 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

Timecard Submission Requirements

- **Use the Absences module in Oracle to request leave in advance.**
- **PLEASE make sure that all timecards for your department are timely submitted and approved each month!**
- **All non-exempt employees will report their time worked and leave taken on their timecards. Due dates for non-exempt timecards have not changed.**
- **All exempt staff and faculty employees will report any leave taken in their timecards.**
- **In Oracle, exempt employee timecards are due by the 20th of the month being reported whether any leave is reported or not.**
- **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

Online Training for “Effective Search Committees”

- **This training must be taken by anyone assigned to a position search committee.**
- **It is a self-paced training.**
- **Available 24/7 in Oracle Learn, along with many other online trainings!**
- **Me > Learning > Learning Catalog > Enroll**

Announcements & Deadlines

Online Training for “Oracle Recruitment”

- **This training should be taken by anyone who initiates a posting to hire for their team and Line Manager.**
- **It will help you understand the process and procedure of creating a position posting and hiring a new team member.**
- **Both “Creating a Requisition and Managing Applicants” and “Creating an Offer Letter” are available as self-paced online classes.**
- **Available 24/7 in Oracle Learn, along with many other online trainings!**
- **Me > Learning > Learning Catalog > Enroll**

Announcements & Deadlines

LinkedIn Learning

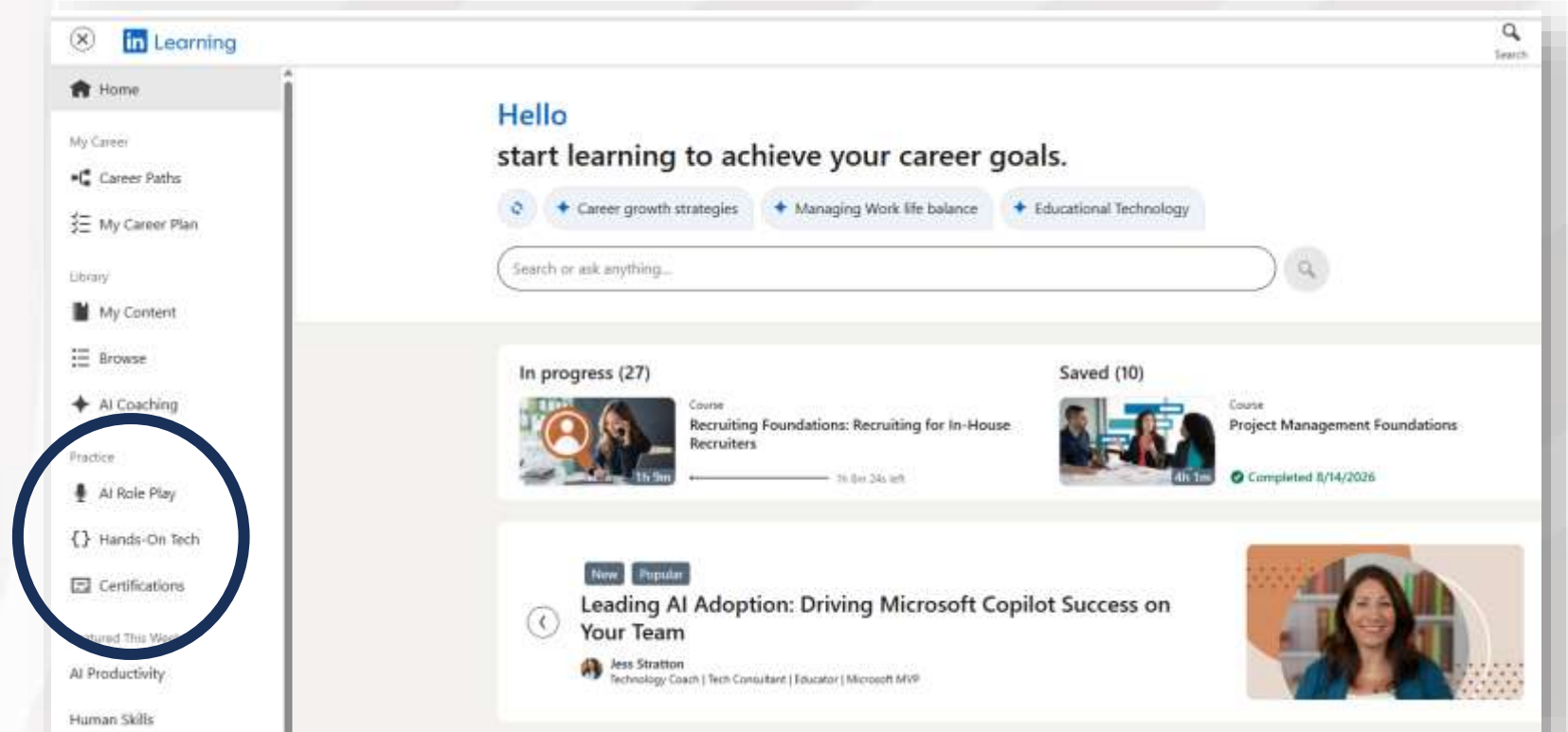
- **Faculty and staff can now access LinkedIn Learning on the front page of the MyMemphis portal!**



Announcements & Deadlines

LinkedIn Learning

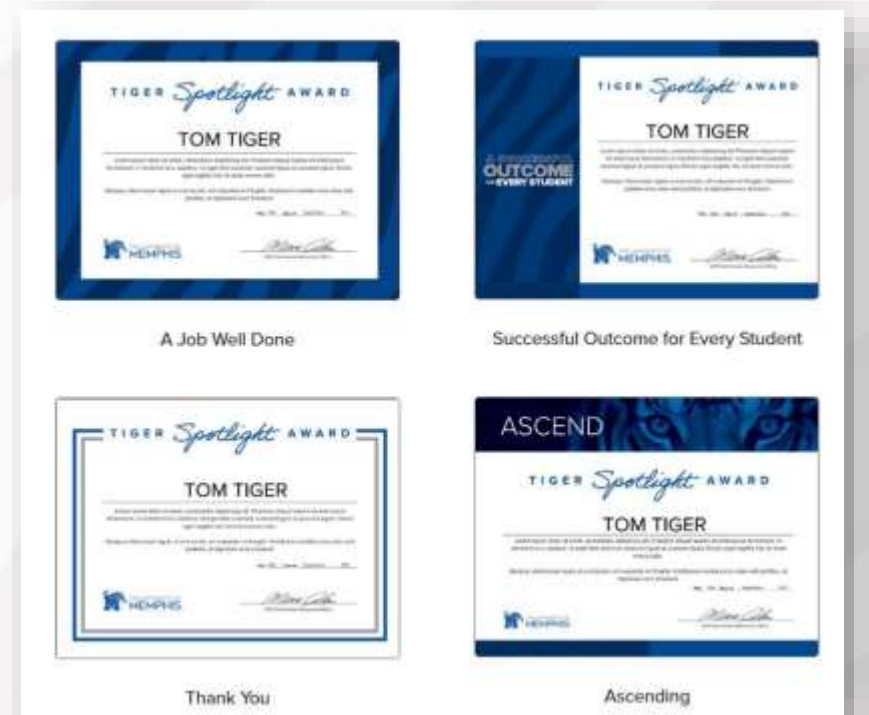
- **There you will find access to thousands of training topics, including professional certifications and continuing ed courses for over 150 different organizations.**



Announcements & Deadlines

Employee Recognition is Easy with a 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!**



Announcements & Deadlines

Form I-9 Information

- **Visit 176 Administration Building, M-F 9am - 3pm 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? Email i9@memphis.edu.**

Announcements & Deadlines

Follow us on Social Media



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on Instagram! @uofmhr**



**Division of Business & Finance
on X at @uofmemphisbf!**



THE UNIVERSITY OF
MEMPHIS®

SEE YOU NEXT MONTH!

October 20, 2026 | 2:30pm
memphis.edu/focus

