



THE UNIVERSITY OF
MEMPHIS®

FOCUS ON FINANCE & HR

October 20, 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

- Student Employee: Travel Process Changes
- “How to Hire” Helper
- Leave Request Demo
- Direct Hires Update
- Announcements & Deadlines

Student Employee: Travel Process Changes



Jonathan Barron, Procurement & Contract Services



Student Employee: Travel Process Changes

- Students who are employed by the University, in any capacity, will no longer use the Employee Expense Module in Oracle going forward.
- If students have already created Prior Authorizations (PA) for travel, and the travel will be completed before the contract ends, there is no need to redo the travel in the new process.
- If the travel will occur right at the end of the contract or after it expires, have them cancel the PA, and use the new process.

Student Employee: Travel Process Changes

What is the Process?

- Student employees will now follow the same process as regular students for reimbursement, both travel related and non-travel related.
- Students will be registered as a Supplier in Oracle.
- Department will create a Student/Guest requisition to reimburse the student.

Student Employee: Travel Process Changes

Registering a Student as a Supplier

- Departments can register the students as a supplier themselves or direct students to the Procurement Department webpage to self-register.
- Self-registration is recommended as students can input their direct deposit information.

Important Note

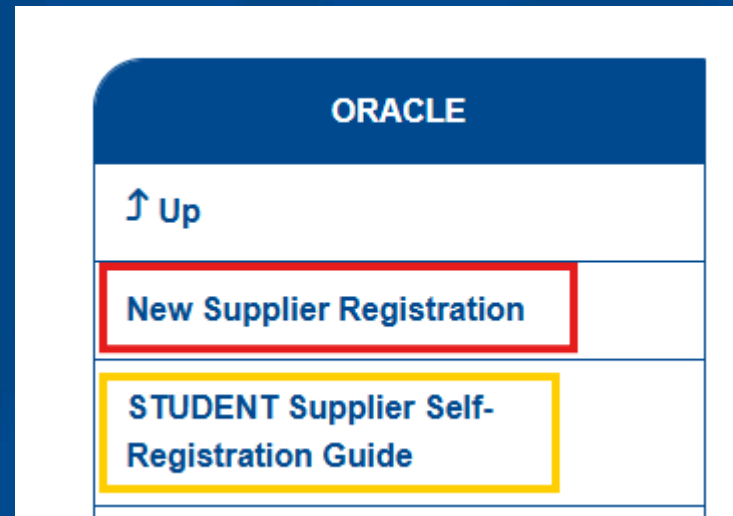
- All student registrations going forward **MUST** use a Non-U of M email address. Registrations will be **REJECTED** if an email ending in @memphis.edu is used.



Student Employee: Travel Process Changes

Self-Registration:

- Should take 5-10 minutes to complete
- Link is on the left-hand side of the page
- Instructions for completing the registration are included in the link below:
memphis.edu/procurement/oracle/



Student Employee: Travel Process Changes

Generating the Student Reimbursement Requisition

- Only department personnel can create the requisition. Students **DO NOT** need to do so.
- You can contact procurement@memphis.edu for a copy of the instructions for this type of requisition.
- Just like all other requisitions, the student requisition will need to be received before the payment is processed.

Student Employee: Travel Process Changes

QUESTIONS?

“How to Hire” Helper



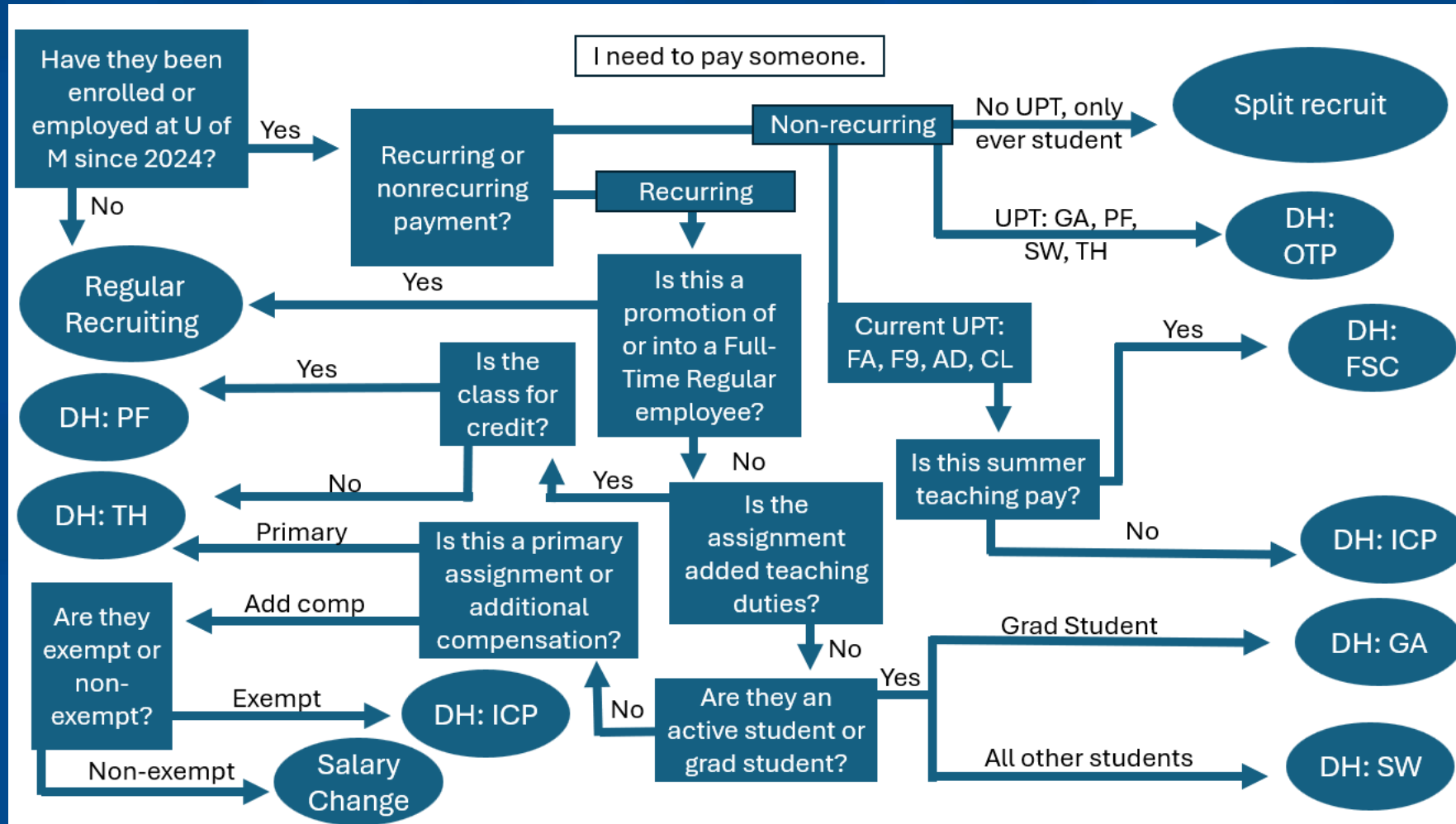
Bailey Brocato, Human Resources



You're not crazy... it is that complicated.

- There are 11 different ways to pay a person via payroll. For any of these, Human Resources must have an application, a background check, and an I-9 on file.
- Hiring someone the wrong way will impact their access and permissions, often for long after they are hired.

You're not crazy... it is that complicated.



“How to Hire” Helper

- memphis.edu/howtohire

“How to Hire” Helper

- We will continue to update the questions and answers, as we come across situations the quiz doesn't cover.
- The date on the first page will be updated as changes are made; please pay attention to it as questions may change.

“How to Hire” Helper

QUESTIONS?

Leave Request Demo



Danny Linton, Human Resources

Absence Types

Absence Type	When Used
Annual Leave	Paid time off for personal reasons, vacations, or rest, scheduled in advance and approved by Line Manager.
Sick Leave	Paid leave for personal illness, injury, or medical appointments, including care for immediate family.
Bereavement Leave	Time off to grieve and manage affairs after the death of a close family member.
Civil Leave (Court Summons)	Leave granted when required to serve on a jury or appear in court as a witness (not as a defendant).
Disaster Relief Leave	Leave for employees living in officially declared disaster zones or volunteering in officially declared disaster relief efforts.
Emergency Closing	Leave provided when the university closes due to emergencies (e.g., severe weather, power outage).
FMLA (Family and Medical Leave Act)	Unpaid, job-protected leave for serious health conditions, childbirth, adoption, or family care, as defined by federal law.
Military Leave	Leave for employees called to active duty, training, or other military service obligations.
Parental Leave	Leave for birth, adoption, or foster care placement of a child, used concurrently with FMLA.
Sick Leave Bank	Paid leave drawn from a shared pool for extended illness or injury, typically after exhausting personal sick and annual leave.
Unpaid Leave	Approved time off without pay, used when other leave types are exhausted or not applicable.
Voting Leave	Time off to vote in local, state, or national elections, if voting cannot be done outside work hours.

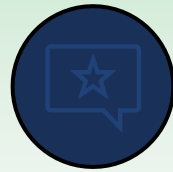
Leave Request Demo

Oracle Cloud enables team members to submit absence requests, which are automatically routed to their line manager for approval. Employees can submit requests for both accrued and non-accrued absences.



Review Absence Balance

If a team member wants to submit an accrued absence—such as Sick Leave or Annual Leave (vacation)—they should **first check their absence balances to ensure they have enough available time for the request.**



Submit Absence Request

If the team member has enough accrued time, they can proceed with **submitting the absence request** in Oracle Cloud. Before submitting, the team member should ensure that the requested date is not a blackout period designated by management.



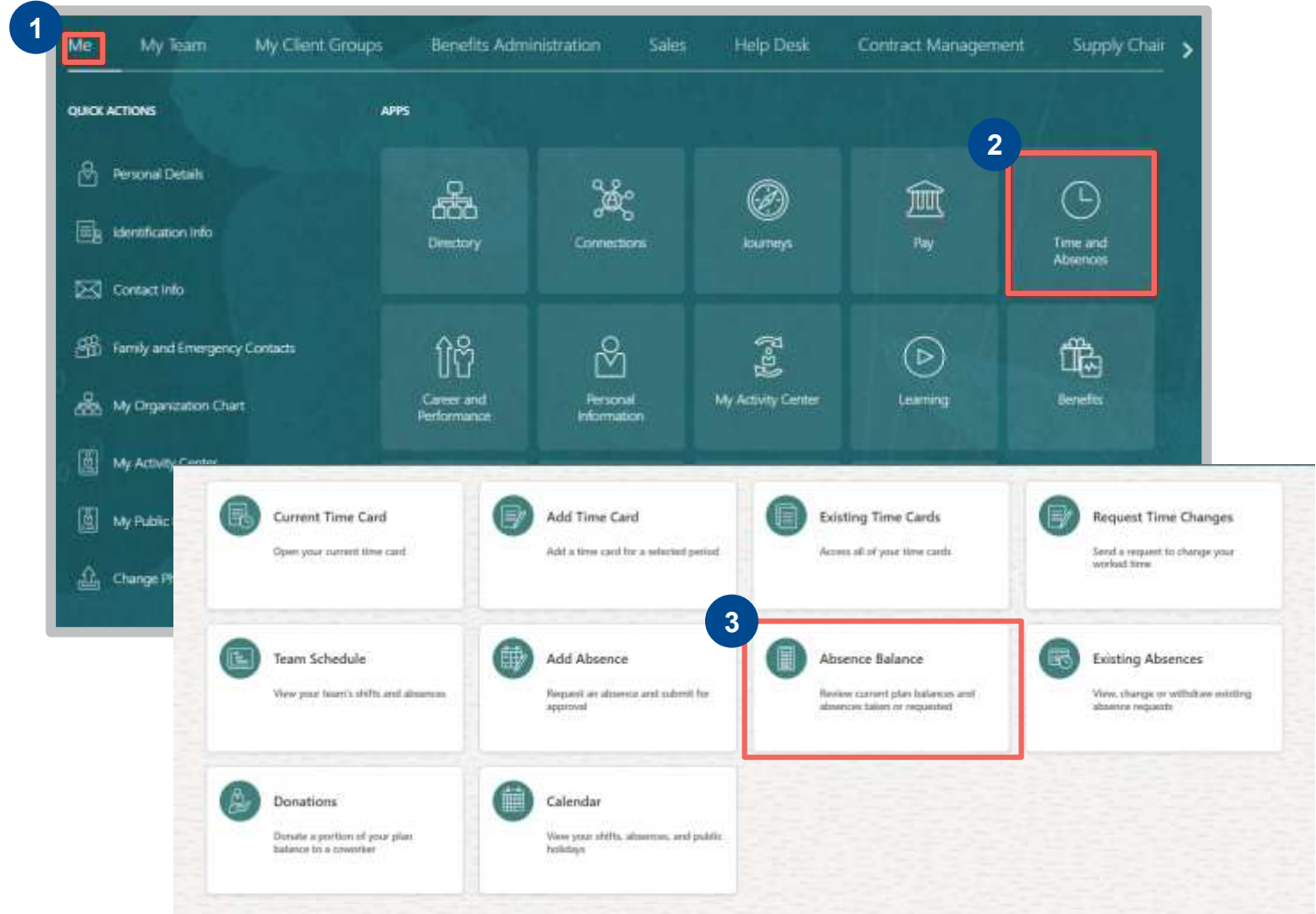
Withdraw Absence Request

On the "Existing Absences" screen, select the applicable absence you wish to withdraw. This page displays all absences you have submitted during your employment with the University of Memphis. Keep in mind that your absence balance will not increase until the withdrawal request has been approved.

Leave Request Demo

The steps to review an absence balance are explained below:

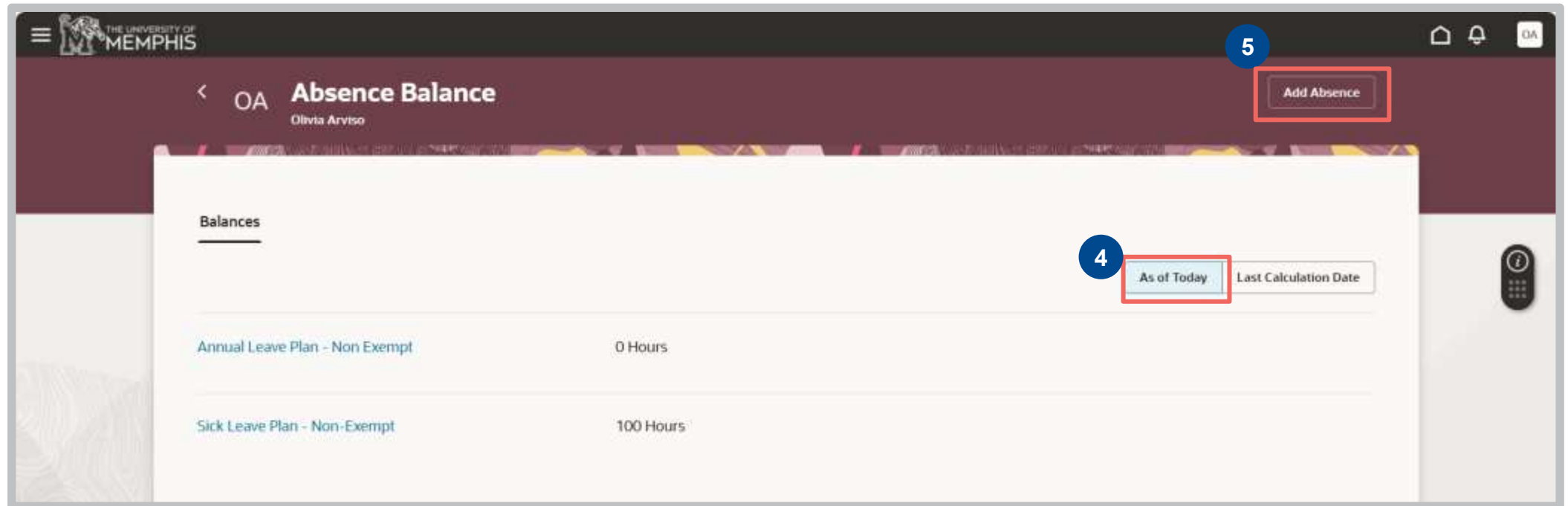
- 1 Select the **Me** tab.
- 2 Select the **Time & Absence** tile.
- 3 Select the **Absence Balance** tile.



Leave Request Demo

The steps to review an absence balance are explained below.

- 4 Select the **As of Today** button.
- 5 Select the **Add Absence** button, if you choose to submit an additional absence request.



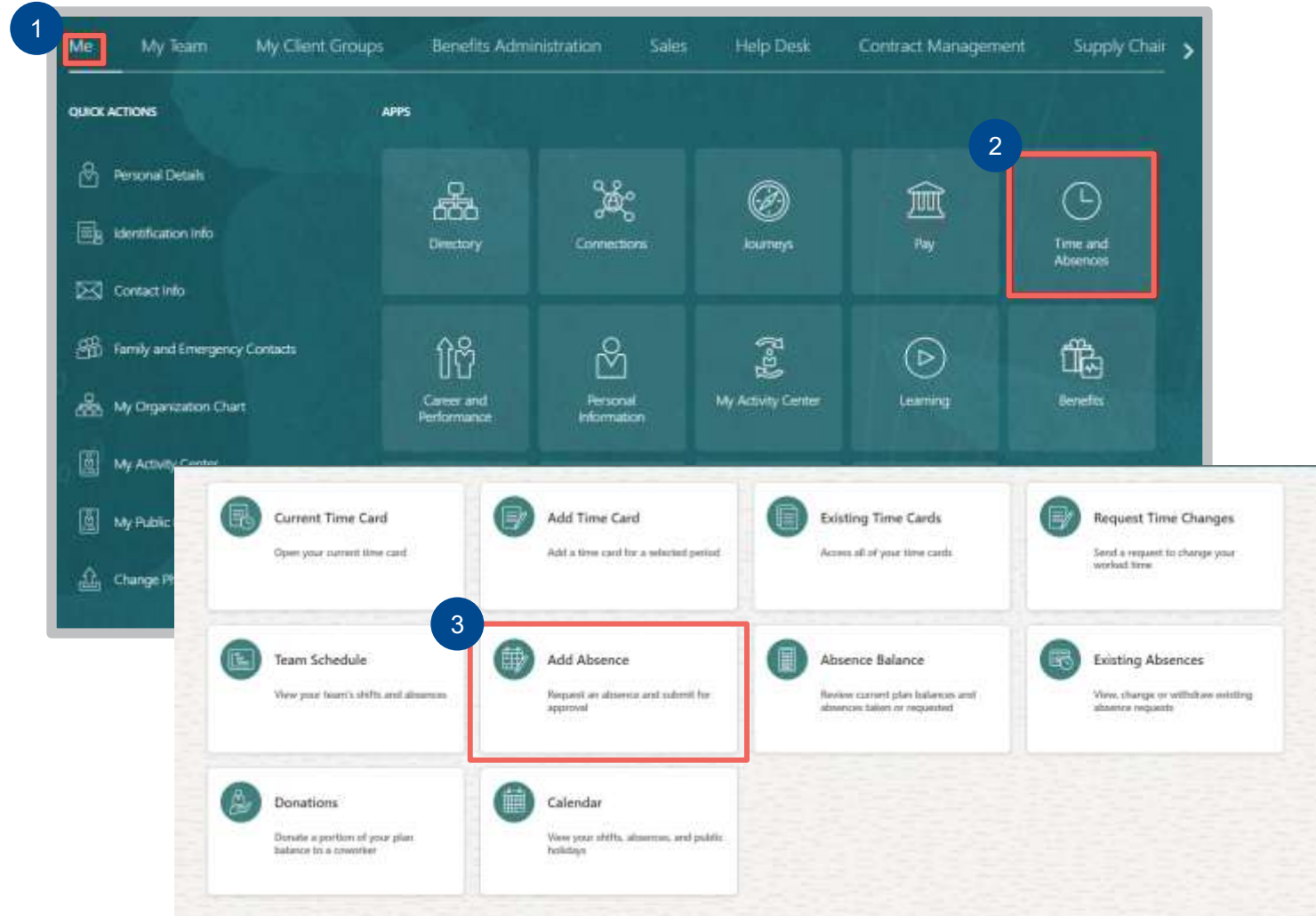
Leave Request Demo

The steps to add an absence are explained below.

1 Select the **Me** tab on the Oracle homepage.

2 Select the **Time & Absence** tile.

3 Select **Add Absence** tile.



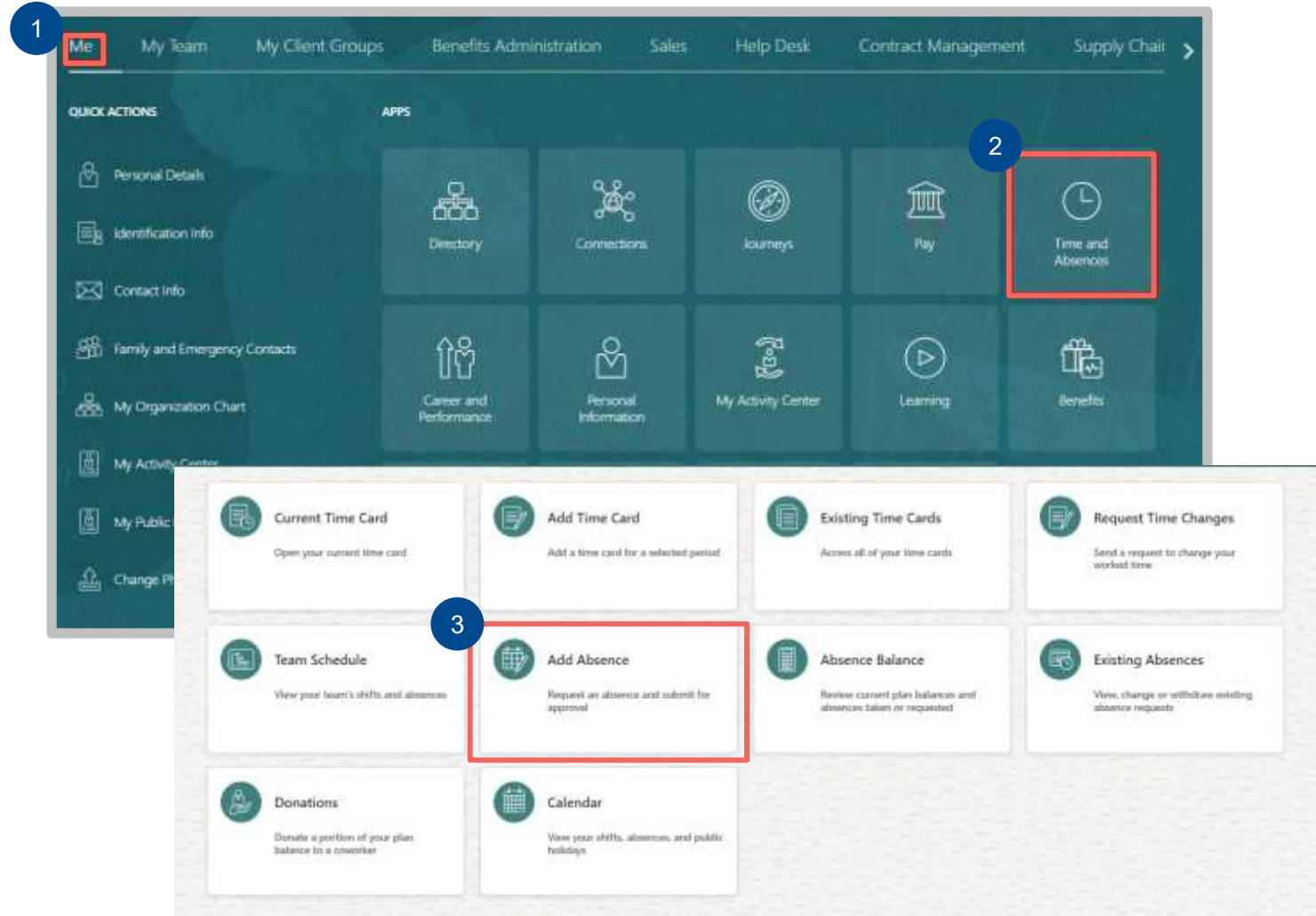
Leave Request Demo

The steps to add an absence are explained below.

1 Select the **Me** tab on the Oracle homepage.

2 Select the **Time & Absence** tile.

3 Select **Add Absence** tile.



Leave Request Demo

- 4 Select the **Absence Type** from the drop-down.
- 5 Enter the **Start and End Dates** for the Absence.
- 6 Enter any necessary **Details**.
- 7 Select **Submit**.

The screenshot shows a web form titled "New Absence" for a user named Olivia Arviso. The form is divided into several sections: "Absence Type", "Dates", and "Details".

- Step 4:** The "Absence Type" dropdown menu is highlighted, showing "Annual Leave" selected.
- Step 5:** The "Dates" section is highlighted, containing "Start Date" and "End Date" fields (both marked as "Required") and a "Start Date Duration" field (also marked as "Required"). Below these is a "Show individual dates" toggle switch.
- Step 6:** The "Details" section is highlighted, featuring a "Comments" text area.
- Step 7:** The "Submit" button in the top right corner is highlighted.

Additional form elements include a "Projected Balance" section showing "As-of" and "Absence Type Balance" of "100 Hours".

Leave Request Demo

QUESTIONS?

Direct Hires: Past, Present, & Future



Danny Linton, Human Resources

Direct Hires: The Past

- Since Oracle go-live, a total of 11,186 direct hires have been initiated.
 - Spring 2026: 3,939 direct hires with 454 erroring out (11.5%)
 - Summer 2026: 2,666 direct hires with 191 erroring out (7.1%)
- Direct Hire Transaction Table in Oracle Only with download to Excel available
- Error checks in Web Entry interface were limited

Direct Hires: The Present

- Since Oracle go-live, a total of 11,186 direct hires have been initiated.
 - Fall 2026: 4,581 direct hires with 322 erroring out (7.0%)
- More improvements made to web entry pages to prevent some errors (OGL)
- Direct Hire Transaction Table now in Program Guide:
<https://umwa.memphis.edu/programguide/index.php/cbo-table>
- Direct Hire Boot Camp Held

Direct Hires: The Future

Upcoming Direct Hire Events & Trainings

- **Direct Hire Forum** with MAJOR ANNOUNCEMENTS
Wednesday, November 4, 2026
201 Manning Hall, 2-4pm
IF YOU ENTER DIRECT HIRES, YOU MUST COME TO THIS MEETING!
- Direct Hire Hands-On Training Sessions (all sessions in 225 McWherter Library)
 - **Part-Time Faculty:** Monday, November 9 — 2:45-4:15pm
 - **Temporary Employees:** Wednesday, November 11 — 1:30-3:30pm
 - **Student Workers:** Thursday, November 12 — 1:30-3:30pm
 - **Graduate Assistants:** Friday, November 13 — 1:30-3:30pm
 - Register in Oracle Learn!



Direct Hires: Past, Present, & Future

QUESTIONS?



ANNOUNCEMENTS & DEADLINES



THE UNIVERSITY OF
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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 Employee**
 - **Marcel Weatherby, Senior HR Business Partner**
 - **James Johnson, Data Management Associate**
- **Charlie Cordero has been promoted to Talent Acquisition Partner**

Announcements & Deadlines



Christin Webb
Executive Director, Procurement & Contract Services
678.4185 | [E-Mail](#)

Announcements & Deadlines

Passkeys now available for Duo

- **Passkeys (e.g., fingerprint or face scan on your device) are now available in Duo for all UofM users. Detailed instructions available at memphis.edu/duo.**

Duo SMS authentication ends Nov. 30

- **Duo authentication via text message (SMS) will no longer be available beyond Nov. 30. If you are using text codes for Duo, you will need to set up another method (e.g., mobile app push or passkey) before that date.**

Announcements & Deadlines

October Budget Cycle

Department users can enter adjustments into the FY27 budget year

- **This includes base and temporary budget adjustments to best align a unit's projected revenues and expenditures for FY27**
- **Departments have until October 27th to update their FY27 budgets for any revenue and expense revised budget**
- **After the deadline, department users can still complete FY27 budget adjustments; however, they will not make our state budget submission for the October Fall Budget Cycle**

Announcements & Deadlines

October Budget Cycle

Expenditure online BR's:

- **Please remember that any budget revisions must be entered and moved through the approval queues by the end of day, on Tuesday, October 27, 2026 to be included in the October budget submission.**

Divisional Carryforward balances:

- **The FY26 carry forward funds will soon be posted into Oracle Fusion Budget to account code 74000 - operating. It is important to remember to shift carryforward funds, as well as any unallocated funds to the budget pools/account codes where the funds will be spent – be sure and incorporate spring semester spending as well.**
- **The “best practice” is to look at historical spending as compared to both your base and current year budgets (which includes carryforward funds) and submit budget revisions to properly align your budget. Base alignment will greatly reduce the number of budget revisions that will be required in the future.**

Announcements & Deadlines

October Budget Cycle

Benefit FY27 Fringe Rates (Finalized in June):

- **41.66% Salaried Employees**
- **55.11% Hourly Employees**
- **6.96% Temp Employees – With and Without Insurance**
- **1.83% Student / GA Biweekly**
- **8.86% Student / GA Monthly**

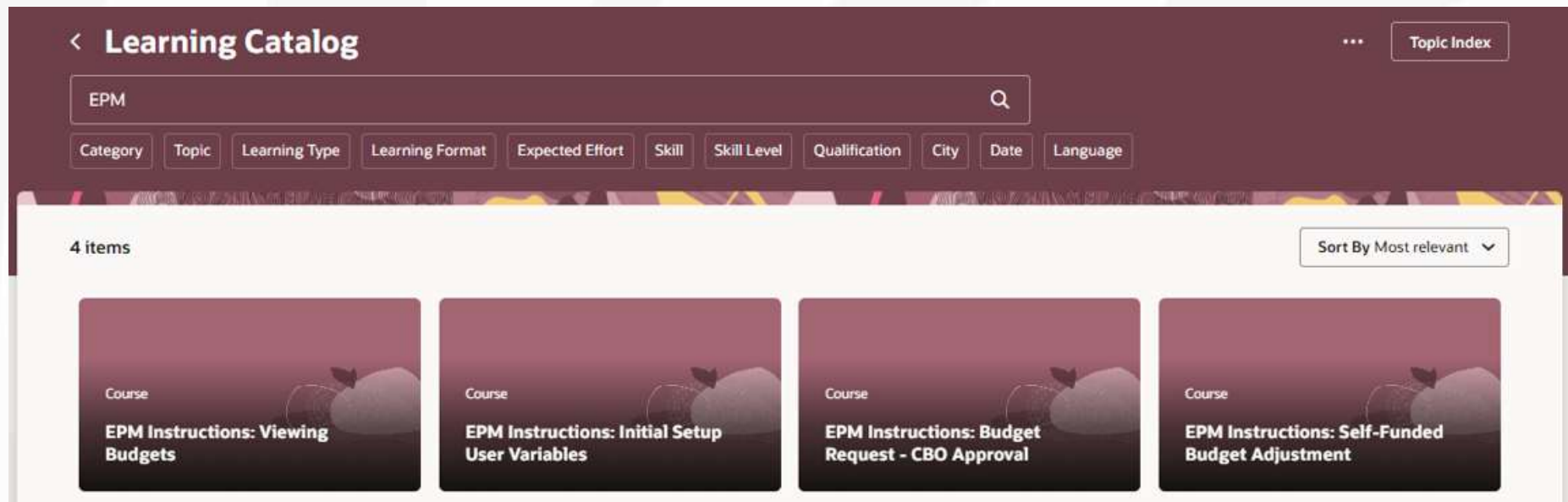
Announcements & Deadlines

October Budget Cycle

Financial Planning will be available for individual meetings October 12th through October 27th. Please email budget@memphis.edu to schedule a time.

Reminder: Oracle Fusion Budget (EPM) trainings are available through Oracle Learn

Oracle Fusion > Me > Learning > Learning Catalog (at bottom) – Search the Catalog > Select the training you want > Enroll > Launch.



Announcements & Deadlines

October Budget Cycle

A few reminders for budget adjustments within EPM:

- **Line-item details are to only be used when making a Self-Funded Budget Adjustment, NOT on a CBO Approval Budget Request**
- **Self-Funded Budget Adjustments require line-item details and users are recommended to use meaningful descriptions on each line item added**
 - **Example: MTE 03.17.2026 Travel for D. Keeney SACUBO Conference**
- **Self-Funded Budget Adjustments that are finalized in EPM will be available for consumption through requisitions or pre-authorizations the following day.**
- **CBO Approval Budget Requests that are through all levels of approval will be available for consumption through requisitions or pre-authorizations the following day.**

Announcements & Deadlines

October Budget Cycle

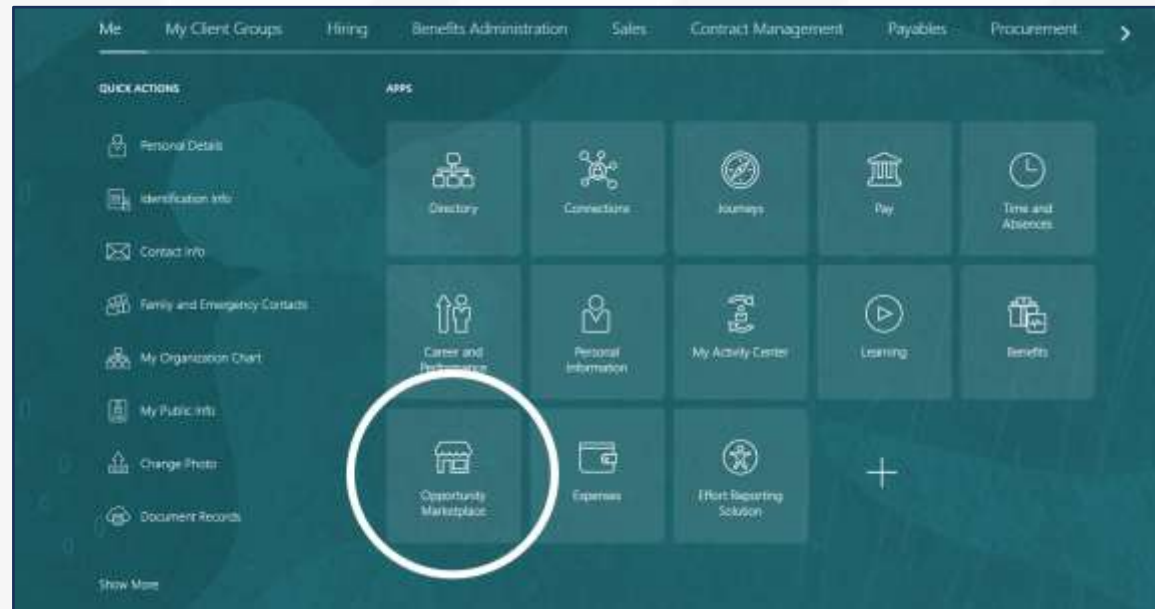
Budget Checking for FY27:

- **Oracle Fusion: Funds Warning**
- **We have now updated the budget checking to be advisory while we complete the Carryforward process**
- **Department users should closely monitor their FY27 budgets and appropriately plan Travel, Operating, Capital, Scholarship expenses as they will not receive a failed funds check if over budget**
- **Budget checking will be turned back once all Carryforward has posted**

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

Announcements & Deadlines

Banner Security Requests Are Now Online

The University has transitioned Banner Security Requests from paper-based forms to online forms with automated workflow, making the process easier to complete and route for approval. The new process was created to:

- Reduce processing time**
- Reduce confusion about the access being requested**
- Eliminate paper forms and manual signature routing**
- Provide a more streamlined, consistent security request process**

Announcements & Deadlines

Banner Security Requests Are Now Online

Area	Form Link
Financial Aid	https://memphis.etrive.cloud/central/forms/569
Foundation - CRM Advance	https://memphis.etrive.cloud/central/forms/568
Student	https://memphis.etrive.cloud/central/forms/567
USBS - Accounts Receivable	https://memphis.etrive.cloud/central/forms/559

Announcements & Deadlines

- **The Finance Program Guide has several new features that you can use as needed:**
 - **Under COA & Approver Searches, look for three new options**
 - **Organization Approver Search**
 - **Foundation Fund Approver Search**
 - **Approver Fund/Org Search**
 - **Under Utilities & Reports, look for the new Location Codes Search**

Announcements & Deadlines

Visit Oracle Learn!

- **Direct Hire offerings are available for registration.**
- **Additionally,
“Recruitment: Creating a Requisition & Managing Applicants”
November 19th at 10:00 am**

**“Recruitment: Creating an Offer Letter”
November 19th at 1:00 pm**

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, but no later than within 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

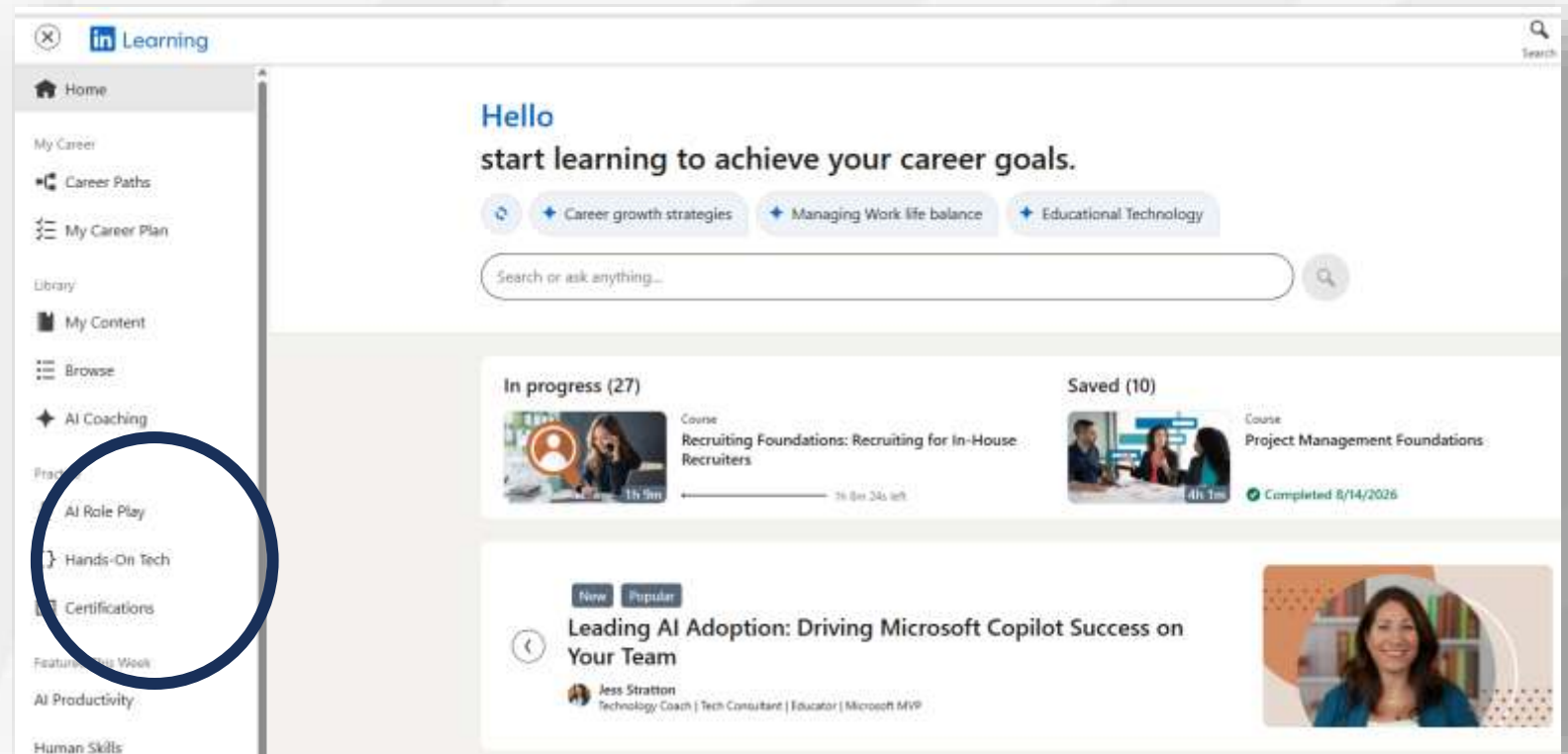
- **Faculty and staff can now access LinkedIn Learning on the front page of the MyMemphis portal!**



Announcements & Deadlines

LinkedIn Learning

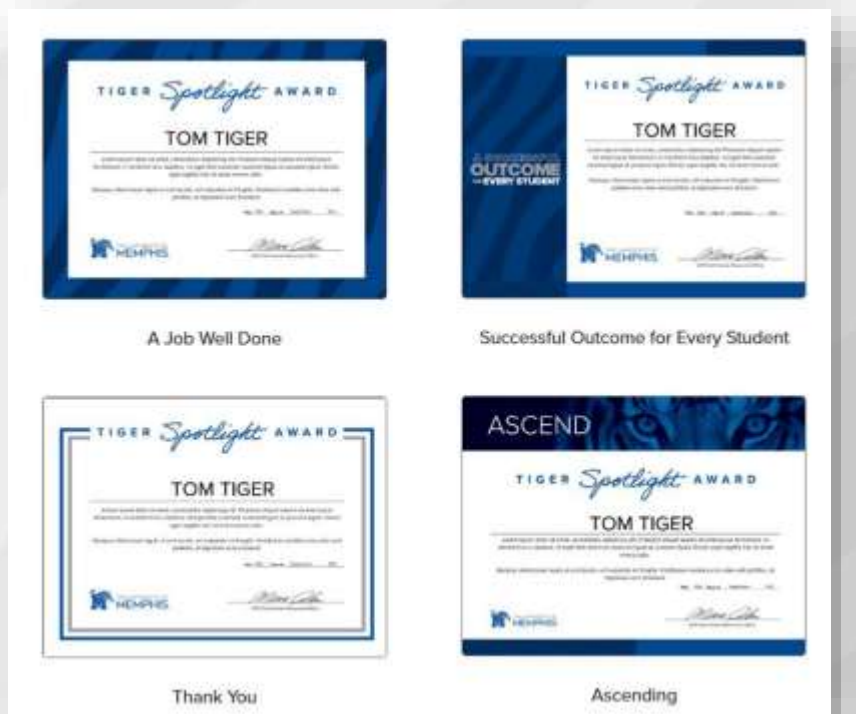
- **There you will find access to thousands of training topics, including professional certifications and continuing education courses for over 150 different organizations.**



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

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**Human Resources
on Instagram! @uofmhr**



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



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SEE YOU NEXT MONTH!

November 17, 2026 | 2:30pm
memphis.edu/focus

