FOCUS ON FINANCE & HR

AGENDA

- Purpose of Meeting Reminder
- Registrar/Academic Services Presentation
- Annual Benefits Open Enrollment
- SOAR Project Updates
- Announcements & Deadlines

Purpose of Meeting Reminder

- 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.

Registrar/Academic Services

- [Registrar Booklet](#) from the Academic Affairs Summer Retreat
- Systems supported by the Registrar
    - Slate
    - Banner
    - Catalog (Acalog) and Curriculog (Curriculum)
    - Course Scheduling
    - UMDegree/Degree Works and Scribe
    - TESS (Transfer Evaluation and Support System)
    - Canvas grading
    - Parchment (Transcripts)
    - Oceolot Chatbot
- [Registrar Staff and Services](#)
    - [Ticketing System](#)

Registrar/Academic Services

- Withdrawal Process
  - Going to one process for academic and financial processing.
- Processes the Registrar handles
  - Veterans Educational Benefits and Certifications
  - Enrollment Verifications, HelpLine, Attendance Reporting, Schedule Adjustments
  - Curriculum: New, Revision, Equivalencies, CLEP test
  - Course Offerings, Classroom Assignments
  - NCAA Certification, Grading
  - Transcripts, Records Analysis, National Student Clearinghouse
  - Personal Information Additions/Changes/Corrections (Name/DOB/SSN)
  - Course Registrations/Corrections
- Curricular Procedures
  - Website has been updated.

Registrar/Academic Services

QUESTIONS?

Annual Benefits Open Enrollment

Suprena Grear
Employee Benefits Specialist | Human Resources

Benefits Open Enrollment

- Open Enrollment October 1-18 for active employees (October 1-31 for retirees)
- HR Open Enrollment info website online now
- Benefits Fairs:
  - Central Campus: October 2nd from 10-2 at the UC Ballroom
  - Lambuth Campus: October 3rd 11-2 at the VJ Wisdom Parlor
- Flu shots will be offered at the Main campus Benefits Fair (UC - Iris Room) via The Shot Nurse
- Six informational sessions via Teams

Benefits Open Enrollment

- Health insurance premiums will increase by an average of 5.5% for active employees. Premium increases will vary depending on the health plan, network and tier you choose.

- Important! There are no vendor changes for 2025. All health plan cost sharing such as deductibles or coinsurance for 2025 will remain the same. 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.

Benefits Open Enrollment Period

There will be two changes:

- Your pharmacy benefits with CVS Caremark currently have two cost sharing tiers for specialty medications – generic and brand. Partners for Health is adding a third non-preferred brand specialty tier in 2025.

- Talkspace lets members communicate with a therapist by audio or video from a smartphone or desktop. Currently, Talkspace visits under a Preferred Provider Organization (PPO) plan, cost the same as an in-network primary care office visit, with copays ranging from $25 to $35. For 2025, the copay will be lowered to $15 for all PPO options only.

Benefits Open Enrollment Period

Additional Benefits Changes for CDHP plan members:

- Anti-obesity medications will no longer be on the preventive drug list for the CDHP plan option in 2025. Members enrolled in this plan will be subject to their plans deductible before plan coverage begins for anti-obesity medications including, but not limited to, Qsymia, Wegovy, Zepbound and Saxenda.

Benefits Open Enrollment Period

- The Health Saving Account for enrolled CDHP members will remain at $500 (employee tier) and $1,000 (all other family tiers). HSA IRS maximum contributions are increasing to $4,300 for employee only and $8,550 for all other family tiers. Members 55+ can add $1,000 more each year. The limits include the $500 or $1,000 wellness incentive.

- FSA - Medical Flexible Spending Account annual limit will increase to $3,200; You can carry over $640 at the end of 2025.

- Limited-purpose annual limit will increase to $3,200; You can carry over $640 at the end of 2025.

Benefits Open Enrollment Period

- Vision vendor will remain EyeMed for 2025; premiums and benefits will also remain the same.

- Dental vendors will remain the same; Cigna Pre-paid premium will increase by 3.5% and Delta Dental premium will increase by 1.5%.

- Emotional Wellbeing Solutions formerly called Employee Assistance Program will remain the same (Managed by Optum Behavioral Health)

- LTD and STD – Met Life will remain the same carrier for both

Benefits Open Enrollment Period

- Basic term life: Designated beneficiaries will receive 1X the employee's base annual salary rounded to the next highest thousand ($50K minimum/$250 maximum, except when reduced at age milestones) if you enroll. You may opt to decrease your coverage to $50,000 to avoid imputed income, as outlined in IRS publication 15B.

- Basic AD&D: Employee coverage will be 1X basic term life insurance coverage

- Your basic term life/basic AD&D coverage amounts decrease at age 65 and over

What Do I Need to Do?

- memphis.edu/edison

- Review current benefits using the 2025 Eligibility and Enrollment Guide

- View the YouTube videos to learn more about your benefits at partnersforhealthtn.gov

- Visit the HR Open Enrollment website for information and plan-by-plan instructions

- If you do nothing, 2024 benefits will carry over to 2025 with changes as noted.

Benefits Open Enrollment Period

QUESTIONS?

SOAR Project Updates

Amanda Clarkson, Director, Employee Relations, Benefits & Data Management
Shundra White, Director ITS Service Desk

SOAR

SOAR is a multi-year., collaborative, transformation effort that will change the way UofM conducts financial and human resources business processes by replacing current finance and HR systems with Oracle Cloud.

Why the Change?

- HR and Finance processes, reports, and technologies have **pain points** that **hamper faculty and staff to effectively do their work.**

- Current systems are **aging and fragmented,** with an increasing number of **bolt-ons** and **workarounds.**

- We must **create efficiencies, replace manual processes** and duplicate data entries **with standard simplified business processes**

- Need **automation, workflows, tracking** and **improved self-service**

- Desire **robust reporting capabilities** with **increased data transparency**

- Banner has reached its life on premise and **needs to shift to a modern user interface**

Benefits of the Change

Reduce & Consolidate Systems	Streamline & Automate Processes	Deliver robust reporting
Provide real time visibility into business processes	Introduce improved self service tools	Improve the end user experience

U of M SOAR
Software of Operational and Administrative Resolve

Oracle Cloud Launch Date: July 1, 2025

What's Changing?

The following systems will be replaced with Oracle Cloud, and their associated business processes will move to Oracle Cloud on July 1, 2025.

Transitioning June 2025 ▶	Tiger Buy – Chrome River – Fixed Assets Workflow – Spreadsheet Budgeting -Records Inventory			Budget Revision/Budget Transfer Form		WorkForum – Kronos – Web Time Entry – eContract – Separation and Clearance Form – Employee Information Updates – SAMS Performance Reviews – Learning Curve			
Launching July 2025 ▶	**ORACLE®** Enterprise Resource Planning (ERP) / Finance			**ORACLE®** Enterprise Performance Management (EPM)		**ORACLE®** Oracle Human Capital Management (HCM)			
	Delivers financial applications designed to automate and streamline financial management.			Delivers budget and reporting applications designed to plan, budget, and forecast		Delivers human resources applications and cloud technology to streamline workforce management, including employee self-service			
	Record to Report	**Projects & Grants**	**Procure to Pay**	**Planning & Budgeting**	**Financial Reporting**	**Recruiting**	**Compensation & Benefits**	**Payroll, Time & Labor**	**Talent & Performance**
	• General Ledger • Chart of Accounts • Banking • Asset Management	• Contracts & Grants • Capital Projects • Related Receivables	• Procurement • Payables • Payment • Supplier Management	• Financials and Workforce Planning and Budgeting	• Financial Reports and Analytics	• Talent Acquisition (recruiting & onboarding)	• Compensation Administration • Employee Benefits • Enrollment	• Time keeping • Payroll processing	• Performance Management Administration • Learning

U of M SOAR
Software of Operational and Administrative Resolve

Stay Engaged & Informed

Your Guide to Finding Resources and Help as we advance UofM Financial and Human resource systems

https://soar.memphis.edu/

SOAR Newsletter

Did you miss the August Newsletter?

You can find all editions on the SOAR website.
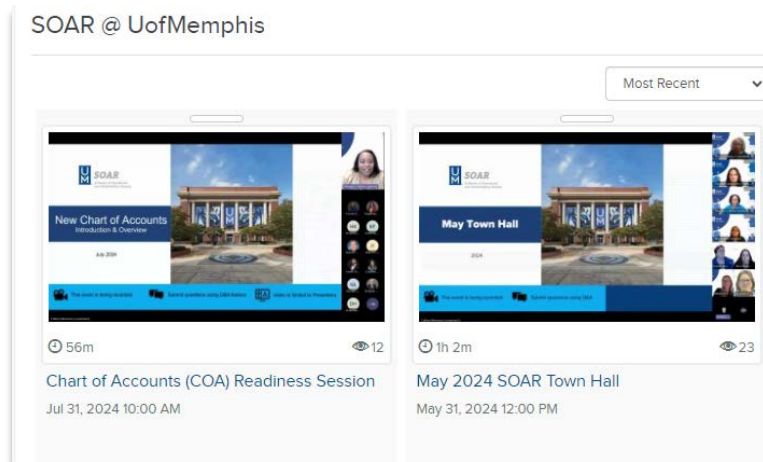
August 2024 Newsletter

Miss an event?

You can watch past events on demand.

➤ Chart of Accounts Readiness Session
➤ May Town Hall

Want to be a SOAR Insider?

Sign up for the SOAR email list

SOAR Email List - SOAR - The University of Memphis

Questions? Contact Us.

soar@memphis.edu

SOAR Key Change: Oracle Expenses

Oracle Expenses will replace Chrome River

Future State: New System, Same Process!

All employee expense reimbursement, travel reimbursement, and travel pre-approval will move to Oracle.	The travel pre-approval timeline, required information, process steps and required approvals **will be very similar.**

You can watch the Travel Authorization submission and approval process on the SOAR Mediasite Channel. Click Here.

SOAR Key Change: Oracle Recruitment

Job Boards: Internal and External

Oracle Recruiting Cloud

Job Requisition

External Candidate → Job Applications ← Internal Candidate

Screening & Selection

Job Offer

Acceptance & Onboarding Journey
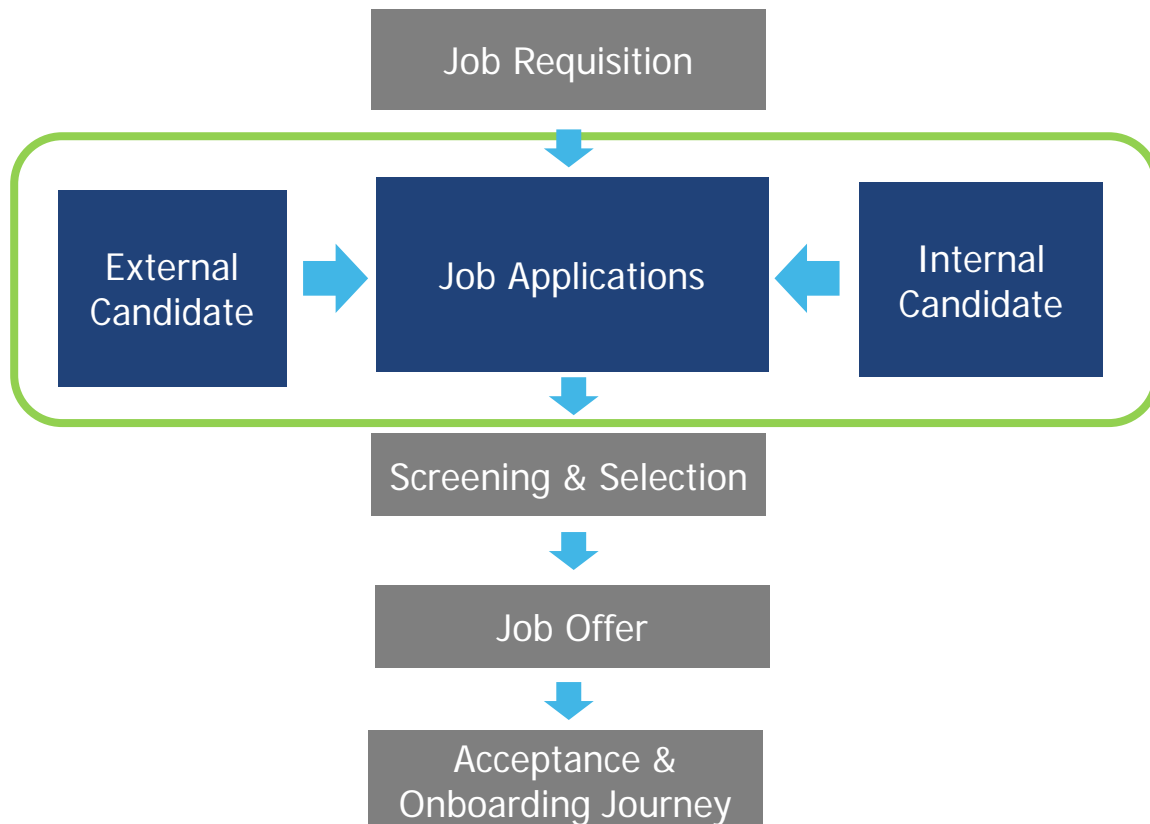
Future State: Internal Job Board = Opportunity Marketplace & External Job Board

- UofM will host an internal job board exclusively for current employees, called Opportunity Marketplace
- A separate external facing job board will be maintained for non UofM employees.
- The internal job board streamlines the application process for internal employees applying for UofM jobs.

Amanda Clarkson

Director Employee Relations, Benefits, and Data Management

SOAR HCM Lead

SOAR Project Updates

QUESTIONS?

Announcements & Deadlines

- Welcome to all first-time attendees at Focus on Finance & HR!

- Need someone added to the Focus on Finance & HR mailing list? Don't forward to them—forward to us!

- hr@memphis.edu

Announcements & Deadlines

- Remember to review the University's current job openings at workforum.memphis.edu.

- Follow the Division of Business & Finance on X (formerly Twitter) at @uofmemphisbf!

- Subscribe to our WorkforUM X (formerly Twitter) feed at @umemphisjobs!

- Follow us on Instagram! @uofmhr

Announcements & Deadlines

- Welcome to these new employees!

- Kim Brown, Sr. HR Business Partner (returning to HR)
- Mario Hunt, Sr. HR Business Partner
- Tam Taylor, HR Business Partner
- Tia Townes, HR Service Center Associate

- Angela Ross, Associate Vice President and Chief Audit Executive (being introduced at October meeting)

Announcements & Deadlines

Announcement about Faculty Contracts

- Effective this academic year, faculty will no longer receive contracts, only electronic offer letters via WorkforUM.

- Reappointment memos are coming shortly.

Announcements & Deadlines

Revenue Projections: Due Thursday, September 26, 2024
- Financial Planning Office will be available for individual meetings Tuesday, Sep 24th and Wednesday, Sep 25th budget@memphis.edu

Expenditure Projections: Due Friday, September 27, 2024
- Departments can process Online Budget Documents till Thursday, October 3, 2024

Position Budget Revisions: Due Monday, September 23, 2024
- Current & Base Budget Revisions to be included in Fall Budget

- Capital/R&R/Facility Projects: Due Friday, September 27, 2024

Announcements & Deadlines

Expenditure Online BRs:

Please remember that any online budget revisions must be entered and moved through the approval queues by the end of day, on Thursday, October 3, 2024, to be included in the October budget submission.

Divisional Carryforward Balances:

The FY25 carry forward funds from FY24 have been posted into Banner Finance 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

Benefits FY25 Fringe Rate

36.82% Salaried Employees

42.17% Hourly Employees

6.93% Temp Employees – With and Without Insurance

0.97% Student / GA Biweekly

4.96% Student / GA Monthly

Announcements & Deadlines

- The "Little Hatch Act" under Tennessee law (Tenn. Code Ann. § 2-19-206(a))

- University employees are prohibited from using state resources to engage in political activities. Specifically, it is unlawful under this TN law for any employee of the state to engage in the following acts:
  - Displaying any campaign literature, sign, sticker, or other item of political advertising on behalf of any party, committee, or candidate for political office on state-owned University property.
  - Using any University facilities, including equipment such as institution owned computers or telephones and University cars, for political advertising.
  - Actively engaging in a political campaign, attending political meetings, or performing political functions of any type during the employee's regular working hours.

- The permissible uses of state-owned University property or facilities for political activity include:
  - Students may place campaign material in their dormitory residence.
  - Individuals, excluding University employees, may place campaign posters or other types of political advertising in specific areas on campus designated by University officials for such purposes.
  - University faculty may engage students in discussions about campaigns and elections, provided the discussion is relevant to the course curriculum.
  - University employees may place political stickers on their personal vehicles.

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. Then contact your supervisor and Human Resources as soon as possible to start the claim process.

- In a non-emergency, notify your supervisor immediately of what happened, how it happened, who saw what happened, and if you were injured as a result of the accident. You and your supervisor should then contact the Workplace Injury and First Notice of Loss Call Center at 1.866.245.8588 to speak with a registered nurse who will evaluate the nature of your injury and determine your immediate care or treatment options.

Announcements & Deadlines

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

- If no medical treatment is recommended, the registered nurse will document the call for you and your supervisor and enter an incident report in the reporting system.

- If medical treatment is recommended, the nurse will direct you to the nearest State approved medical provider.

- **You and your supervisor will need to complete the First Report of Injury or Illness form found online at First Report of Injury or Illness. This form should be returned to the Environmental Health and Safety Office. Please complete within 24 hours of the injury. If the accident is not reported within 48 hours, the employee's department will be assessed a fine by the State Comptroller's Office.**

Announcements & Deadlines

Bereavement Notification Form Reminder

- https://www.memphis.edu/bereavement

Announcements & Deadlines

Separation & Clearance

- Please remember to immediately complete an online separation notice for any employee in your area that is departing the University prior to their departure date!

- Not doing so places the University at risk because the employee would still have system access and could lead to an audit finding.

- Keep in mind it is HR's practice to process separation/clearances closer to the date of separation so that leave balances can be accurately calculated for payouts.

- https://umwa.memphis.edu/sep-clear

Announcements & Deadlines

- PLEASE make sure that all leave reports for your department are submitted and approved each month!

- This includes all exempt staff and faculty employees.

- Leave reports are due by the 10th of the month following the month being reported.

- Remember to put at least one "0" on any one date for one leave category (such as Annual Leave) in any month in which no leave was used.

Announcements & Deadlines

- Required annual IT Security Awareness training is due by Oct. 31 for all current staff and faculty. This is a change from previous years.

- Employees who haven't completed training by the due date will have SSO access denied until training is complete. Employees who completed their previous training (annual or new hire) by the due date have the opportunity to "test out" of future full-length trainings.

Announcements & Deadlines

- We had a record number of nominations for the Harriet Montgomery Customer Service Excellence award this month—22 nominations!

- We appreciate your continued support of this award. Keep those nominations coming at https://www.memphis.edu/harriet. Starting October 1st, we will recognize employees in Business & Finance and Information Technology Services.

Announcements & Deadlines

Next Effective Search Committees training:

- October 10, 2024, 10am
- Sign up in Learning Curve!

Announcements & Deadlines

Final E-Contract trainings:

- Part-Time Faculty: October 14, 2pm
- Extra Compensation: October 14, 3pm
- Student Employment: October 17, 10am
- Temporary Employees: October 17, 11am
- Graduate Assistants: October 17, 2pm
- All sessions in AD 177B
- Sign up in Learning Curve!

Announcements & Deadlines

WorkforUM training:

- October 30, 1:30pm in AD177B (date subject to change)
- Sign up in [Learning Curve](#)!

Announcements & Deadlines

Form I-9 Information

• Appointments not needed during regular business hours.

• Visit 178 Administration Building, M-F 8-4:30.

• HR is also offering online appointments by contacting i9@memphis.edu.

• Other questions? i9@memphis.edu

Announcements & Deadlines

New Web Link for Future Meetings

- https://www.memphis.edu/fofhr

Thank you for attending!