



# FOCUS ON FINANCE & HR

**October 15, 2024**



# AGENDA

- Meet the New AVP/Chief Audit Executive
- Meet the New AVP/University Controller
- SOAR Project Updates
- Fixing Common WorkforUM Errors
- Announcements & Deadlines

# Meet the New AVP/Chief Audit Executive



**Angela Ross**  
AVP/Chief Audit Executive | Internal Auditing



# Meet the New AVP/Chief Audit Executive

- **Angela Ross, CIA, CFE, CRISC**  
Associate Vice President and Chief Audit Executive  
901.678.2125  
afross2@memphis.edu

# Meet the New AVP/Chief Audit Executive



QUESTIONS?

# Meet the New AVP/University Controller



**Shirley Ford**

**Assistant Vice President, Financial Accounting and Reporting & University Controller | Internal Auditing**



# Meet the New AVP/University Controller

- **Shirley Ford**

Assistant Vice President of Financial Accounting and Reporting  
& University Controller

901.678.3832

spford@memphis.edu

- **Quentin King**

Interim Associate Controller of General Accounting, Accounts  
Payable, Payroll, Shared Services, & Tax

678.3816

qcking@memphis.edu

# Meet the New AVP/University Controller



QUESTIONS?



# SOAR Project Updates



**Shundra White Helton, Director ITS Service Desk**  
**Heidi Kendall, Director, B&F Reporting & System Initiatives**

Date:  TV No.

**ACCOUNT CHARGED**

Account Title	Index	Fund	Organization	Account	Program

**ACCOUNT CREDITED**

Account Title	Index	Fund	Organization	Account	Program	Activity

**Request for cost transfer must be within 90 calendar days of initial charge, and occur in current Fiscal Year.**  
 Comments – Provide reason for cost transfer, and how costs are allowable and allocable. If cost transfer exceeds 90 days of initial charge, explain why cost was charged incorrectly.

Approver for Department Charged:   
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Approver for Department Credited:   
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approvals – Type & Sign Names. Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge. Signature of Grants & Contracts Accounting and Principal Investigator required when cost transfer exceeds 90 days of initial charge and restricted Ledger 5 accounts.**

Department Chair:   
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean:   
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Investigator:   
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Grants & Contracts Accounting:   
 Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the department charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement.

**Accounting Office Use Only**

Accounting Office Signature \_\_\_\_\_  
 Received \_\_\_\_\_ Date \_\_\_\_\_

# SOAR Update

Current State: Paper Transfer Vouchers  
 Future State: Online Journal Entries

- Replace paper process with online Journal Entries in Oracle.
- Workflow from Initiation to Final Approval
- Online routing with error checks for accuracy
- Includes the ability to attach documents
- Ability to easily review and see the reason for the entry

Example: The Chemistry dept bought binders from Staples and they forgot to change the COA information, and they need to go back and move the charges. This action will be completed through an online journal entry.

# SOAR Update OnBase

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- Future documents will be maintained within Oracle, ***everything within the same system!***
- Historical documents will continue to be stored in OnBase with Read-Only access for transactions occurring prior to 7/1/2025
- OnBase will still be used for Banner Student transaction documents



# Introducing the SOAR Change Champion Network



## What is it?

A network of over **50** employees (across levels and units) selected to champion transformation, foster communication, increase awareness, solicit feedback, build readiness, and drive buy-in among their peers.

## What is its purpose?

- **Build accountability and ownership** by empowering Change Champions to gather feedback from stakeholders, answer questions and resolve concerns without waiting for “formal, official” communications
- **Accelerate the adoption of the change** by quickly disseminating timely and accurate implementation information and minimizing rumors that might derail the effort
- **Promote understanding** with front-line resources to assist employees in dealing with uncertainty and ambiguity as the program progresses through implementation
- **Advocate positive change** through face-to-face and informal communications that are required to change behaviors and attitudes

# Mark Your Calendars!

## SOAR: Virtual Town Hall | October 30 | 2pm



SOAR: Virtual Town Hall  
October 30, 2024, 2pm

[Register on the SOAR website under the Calendar.](#)

If you register during this meeting, you will receive a gift from SOAR!



# Fixing Common WorkforUM Errors



**Robynn Hopkins**  
Assistant Director | Human Resources

# Fixing Common WorkforUM Errors



- **Request to fill or New position**
  - Advertised Title
  - Work Schedule
  - Position Qualifications
    - Valid Driver's license
    - Equivalencies
  - Special Conditions
    - Preferences, not requirements
    - Screening date for open until filled positions
  - Hiring Range
  - KSAs
  - Supervisor
  - Training



# Fixing Common WorkforUM Errors



- **Other Reminders**

- Check your duties
- Search committee members
- Posting dates
  - Minimum for **all** staff (non-exempt/exempt) positions is 5 business days
- Special instructions to applicants
- Supplemental questions
- Add applicable comments to the action
- Salary adjustments
  - Request to Fill actions do NOT flow to the appropriate budget office(s)

# Fixing Common WorkforUM Errors



- **Ready to hire reminders!**

- 30 days from posting release date to take action
- Dispense your candidates
- Be sure to *Recommend for Hire* first, then start the *Hiring Proposal*
  - Hiring Proposal is what routes to HR and notifies us to contact the candidate
- Add applicable comments to the action

# Fixing Common WorkforUM Errors



## Next WorkforUM training:

- October 29, 1:30pm via MS Teams
- Sign up in [Learning Curve!](#)

# Fixing Common WorkforUM Errors



QUESTIONS?



# Announcements & Deadlines



**Danny Linton**  
**Associate Director | 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

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



# Announcements & Deadlines

- The deadline for submission of graduate assistantship contracts for Spring 2025 is **December 23, 2024.**
- The processing of graduate assistantship contracts involves multiple units on campus (departments, graduate school, shared services, human resources, scholarship/financial aid, and USBS). The graduate school sets a deadline for graduate assistantship contracts each semester to ensure that there is ample time for units to process their part of the contract prior to payment deadlines.
- When graduate contracts are late, student accounts are not adjusted, and students appear on the drop for non-payment list. Late contracts cause a considerable amount of work for staff, cause undue stress on our student employees, and delay access to health insurance for FTGAs. Although the graduate school realizes that there will be an occasional late contract, exceptions to the contract deadline should not be the norm.
- To encourage timely submission of graduate contracts, the Graduate School is instituting a GA contract late fee. This has been approved by the Provost and CFO.





# Announcements & Deadlines

- **Units submitting contracts past the contract deadline will be charged a \$200 late fee for each late contract.** The revenue generated from the late fees will establish a Graduate School Emergency Fund to assist graduate students facing financial difficulties.
- Late contracts are defined as those submitted for the first time in the system after the deadline. Contracts that were sent back for corrections but resubmitted after the deadline will not incur a late fee.
- Units can appeal the late fee by writing to the Vice Provost and Dean of the Graduate School with an explanation of why the contracts could not be submitted prior to the contract deadline. If you already foresee not being able to make the spring deadline for what you believe to be legitimate reasons, please reach out to the Graduate School to discuss how the Graduate School might assist you in resolving the issue so that you can meet the deadline.
- Information on types of GA contracts, minimum stipends, etc. can be found here: <https://www.memphis.edu/gradschool/resources/fs-ga-funding.php>.



# Announcements & Deadlines

## Open Enrollment Ends Friday!

- Benefits Open Enrollment's last day is Friday, Oct. 18!
- Visit [memphis.edu/edison](https://memphis.edu/edison) to enroll!
- Please visit last month's FOF&HR [slide presentation](#) for more details.



# Announcements & Deadlines

## **The 7<sup>th</sup> Annual Excellence Awards**

Ceremony to be held November 6th, 10:00am

Maxine A. Smith University Ballroom

### Award Categories:

- Presidential Award
- First Horizon Excellence Awards (For each UofM Division)
- TIAA Community Outreach Excellence Award
  
- New this year, we will have a monetary amount tied to each award!
- Nominations [now being accepted!](#) Review prior recipients [here](#).
- Our Employee Excellence Award Program is sponsored by First Horizon and TIAA.



# 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 skill development opportunities available!
- You can connect your personal LinkedIn account to share what you've learned.
- In the [MyMemphis](#) portal select Employee, then select Training Opportunities, then use your SSO to log in.



# 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

## 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

- Annual IT Security Awareness Training is due Oct. 31 for all current employees (except new hires, who have 30 days after their start date). Please note that training consists of three parts:
  - IT Security Awareness
  - Data Privacy ("What Is Sensitive Info in the U.S.?.")
  - IT Policy Acknowledgement
- All three must be completed by Oct. 31 to avoid your UofM account being restricted until training is complete. If you didn't get a completion confirmation email, there's at least one component incomplete, so check your KnowBe4 dashboard!
- Training link: [memphis.edu/its/security/security-awareness.php](https://memphis.edu/its/security/security-awareness.php)



# Announcements & Deadlines

- We appreciate your continued support of Harriet Montgomery Customer Service Excellence Award.
- Keep those nominations coming at <https://www.memphis.edu/harriet>. Starting November 1<sup>st</sup>, we will recognize employees in Academic Affairs, Enrollment Management, & Student Affairs.
- Review prior recipients [here](#).



# Announcements & Deadlines

## Next Training for “Effective Search Committees”:

- October 14, 2024, 10am
- Sign up in [Learning Curve!](#)



# Announcements & Deadlines

## **E-Contract trainings:**

- 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

## 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](mailto:i9@memphis.edu).
- Other questions? [i9@memphis.edu](mailto:i9@memphis.edu)



Thank you for attending!

**Next Meeting: November 19, 2024 at [memphis.edu/fofhr](https://memphis.edu/fofhr)  
Recordings & presentations available at [memphis.edu/focus](https://memphis.edu/focus)**