DASH HCM / HR Questions from Business Managers and Answers from Human Resources
Prepared for the Business Managers Meeting
February 12, 2025

Monthly Payroll Deadline: February 15, 2025

Q: Is it possible to download/forward the job applications/resumes electronically to the search committee chair like we could using Taleo? We could click a button to share the applicant's documents with the committee chair.

> **A: For job applications, the hiring manager can print, save and share with the committee members. For resumes, the hiring manager can download or print, save and share with the committee members. Recruiters can also make the search committee chair or search committee collaborators and share the information directly from DASH. (see screen shot below)**
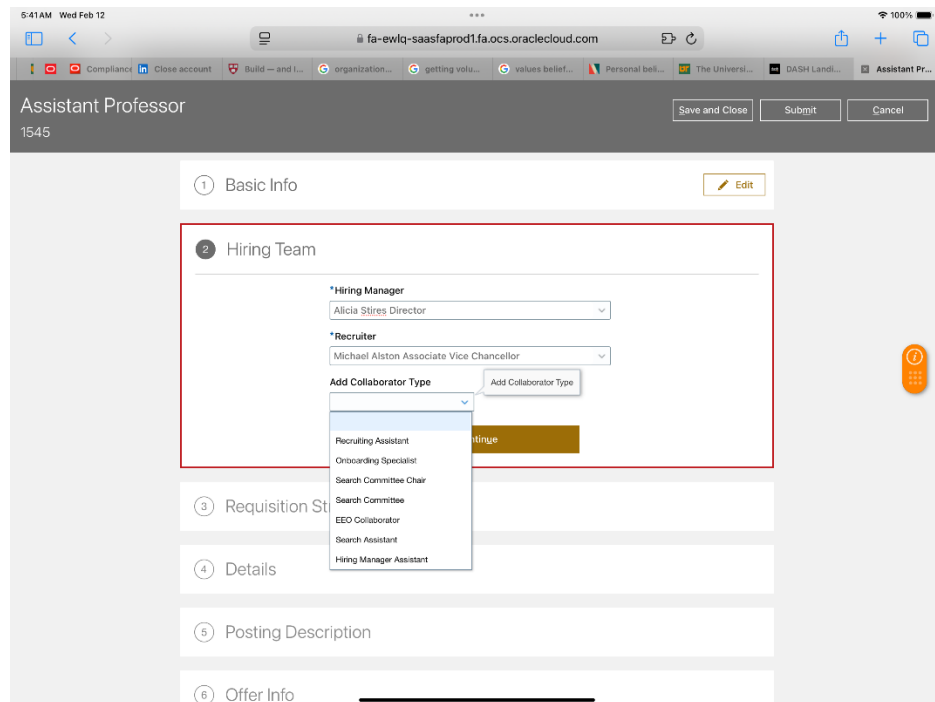
Q: Can the instructor led DASH performance evaluation classes be recorded and available to employees and supervisors?

> **A: Performance Evaluation training for Employees and Managers has already been recorded and will be available on the HR website under Compensation where performance evaluation materials are located.**
> **https://www.uthsc.edu/hr/compensation/performance-evaluations.php**

Q: What is the proper way to enter OT on the biweekly timesheet if the OT is going to be paid from a different account than the person is usually paid from.

A: There is not a way to force overtime to pay on a specific account. It is paid based on when the employee goes over the 40 working hours. You can however fix the charges through labor distribution.

Q: When there is a mistake on a new or modified position and the approver rejects it, is the transaction sent back to the originator for corrections? If so, where does the originator go in Dash to find the transaction?

A: You will receive a notification email, and you will also have an alert on your bell icon when logging into DASH.

Q: When setting up a new position, we are asked if the position is budgeted. If we say no and then enter a budget amount, will that amount increase the salary budget for that account?

A: Just answer No, update later when budget is confirmed.

Q: If we say yes, is then the salary budget not changed?

A: Again, just say No so the budget won't change. Follow up with Mike Ebbs in Finance with questions on this topic.

Q: If we want for a position to remain unbudgeted until the person is hired, should we leave the salary box empty and include in the notes the anticipated salary?

A: Yes

Q: Access/Process comment/question: Cannot review time entry/approvals due to not having access to team members. Is there is a solution?

A: This could result from not having access to the cost center to view employees or not being listed as the parent position (supervisor).

Q: Sometimes when an approver submits an entry in DASH (example - additional pay request), it is returned to originator for approval. If the entry is reassigned to another approver, it is returned to originator a second time for approval. Is this the standard workflow?

A: The entry is only resent to the originator if the originator's position is in the approval process. Approval Flow: Originator ——→ Department approver ——→ Finance ——→ HR

Q: Will we be shown the best reports to use for monitoring/maintaining/reviewing our positions/salaries/pay checks/etc.?

A: Yes, once reports are available in DASH.

Q: In IRIS, we ran the Department List of Employees (ZQR_DEPT_List) report which provided employee (position and salary) data . We cannot find an equivalent report is DASH. We were able to find the Employee FTE Report in DASH, but it doesn't include the salary details.

A: Correct, this report has been requested but is not yet available.

Q: It is our understanding that we should run the Labor Distribution report after each pay period to verify employee time/pay. This report is somewhat cumbersome (maybe we are not running it

properly), but is there another report that provides pay totals and not pay for each day of the pay period?

A: Finance will be able to assist running labor distribution reports.

Q: Does DASH have an equivalent report to the IRIS Salary Budget Position Detail Report (ZSBUD_DET)? This report lists all positions in the unit whether they are vacant or filled and provides position and salary data.

A: This report has been requested but is not yet available.

DASH ACCESS TO NEEDED PROCESSES

Q: Example: I am the DEPT administrator, but I do not have access to process payments for our Standardized Patients.

A: To process payments for standardized patients, you will need the "UT Department HR (HR Rep Role)". Be sure to provide the department numbers where the standardized patients are located for this role access. Please submit a TDX ticket (including your name, personnel number and net ID) to have access to the roles and departments described above, let us know if you have any other questions. To submit a TDX ticket click this link: https://utk.teamdynamix.com/TDClient/2277/OIT-Portal/Requests/TicketRequests/NewForm?ID=VbcnfiO9IWQ_&RequestorType=ServiceOffering.

Q: Example: I do not have access to any DEPT team members, consequently, I cannot review time entry/approvals.

A: To enter/review time for employees in your department you will need the "UT Departmental Absence Admin Data Role". You should also provide the department numbers for all those that you need access for this role. Please submit a TDX ticket (including your name, personnel number and net ID) to have access to the roles and departments described above, let us know if you have any other questions. To submit a TDX ticket click this link: https://utk.teamdynamix.com/TDClient/2277/OIT-Portal/Requests/TicketRequests/NewForm?ID=VbcnfiO9IWQ_&RequestorType=ServiceOffering.