THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

Campus Wide Business Managers Meeting
December 5, 2024
2:30-4:00 pm

Please use the sign-in sheet or type your full name and personnel number in the Zoom Chat for HR128 credit.
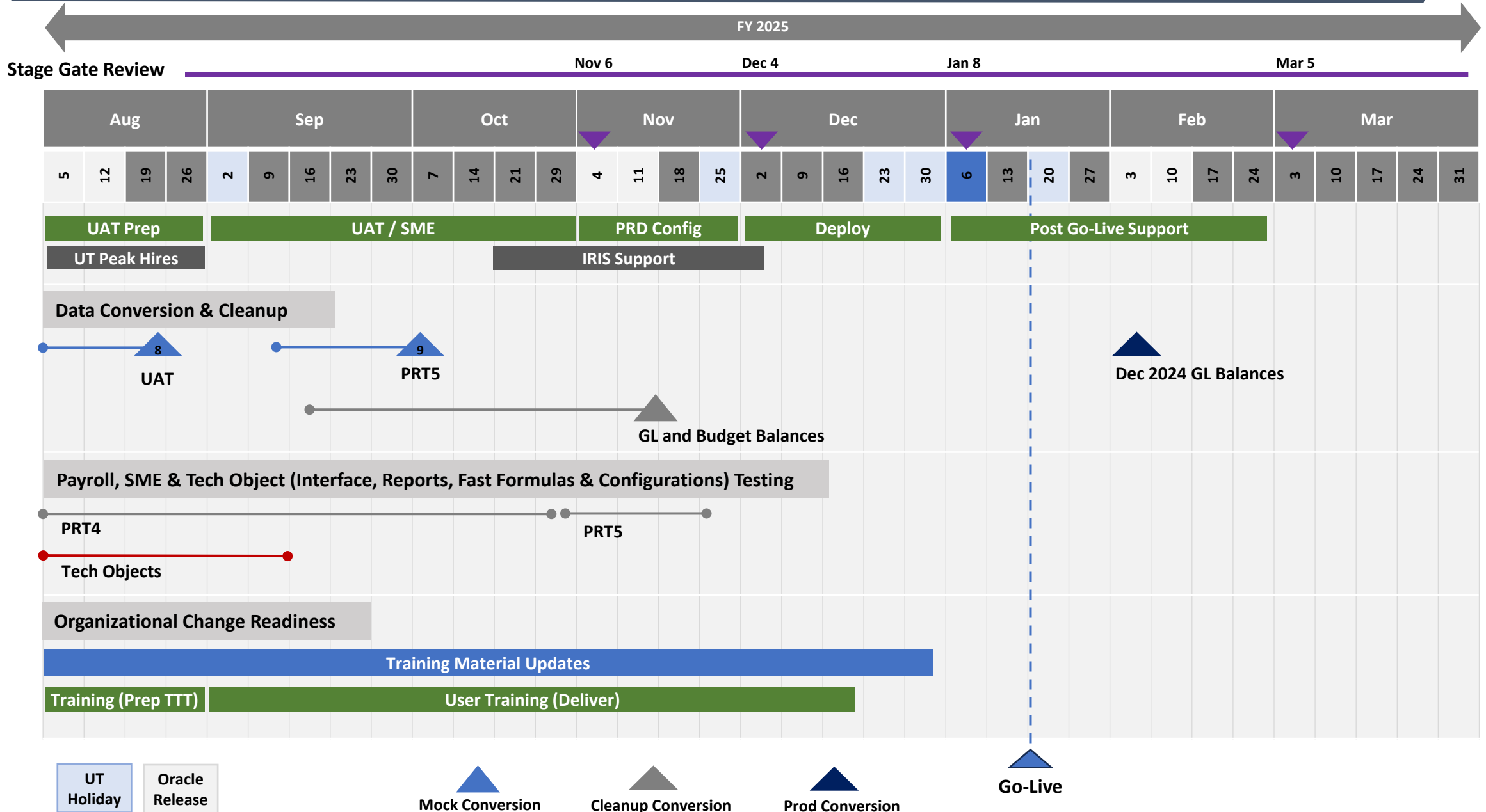
Agenda

- Mike Ebbs, AVC Financial Strategy
    - DASH Update

- Jonathan Lawshe, Exec. Dir. Central Shared Services
    - DASH Training

- Michael Alston, AVC Access and Compliance
    - Policy and Procedure Update

- Q&A with EVC-COO and F&A Leadership

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DASH Update

Mike Ebbs

Associate Vice Chancellor
Financial Strategy

Revised Project Timeline

Testing Update | PRT 4

Bi-Weekly

Pay Period 1	Earnings	Pre-Tax Ded	Employer Liabilities	Post-Tax Ded (Voluntary)	Involuntary Deduction	Taxes
Matched /Explainable Difference	Current 97% Goal:95%	Current 96% Goal: 95%	Current 95% Goal: 95%	Current 97% Goal: 95%	Current 95% Goal:95%	Current 95% Goal: 95%
Total Employee Counts	7310	4320	7292	1892	81	7107

Pay Period 2	Earnings	Pre-Tax Ded	Employer Liabilities	Post-Tax Ded (Voluntary)	Involuntary Deduction	Taxes
Matched /Explainable Difference	Current 99% Goal:95%	Current 98% Goal:95%	Current 98% Goal:95%	Current 98% Goal:95%	Current 96% Goal:95%	Current 97% Goal:95%
Total Employee Counts	7464	4331	7404	2233	81	7132

Pay Period 3	Earnings	Pre-Tax Ded	Employer Liabilities	Post-Tax Ded (Voluntary)	Involuntary Deduction	Taxes
Matched /Explainable Difference	Current 98% Goal:95%	Current 98% Goal:95%	Current 97% Goal:95%	Current 97% Goal:95%	Current 98% Goal:95%	Current 97% Goal:95%
Total Employee Counts	7456	3922	7080	690	88	7195

Monthly

Pay Period 6	Earnings	Pre-Tax Ded	Employer Liabilities	Post-Tax Ded (Voluntary)	Involuntary Deduction	Taxes
Pay Period 6 v10 Matched /Explainable Difference	Current 100% Goal:95%	Current 96% Goal: 95%	Current 95% Goal: 95%	Current 98% Goal: 95%	Current 100% Goal:95%	Current 98% Goal: 95%
Total Employee Counts	15401	11470	15201	8396	32	15031

IRIS Cutoff Dates

Rolling Cutoff Dates

December 2024																				January 2025							
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	6	7	8	9	10

ERP

Requisitions:

12/2: Submit Non-Marketplace   **12/9:** Submit Marketplace   **12/13:** Approve

Concur Travel Exp: **12/6:** Create reports   **12/13:** Approve

Accounts Receivable:

12/3: Create customers

12/16 Send invoices

12/13: Create/update sponsored, capital, contract projects

12/13: Approve invoices for accounts payable

12/13: Certify effort through November

12/16: Create/update asset records

12/16: Create new contracts in Agiloft

12/17: Approve procurement card statements

12/20: Create/update vendors in Payment Works

⭐ **1/6: Day 1**

> **Complete December Close in IRIS by 1/13/25**
> **Ledger Reconciliation Completed by 1/31/25**
> **Certify December Effort by 1/31/2025**

HCM

12/3: Manage employee changes (e.g., personal info, new/position changes etc.)/complete HR approvals (e.g., transfers, terminations)

12/3: Enter new requisitions in Taleo

12/13: Fully approved pay funding changes (e.g., sponsored project funding distributions)

OMC

12/6: Freeze new work request creation (Archibus) – mission-critical work only after 12/6/2024

12/13: Full freeze of data and transactions in Archibus

12/16: Fleet Mgmt (Freeze Agile transactions)

ESS/MSS

12/13: Enter November and December 2024 absences

Outside Interest Disclosure Form:

12/13: Submit   **12/20:** Approve

12/30: Enter time in IRIS for January 7, 2025 pay date

Dash Cutover Hub

- Located at:
  - https://liveutk.sharepoint.com/sites/DASHProgram/SitePages/Cutover-Hub.aspx

- FAQs:
  - https://liveutk.sharepoint.com/sites/DASHProgram/SitePages/Cutover-FAQs.aspx

- Sign up for "What to Expect on Go-Live Day" DASH Town Hall on Dec 03 at 1pm EST.

Go Live Focused Communications

- ## All Employee Emails
  - Go Live Checklists
    - 60-Day in November
    - 30-Day in December
  - DASH Office Hours – open forum for all UT employees
  - DASH Digest – monthly communication on key topics
  - Cutover Reminder of Key Dates

- ## Other Communication Forums
  - "What to Expect on Go Live" Town Hall
  - Friends of DASH website for a variety of resources including Hub Central page and training opportunities
  - DASH Office Hours - open forum
  - Day 1 Video Recordings from Leadership

Subject Areas and Training Facilitators

- Accounts Receivable Management – Trent Pitts

- Assets Inquiry – Jonathan Lawshe

- General Ledger Account Analysis – George Ninan

- Invoice Creation (Accounts Payable) – Keysha Fuller

- Labor Distribution - Rosa Gilmore

- Procurement Requisition Creation – Eric Richardson

- Sponsored Programs (Grant) Report Training – Brenda Murrell

- Time and Absence Management – Rosa Gilmore

- Travel and Expense Reporting – Keysha Fuller

K@TE Training Session Links

- DASH Accounts Receivable Management: https://tennessee.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253d7a4dca3d-5a3c-41dc-a67a-34a19f4ccf45

- DASH Asset Inquiry: https://tennessee.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253df27841d5-7705-4977-93ac-08394f1cd5e6

- DASH General Ledger Account Analysis: https://tennessee.csod.com/ui/lms-learning-details/app/event/3d2365c6-b7f8-4f3e-b87c-ed8425bc6ce0

- DASH Invoice Creation (Accounts Payable): https://tennessee.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253d7e5a4dc0-6081-4eb8-aba2-4eea2d3e75a1

- DASH Labor Distribution: https://tennessee.csod.com/ui/lms-learning-details/app/event/aa50fd0e-512f-48fd-89b6-c55e26f3104a

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K@TE Training Session Links cont.

- DASH Procurement Requisition Creation: https://tennessee.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253ddaaee2c6-21fe-4929-8a9a-b95838c9e193

- DASH Sponsored Programs (Grant) Report Training: https://tennessee.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253d3d2365c6-b7f8-4f3e-b87c-ed8425bc6ce0

- DASH Time and Absence Management: https://tennessee.csod.com/ui/lms-learning-details/app/event/80e57759-d756-4468-a68a-8ac035063317

- DASH Travel and Expense Reporting: https://tennessee.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253d4c98f07d-e7fa-42c0-8f59-fb817955b67a

- DASH Hub Recorded Training Sessions: https://tennessee.csod.com/ui/lms-learner-search/search?pageNumber=1&query=Training&providerIds=6b56f9b5-476e-4931-82bb-daef7037b167

Training Sessions Statistics

Course: DASH UTHSC......	Sessions Completed	Total Attendance as of 12.3.24
Labor Distribution	0	
Assets Inquiry	0	
Travel Expense Reporting	2	151
Procurement Requisition Creation	4	124
Accounts Receivable Management	0	
Time and Absence Management	3	182
General Ledger Account Analysis	2	N/A
Invoice Creation (Accounts Payable)	2	110
Sponsored Programs (Grant) Report Training	2	51

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Policy and Procedure Update

Michael Alston

Associate Vice Chancellor
Access and Compliance

Policy and Procedure

- File a Complaint (https://uthsc.edu/access-compliance/file-complaint.php)
    1. UT Health Science Center Discrimination Complaint Procedure
- Title IX Information(https://uthsc.edu/access-compliance/titleix.php)
    1. Title IX Educational Adjustments Policy

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Questions for EVC-COO and F&A Leadership?