DASH Go-Live – All-Employee 30-Day Checklist

ACTION REQUESTED: *PREPARE FOR GO-LIVE!*

In just **one month**, the University of Tennessee will transition to a new, cloud-based enterprise resource planning (ERP) system, known as **DASH (Dynamic Administrative Systems for Higher Ed)**! DASH will replace the current SAP platform, known internally as IRIS, along with other related platforms and systems to include **finance, human resources, and payroll functionality, with a limited deployment of facilities maintenance** at UTK and UTHSC. This checklist provides key actions and information to prepare you for the transition.

GENERAL ACTIONS

Please complete the following tasks to ensure you are ready for the DASH Transformation Go-Live!:

Review Previous Action Items

The **60-Day Checklist** was released on November 7. Please review this resource and ensure that you have completed all actions, including the following:
- ✓ Fulfill **training opportunities** and complete outstanding activities by the listed due dates .
- ✓ **Review** previous Town Hall, Office Hours, and end-to-end Demo Session recordings linked on the **Friends of DASH** website.
- ✓ **Ensure** that you will receive your 2024 W-2 form by mail by verifying your mailing address in IRIS. The ability to edit your home address in the IRIS Web Portal is re-opening on Monday, December 9th. If you make a **change to your home address** in the IRIS Web Portal after the original published deadline of December 3rd, you will need to also make that change in DASH after go-live on January 6, 2025.
- ✓ **Finalize** required transactions by their specified cutoff dates, as the **cutover process** began on **December 3**. Important actions to complete include:
  - ✓ **Submitting** November and December 2024 leave by **December 13**.
  - ✓ **Completing** your annual Outside Interest Disclosure (OID) form by **December 13** and printing it for future reference if needed; supervisor approval must be completed by **December 20**.

Complete Additional Actions

To prepare for Go-Live, the Project Team recommends completing the following activities prior to Go-Live on January 6:
- ✓ **Time Entry**: **Confirm** the time entry approach (i.e., employee-entered versus department-entered time) with your department.
- ✓ **Effort Certification**: **Certify** all monthly effort through November by December 13. Click **here** for more information.
- ✓ **Pay Statements:** **Print or download** 3-6 months-worth of your previous pay statements in IRIS for your records, using this **Knowledge Base article**.
- ✓ **Concur Delegates:** **Review and update** your delegates in Concur by December 20 to ensure they are up-to-date ahead of Go-Live. Use this **Knowledge Base article** for support.
- ✓ **Concur Profile:** **Capture** screenshots or make a note of your Concur profile information including credit card information, request preferences, and travel profile options (e.g., hotel frequent-traveler programs), etc. Use this **Knowledge Base article** for support.

Understand Support

Support information, including how to reach out to your Campus Help Desks, is previewed below. Be sure to leverage the following resources:
- ✓ **Complete actions** in preparation for using DASH including, **locating your NetID and password**, **enabling pop-ups**, and making sure your browser is up to date.
- ✓ **Check out** the **"What to Expect at Go-Live" DASH Town Hall recording** for a sneak peek of the DASH Support page, a preview of how to submit a help ticket, and other helpful resources.
- ✓ *You will receive a link to access the DASH system on Day 1.*

AVAILABLE RESOURCES

As you prepare for Go-Live, there are several resources available on the **Friends of DASH website**. Please be sure to review the following:

Access the **Hub Central** for an overview of each DASH process area. You should leverage the **Employee and Manager Self-Service Hub** to understand your critical actions in DASH. There are also hubs available for ERP, HCM, and OMC!

Visit the **Training Opportunities Page** to access a range of resources and training modules on DASH. You'll find courses to help you navigating the system, along with information on learning playlists and in-app guidance tools to help you work in DASH.

Remind yourself of important IRIS-to-DASH transition dates on the **Cutover Hub**. You can also learn more about retiring applications via the **Knowledge Base**.

Review important system, project, and cutover terminology on the **DASH Lingo** page.

WHAT'S NEXT?

Leading up to Go-Live, you will receive **an additional checklist** plus more information about **where to receive support in DASH.**

On **January 6, 2025,** you will receive a **Day 1 Checklist** to assist you with DASH login resources and guidance for getting help.

In addition to the Day 1 Checklist, you will receive a communication to **guide you through accessing DASH** once it is live!

Contact the **DASH Project Team** for any questions.