

DASH Institutional Working Group – 07/10/2025 – Minutes

Attendees: Brenda Murrell, George Ninan, Benjie Harmon, Chandra West-Alston, Judi Waldrip, Wesley Byerly, and Keysha Fuller

Other Members: Jonathan Lawshe, Ammar Ammar, Michael Ebbs, and Amanda Fryer

Meeting notes:

- **Contingent Workers:** Chandra and Wesley discussed the contingent worker issue, noting that the IRB module implementation has been pushed back to November, providing more time to address the problem. Wesley mentioned that the system group is working on a solution that overlaps with their plans.
- **IRB Access for New Workers:** Chandra and Wesley clarified that new workers needing IRB access should be hired as contingent workers, which allows them to access necessary research tools despite the delay in rolling out the Huron suite.
- **Department Affiliates:** Chandra and Wesley discussed the need for department affiliates and how it might help facilitate the process of gathering information about new workers, including sensitive data like Social Security information.
- **Labor Distribution Error:** Judi mentioned that she needs to double-check the labor distribution error correction to ensure it remains fixed at the end of the fiscal year.
- **HR System Anomalies:** Chandra and Judi discussed anomalies in the HR system, such as terminated employees reappearing and salary changes, which require further investigation.
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- **Detailed Summary Report:** Brenda reported that there has been no progress on the sponsor project detail summary report, which is time-consuming and manual for departments to reconcile.
- **Town Hall Feedback:** Keysha and Judi shared feedback from their departments about the recent town hall, noting that attendees appreciated the concerns being addressed but found the ledger reconciliation process tedious and time-consuming.
- **Ledger Reconciliation Issues:** George and Brenda discussed the impracticality of the current ledger reconciliation process for large entities like UTK and UTHSC, emphasizing the need for a more sustainable solution.

- **Unapplied Receipts:** George requested Brenda's assistance with unapplied receipts for sponsored programs, as the current system does not show the income despite expenses being visible.
 - **Assistance Offer:** Brenda offered to assist George with the unapplied receipts issue, indicating that she would review the bank account and receipts to ensure they are properly applied.
- **Effort Certification:** Brenda mentioned issues with effort certification due to labor distribution going by cost rather than percentage of effort, and the need for a job aid to help teams calculate accurate percentages.
- **Faculty Concerns:** Wesley shared that faculty have lost faith in the UT system's ability to fix ongoing issues, leading to a lack of support for the current system.
 - **System Reliability:** Wesley mentioned that faculty are frustrated with the system's unreliability and the need to maintain shadow systems, which has eroded their trust in the system's effectiveness.
- **Payroll Errors:** Chandra and George discussed random payroll errors affecting employees, such as changes in pay frequency and missing payments, which require individual mitigation.

Follow-up tasks:

- **Labor Distribution Verification:** Double check the labor distribution corrections to ensure they remain accurate at the end of the fiscal year. (Judi)
- **Effort Certification:** Create a job aid to help teams accurately calculate labor distribution percentages for effort certification. (Brenda)
- **Unapplied Receipts:** Send the download from G5 showing the amount drawn down and the date to Brenda for assistance with unapplied receipts. (George)
- **Unapplied Receipts Assistance:** Assist George with the unapplied receipts by reviewing the download from G5 and ensuring proper application. (Brenda)
- **Payroll Errors:** Find out the actual number of payroll errors from the past bi-weekly and monthly cycles. (Chandra)