



THE UNIVERSITY OF  
TENNESSEE  
HEALTH SCIENCE CENTER.

Campus Wide Business Managers Meeting  
March 26, 2024  
1:30 – 2:15 pm

Please sign the sign-in sheet or put your full name and personnel number in  
the Zoom Char for HR128 credit

# Agenda

- Damon Davis, Deputy Human Resources Officer and Compensation Director
  - Performance Evaluations
  - National Walking Day
  - Solar Eclipse Day
- Andrew Roberts, Executive Director Financial Planning and Budget
  - FY2025 Budget
- Mike Ebbs, Associate Vice Chancellor for Financial Strategy
  - DASH Update

# 2023 Performance Evaluations



## COMPENSATION

### 2023 STAFF PERFORMANCE REVIEW

It's time for staff (non-faculty) performance evaluations. The 2023 performance evaluation period reviews work performance and conduct between January 1, 2023, and December 31, 2023.

Every non-faculty staff exempt and non-exempt employee working for the university will be included in the 2023 performance evaluation process unless they are within their 6-month probationary window. All staff exempt and non-exempt employee's evaluations are due to Human Resources no later than **Sunday, March 31, 2024.**

This evaluation process is critical to the overall success of the university as we encourage communication between supervisors and employees. It is expected that all employees will receive performance feedback from their immediate supervisor during this evaluation period.

# National Walking Day

Walk More. Stress Less.

National Walking Day is April 3, 2024

- A walk is not just good for your body, it's good for your soul. Physical activity is one of the best ways to reduce stress and improve health. But recent reports show that walking rates are declining steadily in the US. A trend that can negatively impact mental and physical health.
- Take a walk with us on April 3. Let's move together to reduce our stress and renew our hearts. Join us at 1:00 pm to walk for 15 minutes around the Health Sciences Park. Wear "red" to show support for the American Heart Association and our Commitment to heart health!
- See you in the park at 1:00 pm on April 3, 2024!

# Solar Eclipse Day

A poster for Solar Eclipse Day 2024. The background is dark green with a large, stylized orange sunburst in the center. The sunburst has a dark green circle in the middle. Inside the circle, the UF Health Science Center logo is at the top, followed by the text "solar eclipse day" and "2024". Below the circle, the event details are listed: "Monday, April 8 | 12-3 pm" and "Madison Plaza Lobby". Further down, it says "First 300 people receive a pair of eclipse-viewing glasses!" and "Stop by to pick up a solar snack!" followed by "(Sun Chips, MoonPies, Milky Ways, and Capri Suns)".

**UF**  
HEALTH SCIENCE  
CENTER.

solar eclipse day  
2024

**Monday, April 8 | 12-3 pm**  
**Madison Plaza Lobby**

First 300 people receive a pair  
of eclipse-viewing glasses!

**Stop by to pick up a solar snack!**  
(Sun Chips, MoonPies, Milky Ways, and Capri Suns)

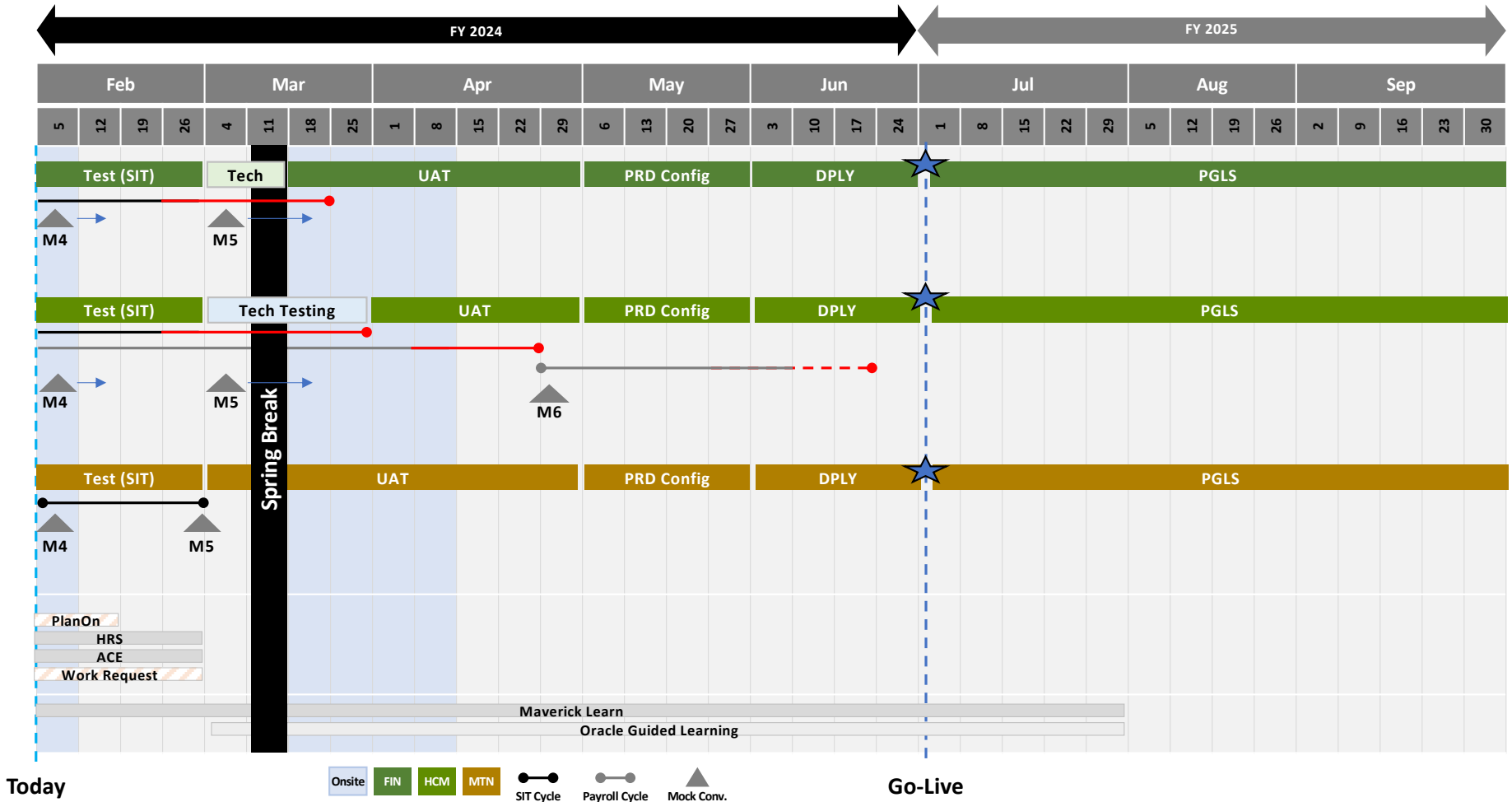
# FY25 Budget Request Process Projected Timeline – Key Dates

- **March 22** Special UTHSC Advisory Board Meeting to approve Tuition Proposal
- **Week of March 25** College/Unit level budget control files distributed
- **April 4** PROPOSED Budget is open to all units.
- **April 5** Strategic Investment requests due to Office of Financial Planning & Budget
- **April 19** Schedule 3's due back to Office of Financial Planning & Budget
- **April 26** Student Fee Schedules due to System Budget Office.
- **April 30** Deadline for PBC to adjust PROPOSED Budget
- **May 8** PROPOSED FY25 Budget is closed
- **May 10** UTHSC Advisory Board reviews/approves FY25 Proposed Budget
- **June 24-25** The FY 2024-25 Proposed Budget is presented to the Board of Trustees.

# DASH Update

# Project Timeline

DEV2	Mock 4 / PRT2
DEV3	Mock 3 / PRT1
DEV7	Configuration (Gold)
DEV8	SIT3
TEST	UAT





# Dash Update

- **User Acceptance Testing**
  - Week of March 18 – EPM - Delayed
  - Week of March 25 – Oracle Maintenance – Ongoing this week
  - Weeks of April 01 and April 08 – HR and ERP - Still planned
- **Payroll UAT in April**
  - 2 Bi-weekly payroll
  - Monthly payroll
  - Longevity

# Dash Update

- UAT user requests have gone out to campus
  - UAT roles for HR and ERP are being set up
- Go-Live user roles are being finalized
- More detailed training sessions are this week - Updates soon
  - Oracle Guided Learning and Maverick
  - The Train-the-Trainer sessions are this week

# IRIS to DASH Cutover & Blackout Period

- An IRIS to DASH cutover plan has been drafted. Next steps are to review and confirm the details for each by module (e.g., when and how to process salary increases).
- Certain transactions will stop in IRIS over the last two weeks in June, isolated cases may require a longer period. This allows for a staggered conversion of data that aligns to our go-live.

## Cutover Activities Timeline and Freeze Dates



# Dash Update

- DASH resources
  - Friends of Dash website
  - Dash Virtual Office Hours
    - Occur on monthly basis
  - Dash Town Hall
    - Check for updates

Next Meeting:  
May 28, 2024  
1:30 – 3:00 pm  
GEB A102

Meeting materials will be posted on the  
CWBM webpage 48hrs after meeting.

