

Academic Managers

June 24, 2026



WaveWorks!
TRANSFORMATION IN MOTION

Faculty – Dept Chair or Administrative Appointment Change

- Submit a request to change the business title of faculty with administrative appointments with administrative appointment letters to - <https://provost.tulane.edu/academic-affairs/faculty-hiring/faculty-title-and-organization-change-request-forms>
 - Please include the name of the incumbent who will be transferring out of the role, if applicable.
 - Any salary adjustments should be made in HCM under the component “Administrative Pay” to ensure LD is correct.
- Post Appointment Change
 - Approval delegates need to be assigned for new chairs
 - Transactions in workflow, but not completed before the change will still route to the prior Chair

Faculty FY Status Changes

The Provost's Office will be handling faculty status changes that were approved through RPT in Interfolio for the upcoming FY manually.

Our office will be reaching out to confirm these changes this week.

These include:

- Emeritus/ae
- Sabbatical
- Research Leave
- 3rd year leave
- Promotion
- Tenure
- Position changes

HCM

- When hiring students/service required stipends, reach out to TA team so that your student can be converted from a pending worker to an employee. Once converted to an employee an ICP can be generated for service required stipends.
- Staff/student recruitment process training webinar is available on 6/25 from 10 AM – 11 AM. The TA team will walk through each stage of the process and answer any questions you may have.
- Questions related to OEHS compliance training should be directed to oehs@tulane.edu.
- The talent development team invites you to propose session topics for the upcoming Professional Development Week taking place September 21-25, 2026. Please submit those to talentdev@tulane.edu. All current training offerings can be found on the talent development webpage and are promoted each week in the HR weekly newsletter. (<http://hr.tulane.edu/talent-development-training>).

ERP – Labor Distribution

- **Effort Reporting:**
 - Pre-reviews are due on **July 10th** for the January to March 2026 reporting period
 - Certification is due **July 24th**.
- The **Combined Labor Report** is missing fringe amounts for a large group of employees. This is a report issue only; fringe is being charged accurately. We are working with DriveStream to resolve this.
- We will continue monthly LD training; the next one is scheduled for **July 10th**. Communication will go out soon.
- Reminder - Review your **GLPAYSUS** accounts and adjust **prior to June 30th**

PAYROLL

- Going forward, we are using the BiWeekly Pay date, rather than the end of the pay period, as the Accounting/GL posting date. This also affects final ICPs – if paid in the last PAY PERIOD of the FY then it will be in the first posting of the new FY.

EXPENSE REPORTS

- Unsubmitted Card Transaction Report

Year End – Calendar

- Located on the WaveWorks ERP website
- <https://coo.tulane.edu/waveworks/erp-quick-reference-guides>

ERP – FY26 Close Schedule

FY26 CLOSE SCHEDULE

Note: Beginning this fiscal year, there will be no CLOSE3. All FY26 transactions must be posted by the end of CLOSE2, scheduled for Friday, July 24. See important deadline dates below.

June 25, 2026	Thursday	Deadline to submit e-ITs for JUN-26 (first close) processing
June 26, 2026	Friday	First day to submit Expense reports for Pcard transactions with post date 6/25/26 or earlier (June billing cycle)
June 30, 2026	Tuesday	Deadline to submit Service Now Help Form for Labor Distribution Retros prior to 3-20-26
June 30, 2026	Tuesday	Final JUN-26 (first close) processing
June 30, 2026	Tuesday	Deadline to submit transactions for Accounts Payable (Expense Reports and Invoices), Bursar, and AIS deposits for CLOSE2
July 17, 2026	Friday	Deadline for fully approved Retro Labor Distribution changes including GLPAYSUS clearing
July 17, 2026	Friday	Deadline for fully approved e-IT Transactions (see page two for details) for CLOSE2
July 17, 2026	Friday	Deadline for final approval of P-card Expense reports, as well as all other Expense reports to be posted in FY26
July 24, 2026	Friday	Final CLOSE2 processing
August 7, 2026	Friday	Final JUL-26 (FY27) processing - Normal Month End Close

ERP – Expense & AP

Invoice Processing – AppZen Tips

- Do NOT email invoices more than once, as it creates additional documents that get flagged for a manual review for duplicate invoices.
- Do NOT highlight anything on the invoice – it sometimes makes the scan unclear and hard for the AI to interpret.
- If the PO number is not provided on the invoice, please clearly write it.
- New PO numbers must ALWAYS be in the format of PO10xxxx – no space, no colon and always include the “PO” prefix.

In-Person Drop-In Support Rooms

- Held **Monday-Thursday** in **June and July**
- **Downtown:**
 - Monday afternoons
 - Thursday mornings and afternoons
 - Half day each between three buildings (Murphy, Tidewater and Hutchinson)
- **Uptown**
 - Tuesday afternoons
 - Wednesday mornings and afternoons
 - LBC, first floor between Fed Ex and Technology Connection
- **TNBRC**
 - One day a month
 - Building 1

Presentation Slides

Slides can be found on the WaveWorks website
under Resources

<https://coo.tulane.edu/waveworks/resources/academic-financial-mgrs-mtgs>

Questions/Concerns?