

Academic Managers

August 19, 2026



WaveWorks!
TRANSFORMATION IN MOTION

HCM – HR Help Desk - LIVE!



HR Service Areas

Where to submit your request

Submit through the HR Help Desk in WaveWorks

Talent Acquisition

- Post a position
- Recruit for a vacancy
- Student employment
- Background checks
- Onboarding
- Extend an offer
- Job advertising

Talent Development

- Required and compliance training
- Professional development
- Leadership programs
- Workshops

Benefits & Leave

- Medical/Dental/Vision
- Retirement
- FSA/HSA
- Open Enrollment
- Life Events
- FMLA
- Leave questions

Compensation

- Job descriptions
- Reclassification
- Salary adjustments
- Market reviews
- Pay grades
- FLSA questions

Payroll*

- Paychecks
- Direct deposit
- W-4/W-2
- Deductions
- Timekeeping
- Final paycheck

Employee Relations

- Policy guidance
- Workplace concerns
- Corrective Actions
- Performance management
- Investigations
- HRBP support

HR Records

- Employment verification
- Personnel records
- Verification letters
- Copies of HR records

How to Submit

Log in to WaveWorks and select the HR Help Desk to submit your request.

Submit through ServiceNow

Access Requests

WaveWorks system access via the Access Form

Finance (ERP)

Finance and ERP questions via the Help Request Form

IT Requests

Technical and IT-related support requests (WaveWorks issues, Line Manager corrections, ICP support, etc.)

**Payroll is a separate department from Human Resources, but requests should still be submitted through the HR Help Desk*



Listening Sessions Begin Today

- **Purpose:** Hear directly from staff about their experience working at Tulane and identify opportunities for improvement.

Format: Small-group sessions facilitated by an **independent external partner**. Separate sessions available for **staff and managers** across the university.

- **Discussion:** What Tulane does well, challenges employees experience, and opportunities to strengthen the staff experience.
- **Confidentiality:** Leadership will receive **summary themes and insights**, rather than individual comments.
- **Registration:** Employees can enroll through **WaveWorks >Me>Learning** beginning this week with most general sessions the week of **Aug. 24**.

HCM

Department Admin Report

Payroll Changes

- Must be submitted in a timely manner that allows time for approvals to be completed prior to the completion of a pay run, which is always several days before the pay date.

ICP Service Now Form *Now Available!*

Will help ensure that ICP requests are submitted with the appropriate information and routed for approvals.

Centralized way to request changes to an existing ICP, including:

- Changes to charging instructions (Labor Distribution) for future or retro ICPs
- Ending a recurring ICP
- Reducing the amount of an ICP
- Reporting an ICP overpayment
- Withdrawing an ICP prior to payout
- Other ICP-related changes or requests

Important: If you need to increase the amount of an ICP—either the amount paid per pay period or the total amount—please **initiate a new ICP in WaveWorks for the additional amount** rather than submitting the new total amount on the change request form.

PROVOST

Faculty Search Waivers

Adjunct Bulk Upload

Recruiting/Ranking Training

ERP

Year-End Update

July Transaction Processing

- July EITs and various entries are being posted now.
- Hold off on Running Combined Labor Reports
 - There was an issue with processing ICPs, which cause the amounts to appear as base pay. The corrections will be processed in the next few days.
 - July pay runs are being posted.

Grants Award Summary & Detail Report **NOW AVAILABLE!**

- Summary at the Expenditure Category level
- Detail at the Natural Account/Expenditure Type level
- Must be a Project Manager or Project Participant to access the report.
- Requests for adding Project Participants should be submitted on a Service Now WWs Access Request form. This will route for supervisor approval.

FDI (Fusion Data Intelligence) Update

- Data Validation
- Security
- *Call for volunteers!*

Procurement

- **Reminder to CLOSE OPEN POs**
- **How To Close POs QRG** available on WW website
<https://coo.tulane.edu/sites/default/files/2026-06/WW%20How%20to%20Close%20a%20PO%206-30-26.pdf>
- **Open POs** – Encumbrances will carryover to FY27

Training & Support

Training Available:

- The WaveWorks Change Management team is available upon request to provide customized training for schools and departments that would benefit from additional support or guidance on WaveWorks processes.

The WaveWorks Current (*Newsletter*)

- First issue was distributed on Monday, 8/10

Questions/Concerns?

Presentation Slides

Slides can be found on the WaveWorks website
under Resources

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