

Academic & Financial Managers

August 5, 2026



WaveWorks!
TRANSFORMATION IN MOTION

Department Chair Changes

- Two separate workflows based on who is requesting and what is being requested.
 - Items that may need to be updated:
 - Business Title Updates
 - Line Manager Updates
 - Cost Center Manager (if applicable – not likely)
 - Task Manager (if applicable)
 - Project Manager (if applicable)
 - AOR approvers (if applicable – not likely)

New Hire with Retro Start Date

- Onboarding challenges (Payroll, Benefits)

ICP Approval Routing

- We identified and corrected an issue affecting ICP approval routing for users who serve as both a Department Administrator and an ICP Requester.
- Previously, when an ICP was submitted for an employee outside of the requester's department, the approval routed based on the **employee's department**, which created confusion for departments that were not initiating or funding the request.
- Going forward, approvals will route based on the **ICP Requester's department**, aligning the approval workflow with the department submitting and funding the ICP.
- This change provides a more intuitive approval process and reduces unnecessary routing and confusion.

HR Help Desk – Coming Mid-August

- The HR Help Desk is scheduled to go live **August 17**.
- The HR Help Desk can be accessed in WaveWorks, which offers more convenience to get help with HR/Payroll related questions, better visibility into the status of requests, and will help us build the knowledge bank.
- HR and Payroll questions and requests should be submitted through the HR Help Desk.
- ICP support, Supervisor corrections, Finance/ERP questions, and Access requests will continue to be submitted through ServiceNow.
- An announcement with more details will be coming soon.

ERP

Procurement

- **Reminder to CLOSE OPEN POs**
- **How To Close POs QRG** now 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

Expense

- **Miscellaneous Type** – Removed as the default in the expense type menu
- **Appzen Error** – Failed Ingestion – Request a report to review weekly to monitor until the error is resolved.
- **Mileage** – Changed on 7/31 to \$0.76 per mile
This date must be entered to see the new rate.
- **Mileage** – Map is off by 2 miles
Technical consultants is working on a fix.

ERP

Year End Update

August 3rd to 5th - Review the Tulane WaveWorks EIT system postings and accrual postings.

EITs - If adjustments are needed to the EITs posted, email Tsetsa Dankova at tdankova@tulane.edu, and copy Ashley Vu avu3@tulane.edu and Jim Wandling jwandlin@tulane.edu.

FY26 Accruals - If adjustments are needed to the accrual requests you submitted, please email Ashley Vu avu3@tulane.edu and Jim Wandling jwandlin@tulane.edu.

The email deadline is 5 pm on August 5th.

Training & Support

WaveWorks Resources:

- Encourage employees to check the WaveWorks website for Quick Reference Guides (QRGs), job aids, and the WaveWorks vocabulary before submitting questions. Many common questions can be answered through these resources, saving time and keeping work moving.

Updated Drop-In Support Schedule:

- Beginning **Tuesday, July 28**, Monday and Tuesday Drop-In Support sessions will move to Zoom.

Training & Support

Department 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.

Faculty Training:

- Are there additional training opportunities or resources that would be helpful for faculty?

Newsletter:

- **Coming Soon!**

Presentation Slides

Slides can be found on the WaveWorks website
under Resources

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

Questions/Concerns?