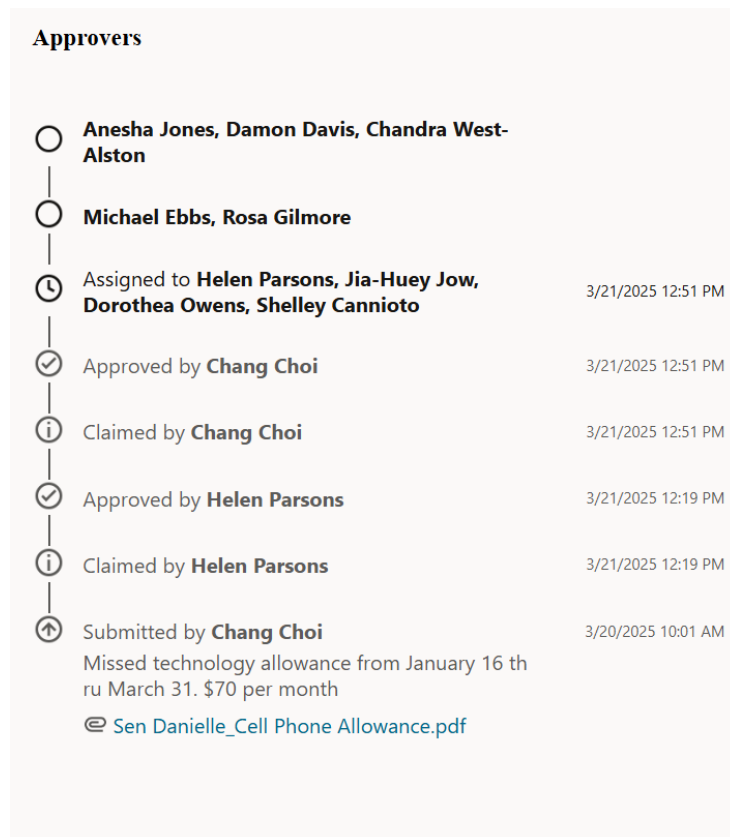**DASH HR Issues by Priority**

High Priority

- The legitimate need access to employee social security numbers. Benefits team needs access that information and several tickets have been submitted but no resolved. There are other areas on campus that need this access. For example, the GME office at all campuses do verifications for former residents that the need the SSN for those verifications.

- The lack of access to certain pay elements that we used in the past. This is significant for the ULPS population. The department users cannot change these salaries or enter additional payments (which happen every month). We must send a file to system payroll office to get these processed.

- Redundant workflow approvals which cause lengthy approval times. Here is an example:

- Reporting. Need reports/screens similar to:
  - 'Department List of Employees' that was available in IRIS
  - PA 20 screen
  - No leave balance report
  - Similar report to the Salary budget position detail report from IRIS

- Approving Position Changes/ Creating positions
  - When approving Position Changes that update the "report-to," entry, the Approver(s) can only see the title of the new manager. Once it appears in our queue to approve, the proposed changes read "Assistant Professor". No name is listed, and it does not help the Approver(s) to identify what has been updated. It would be helpful if the person's name and title appeared in addition to the submission notes.
  - When creating a new position, the parent position's title is listed but not the name of the current incumbent.
  - The position number is not generated until it has been fully approved.
- New Hire Journeys: the journeys are not functioning as smoothly as they should.
  - Journey assignments are not always available for new hires when they come to orientation.
  - Retirement enrollments for exempt employes are not always available and have to be reassigned.
  - HSC must send the list of new hires to Marchelle (UTSA Benefits) so she can hire them in Edison before the employee can enroll in health benefits.
- When the situation calls for a Transfer of the performance document (i.e. when the line manager in DASH is not the supervisor who oversees performance, or the employee transferred departments and the original manager needs to complete the evaluation), the new evaluator is having difficulty seeing the evaluation.
  - What is supposed to happen when a performance document has been transferred?
  - Why is only a blank page displayed for the new manager?
- Longevity Dates – Not seeing dates with prior state service that employee had when transferring to UT. Is there something like Annual leave date that was available in IRIS. Not sure if longevity will pay correctly?
- Is there a report business managers can pull to see their staff evaluation progress? (these are managers that oversee multiple departments, but not all staff are their direct reports)

- General departmental supervisor questions/concerns
  - Supervisors and departmental leadership need to be able to approve time for all employees
  - When someone is out unexpectedly, we have to contact payroll for entry or approvals.
  - PI's approving time – Can this access be given back to the department approvals?
  - PI's ability to terminate a student in DASH – Can this access be given to the department approvals only, to avoid a PI terminating in error or without cause?