

# ONBOARDING

## CONCUR IMPLEMENTATION NEWSLETTER



### REQUEST CREDIT

Request your HR 128 credit for attending a Concur demonstration on K@TE! Follow the link to request external training credit for your attendance at any Concur demonstration or training. For more information on requesting external training using K@TE, please visit: <http://hr.tennessee.edu/training/>



### PREP YOUR DEPARTMENT

Preparing your department for the new Concur travel system is imperative. Here are a few steps you can take in IRIS now to prep your department for Concur:

**ZPR\_PA\_FUNDS\_CENTER** - Use this transaction to see who the direct manager is for each position within your Funds Center or Cost Center.

**ZPOSITION000** - Use this transaction to add or change a direct manager using the "Reports to" field within the "Position Create/Change form."

**ZTV\_S\_AHR\_61016404** - Use this transaction to review guest travelers whose trips were paid by your Cost Centers or WBS Elements for a given date range. Be sure 'F' is entered in the "Employee Group" field. This will allow you to begin compile a list of "current" guest travelers for your department.

Need help with these IRIS transactions? Check out the IRIS Help website by clicking the link: <http://irishelp.tennessee.edu>.



### TEST THE REQUEST & WIN!

Test our audit rules and enter to win Beats by Dr. Dre Solo3 wireless headphones! One of the best parts of Concur is the ability to write policy into the system, but we need to make sure it is working. Follow the prompts on the TAG Audit Rule Testing handout attached to this email, and complete the corresponding fields. Once your form is complete, email it to [concur@tennessee.edu](mailto:concur@tennessee.edu), and you will be entered to win!

Questions? Email us!  
[concur@tennessee.edu](mailto:concur@tennessee.edu)