



A monthly newsletter tracking Tennessee Tech's progress toward implementation of its new Enterprise Resource Planning (ERP) system

NOVEMBER 2025

Project activity in November greatly ramped up, with Talon team members conducting BPT+ training, End-User Training, system configuration, and quarterly update testing. A lot of moving parts are falling into place as processes are finalized, training materials are published, and system configurations are completed. We are excited about all the benefits the new system will bring to our campus community in January.

Chart of Accounts Lookup Tool

The Talon Team has created a new Chart of Accounts (CoA) that will replace the existing chart with a new account structure. With this change, departments will need to utilize new accounting strings. In order to streamline this process, the Talon Team has created a Chart of Accounts Lookup Tool that provides the new accounting string based on the existing Banner Chart, Index and Account numbers.



The Lookup Tool is available here: [Business & Fiscal Affairs - Chart of Accounts Lookup](#)

Please note that this tool is still the Beta version and will not be finalized until after go-live. Please check the tool again after go-live to ensure the most up-to-date and accurate information for your needs.

November Pay Frequency Town Hall

The November Pay Frequency Town Hall took place on November 17 and provided important updates and insights on the upcoming payroll changes that will take place after the transition to the Talon system with the first bi-weekly pay period covering 12/29/25 - 1/11/26.

During the Town Hall, the presenters highlighted key changes that hourly paid (e.g. overtime eligible) employees can expect associated with the change to a bi-weekly payroll frequency, as well as recommended actions to complete before January.

If you weren't able to attend live and you are an hourly employee, we encourage you to watch the Pay Frequency Town Hall replay that can be found on the [Talon website](#).

Registration is Open for End-User Training

We are excited to announce that end-user training for the new Talon system is now open for registration. Training courses began the week of November 10th and will continue into January. The Talon system is scheduled to go live on January 2nd. To ensure a smooth transition, we have developed comprehensive training sessions designed to help orient everyone on the new system for accounting, finance, HR, procurement, and payroll.

The Talon team encourages the campus community to register for and attend all relevant courses that pertain to their positions. Training and exposure to the system prior to go-live is essential for successful implementation.

A full list of available courses can be found [here](#).

Please note, in-person walk-in sessions are scheduled for January, after go-live. These sessions will provide an opportunity for individualized training.

Talon Talks



In the November 2025 edition of Talon Talks, Tracie Murray, Interim Senior Manager - EAS for Information Technology Services, discusses her role in the implementation of Talon and what she is most looking forward to as the project moves ahead.

[Watch here](#) or by clicking the image at left.

What's Ahead in December – Key Cutover Dates

Heading into December, we have several key cutover dates that will affect the campus community. For a full list of cutover dates, please visit the [Talon website](#).

Date	Sessions
December 1	<ul style="list-style-type: none">• Applicant review for open postings completed (matrix completed).• Last day for new accounts to be created in Banner.• Last day for Requisition/PO approvals in Eagle Buy.
December 2	<ul style="list-style-type: none">• All pending Requisition/POs in Eagle Buy will be cancelled and will need to be re-entered in Talon.
December 4	<ul style="list-style-type: none">• Last day to request new corporate card in Eagle Buy until January.
December 7	<ul style="list-style-type: none">• Last day to update 401k, 457, & 403b contributions to be reflected on December payroll. NOTE: Deferral Changes made on or after 12/8/25 will be reflected in January 2026.
December 8	<ul style="list-style-type: none">• Returning Adjuncts, Administrative Adjuncts, and Overload Pay Spreadsheets due to Academic Affairs.• Last day to submit SEFs.
December 11	<ul style="list-style-type: none">• Last day for suppliers to send AP invoices to TTU until January. Any invoices received after this day may delay payment processing.
December 14	<ul style="list-style-type: none">• Last day for candidates to apply in PeopleAdmin.
December 15	<ul style="list-style-type: none">• Last day to process PAFs for December payroll.• No new hires will be made after this date.• Talon Career Site active; candidates can apply.
December 17	<ul style="list-style-type: none">• Last day to submit out-of-pocket expenses in Chrome River.
December 21	<ul style="list-style-type: none">• Last day to approve out-of-pocket expenses in Chrome River. Note: will be reimbursed on 12/22/25.
December 22	<ul style="list-style-type: none">• Last day to enter time before the holiday break.• All Banner Systems (Student and Financial Modules) unavailable Dec. 22nd at 4:30 PM till Dec. 23rd at 8:00 AM.
December 23	<ul style="list-style-type: none">• Last paycheck date from Banner for all employees.
December 31	<ul style="list-style-type: none">• Last day to enter time for students and temporary hourly employees in TimeClock Plus.

Talon Testimonial



TRACIE MURRAY
INTERIM SENIOR
MANAGER - EAS FOR
INFORMATION
TECHNOLOGY SERVICES

As we move closer to January, I continue to grow more and more excited for go-live. I can't wait for Tennessee Tech's new Talon system to be revealed for everyone to see all of the hard work that the Talon Project Team Members have been putting in behind the scenes.

Talon provides a modernized user interface, automation of tasks, and streamlines processes into one unified platform. This will set a strong foundation for future innovation here at Tennessee Tech!

Wings up!

Don't Forget

Visit the Talon project website at www.tntech.edu/talon/ that contains project information, news, and resources.

Please reach out to the Talon team members anytime with questions or feedback at TalonHelp@tntech.edu.

You can also stay apprised of our implementation timeline [here](#) and find a list of frequently asked questions [here](#).

Given the high level of resource requirements and the strategic importance of this project, we remind our campus customers that while we will strive to maintain and provide support and assistance to ongoing campus operations, there may be some delays as a result of project-related activities. We appreciate your continued patience and understanding.



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