



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

DECEMBER 2025

As we head into winter break, the Talon Team has been diligently working to ensure all areas of the new system are ready for go-live. We are excited to cross this threshold into implementation and show the campus community all the benefits this new system will bring.

Upcoming End of Year Payroll Deadline

Please fill out time before you leave on vacation and approve before leaving on vacation, when possible. All time and approvals will be due on January 5th. By the end of the day on the 5th, time entry will be locked and payroll will auto approve. Any additional time, changes, and corrections can still be made by contacting payroll.



All Employee Talon Go-Live Checklist

Talon will be live when campus reopens from the holiday break on January 5, 2026. As an employee, you will use Talon for tasks such as submitting an expense report, payroll, onboarding steps, or other employment-related processes. All Talon-related information can be found on the [Talon website](#).

How do I access training?

You now have access to Talon training materials in the [Self-Service Portal](#). To help you get familiar with the system, we've provided short videos, job aids, and step-by-step guides that you can review at your convenience. These resources are available in the [Talon Training](#) section of the Self-Service Portal, along with Talon live training that is currently underway. For more details on registering for training, please review the [registration instructions and course listing here](#). Additionally, in-person training will be available in January for those looking for hands-on guidance in the new system.

Which training courses should I attend?

All Employees

Employee Travel and Expense Reporting [Jan 5 11:00am](#) | [Jan 12 11:00am](#)
Chart of Accounts Orientation [Jan 6 1:00pm](#) | [Jan 13 1:00pm](#) | [Jan 20 1:00pm](#)
Employee Journeys [Jan 5 9:00am](#) | [Jan 12 9:00am](#)
Procurement Requester [Jan 8 9:00am](#) | [Jan 15 9:00am](#)
Talon Reporting 101 [Dec 18 10:00am](#) | [Dec 19 10:00am](#) | [Jan 8 1:00pm](#) | [Jan 15 1:00pm](#)

How will I access Talon on January 5th?

On January 5, you will be able to access your Talon account directly through a link on **Tech Express**. You will log into Talon via SSO – you can view this [knowledge article](#) for support.

When will certain cutover activities take place?

Cutover refers to the execution of essential activities required to successfully migrate business operations from Tennessee Tech's current business systems to the Talon platform. This involves key transitional events and dates when certain existing functions will no longer be accessible. You can view the complete cutover calendar [here](#), and view frequent updates in Tech Times.

What should I do if I have questions?

- Reach out to your [Talon Business Partner](#).
- If you notice your role is incorrect or you are missing particular access, please visit the [Self-Service Portal](#) to submit a ticket. This portal allows you to request changes, troubleshoot issues, and check the status of your requests.
- The Self-Service Portal Knowledge Base includes step-by-step job aids, Quick Reference Guides, and tutorial videos to support you after go-live. Over 100+ articles are planned to be published before then, so bookmark the portal and revisit it often for updates.
- Training sessions and office hours will be available throughout January and beyond to help you get comfortable with Talon.
- Reach out to the Talon Project team at Talonhelp@tntech.edu.

Talon Talks



In the December 2025 edition of Talon Talks, Angie Vick, Assistant to the CIO, and Talon Business Partner Network (BPN) Member, 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 January – Key Cutover Dates

Heading into January, 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
January 1	<ul style="list-style-type: none">• New hires will resume.• Bi-weekly paid employees' considerations:<ul style="list-style-type: none">• Retirement contributions will be deducted from each pay period rather than monthly.• Any additional withholdings on a W-4 will be deducted from each pay period.• Any flat amount on a direct deposit will be deducted each pay period.
January 2	<ul style="list-style-type: none">• Talon system is available for creating new suppliers, requisitions, contracts, POs, travel reimbursements.• Last day to submit leave reports (for time and absences).• Clerical, temporary hourly, and students enter time in Talon for payroll period 12/29/25 - 1/11/26.• All timecard approvals due in TimeClock Plus.• All approvals due in Leave Reports.
January 6	<ul style="list-style-type: none">• Last day to submit corporate card expenses in Chrome River.
January 16	<ul style="list-style-type: none">• First biweekly payroll paid from Talon.
January 31	<ul style="list-style-type: none">• First monthly payroll paid from Talon.

Talon Testimonial



ANGIE VICK
ASSISTANT TO THE CIO,
AND TALON BUSINESS
PARTNER NETWORK (BPN)
MEMBER

I am excited that this has enabled myself and other staff members across campus to review our processes and make changes with the goal of becoming more efficient.

I'm also excited about having a larger ERP system that includes HR, Finance, and Purchasing. I know that I have had purchase orders in EagleBuy that crashed and bombed in Banner, causing additional work for everyone involved.

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.