

## HR/Payroll System Go Live Calendar

# June 2006

| Monday  | Tuesday                       | Wednesday                | Thursday  | Friday  | Saturday             | Sunday |
|---|-------------------------------|--------------------------|---|---|----------------------|--------|
|   |                               |                          | 1 Complete Position inventory clean up                    | 2<br><div style="border: 1px solid black; padding: 2px; text-align: center;">Upgrade Finance and Student to 7.0</div> | 3                    | 4      |
| 5 Dist Position only report   | 6                             | 7 Parallel 6/9 bi-weekly | 8 Drive to Go-Live email                                  | 9   | 10                   | 11     |
| <div style="border: 1px solid black; padding: 2px;">Ultratime Administrator Training</div>                      |                               |                          |   |   |                      |        |
| <div style="border: 1px solid black; padding: 2px;">Campus HR/Payroll Training – 8 to 10 sessions per day</div> |                               |                          |   |   |                      |        |
| 12 Dist Title & Rank report   | 13 Parallel 6/15 semi-monthly | 14                       | 15 Drive to Go-Live email<br>• Staff Salary notifications | 16  | 17                   | 18     |
| <div style="border: 1px solid black; padding: 2px;">Campus HR/Payroll Training – 8 to 10 sessions per day</div> |                               |                          |   |   |                      |        |
| <div style="border: 1px solid black; padding: 2px;">Ultratime Administrator Training</div>                      |                               |                          |   |   |                      |        |
| <div style="border: 1px solid black; padding: 2px;">Support Roll out</div>                                      |                               |                          |   |   |                      |        |
| <div style="border: 1px solid black; padding: 2px;">Title &amp; Rank clean up</div>                             |                               |                          |   |   |                      |        |
| 19  | 20                            | 21                       | 22 Drive to Go-Live email                                 | 23  | 24 Ultratime Go-live | 25     |
| <div style="border: 1px solid black; padding: 2px;">Support Roll out</div>                                      |                               |                          |   |   |                      |        |
| <div style="border: 1px solid black; padding: 2px;">Campus HR/Payroll Training – 8 to 10 sessions per day</div> |                               |                          |   |   |                      |        |
| 26  | 27                            | 28                       | 29 Drive to Go-Live email                                 | 30 5pm start – move to prod<br>• Earnings Stuffer   |                      |        |
| <div style="border: 1px solid black; padding: 2px;">Campus HR/Payroll Training – 8 to 10 sessions per day</div> |                               |                          |   |   |                      |        |

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|---|---------|--|--|--|------------------------------|--------|
|   |         |  |  |  | 1<br>2<br>Move to Production |        |
| 3<br>Move to Production                             | 4       | 5 HR/Payroll – live<br>•New InsideND<br>•New Forms<br>•Online Demo | 6<br>➤Drive to Go-Live email<br>On Going Support | 7  | 8                            | 9      |
| 10<br>On Going Support                              | 11      | 12   | 13   | 14 First Payrolls<br>Bi-weekly<br>Semi-Monthly | 15                           | 16     |
| 17<br>On Going Support                              | 18      | 19   | 20   | 21   | 22                           | 23     |
| 24<br>31 Semi-monthly & Monthly<br>On Going Support | 25      | 26   | 27   | 28 bi-weekly                                   | 29                           | 30     |

# HR/Payroll System Availability as of June 15

## Update for Senior Administration

(NOTE: This document updates and replaces the version of System Availability in the HR/PR Connect, May 2006 – 4<sup>th</sup> Edition)

### System Availability

The following is the schedule of HR/Payroll system availability as the University converts from conducting its administrative functions on the legacy HR/Payroll system (HP) to the new HR/Payroll system (Banner), as of July 5, 2006. Please plan your HR and Payroll business activities accordingly.

(“Central Offices” includes: HR, Controller’s Office (Payroll, other departments), Budget Office, Provost’s Office, Student Employment and Graduate School.)

### Week of June 26<sup>th</sup>

(This section updates and replaces the “On June 30<sup>th</sup> at 5pm” section in the HR/PR Connect, May 2006.)

Consistent with current payroll cut-off dates, **all forms and requests received by Central Offices after June 27<sup>th</sup> will be processed by Central Offices on or after July 5<sup>th</sup>.**

On June 28<sup>th</sup>, the **Central Offices will no longer enter data into the following legacy systems (HP):**

- Human Resources
- Payroll
- Provost
- Risk Management
- Student Employment

**Campus departments may continue using the current, legacy HR/Payroll system (HP) related forms as business necessities** through end-of-business on July 3<sup>rd</sup> (July 4<sup>th</sup> is a business holiday.). For those activities and transactions that can wait to be processed after July 5<sup>th</sup>, campus departments can access the forms that accompany the new HR/Payroll system (Banner) via insideND on July 5<sup>th</sup> at 8 am.

### From July 1<sup>st</sup> at 6 am through July 5<sup>th</sup> at 8 am

On July 1<sup>st</sup> at 6 am continuing through July 5<sup>th</sup> at 8 am, **all users of the University’s administrative systems will not be able to access or use the following insideND links:**

- Student Services Administration
- Finance System - Transactions
- Finance System – Queries
- Standard Reports
- buyND
- Student Processing Services
- Administrative Systems
- Banner – Recruitment and Admissions

In addition, insideND links to other administrative information will not be available during this time. Users will continue to have access to insideND links that are not associated with these administrative information functions.

### On July 5<sup>th</sup> at 8 am

On July 5<sup>th</sup> at 8 am, insideND will be available so that:

- **Central Offices will be able to access the new HR/Payroll system** (Banner) via insideND.
- **Campus Departments will have access to the forms** that accompany the new HR/Payroll system via insideND.
- **All users will have access to all other of the University’s administrative systems and information functions** available via insideND.