

## HR/Payroll System Go Live Calendar

# June 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Complete Position inventory clean up	2 <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 • 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 •Earnings Stuffer		
<div style="border: 1px solid black; padding: 2px;">Campus HR/Payroll Training – 8 to 10 sessions per day</div>						

## HR/Payroll System Go Live Calendar

# July 2006

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

## HR/Payroll 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.)*

### On June 30<sup>th</sup> at 5pm

On June 30<sup>th</sup> at 5 pm, the **Central Offices will no longer be able to 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, 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.