MEMORANDUM

IMPORTANT DEADLINES

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: January 18, 2019

RE: HR Transactions in Preparation for PeopleSoft Go-Live

PeopleSoft’s HCM go-live date is April 1, 2019. To prepare for April 1 go-live and to ensure correct data conversion to PeopleSoft, we ask that you adhere to the following deadlines for human resources transactions.

Standard Actions
The deadline for the Division of Human Resources to receive the majority of HR transactions for the March 15th and March 31st paychecks will be March 1, 2019. It is imperative to communicate this information with your college, division or campus to ensure coordinated efforts in the ability to plan ahead for such things as, but not limited to, new hires, reclassifications, salary changes, etc. A matrix is attached of HR transactions and the deadline to be received by the Division of Human Resources.

Unforeseen Events
Unforeseen events such as separations and employees who go/return from leave without pay will continue to occur during this timeframe and may not be known by March 1, 2019. In these circumstances, we ask that PBP7s be sent to the Division of Human Resources as quickly as possible so they can be executed in the current HR/Payroll system.
Future Dated Hires
Future dated hires for the month of March and April can continue to be sent to the Division of Human Resources but will need to be received by March 1, 2019 so these can be converted correctly. This also means the employee will need to complete the critical hire checklist as soon as possible so the data can be entered into our current HR/Payroll system.

The Benefits Office
The Benefits office will continue to activate employee benefits with PEBA. New hire enrollments and special eligibility situations will need to be received by March 1, 2019 in the Benefits office if at all possible, to ensure correct billing for the month. If not received by March 1, 2019, employees impacted may be responsible for the arrears for benefit deductions.

Student Hires
All current student hires must be entered and approved in VIP Student Hire by March 15, 2019. The student hiring process will reopen in PeopleSoft following the April 1 go-live date. Please plan accordingly to ensure all the approvals are completed by this date so that the student hire can be processed the following business day by payroll. Remember to ensure all I9s are also complete. All current transactions for student hires, including separations, end date extensions, account changes, or other changes must be submitted no later than March 15, 2019 to ensure processing can be completed in the March 31st payroll.

If transactions pertain to future effective dates after the April 1 go-live date, please **hold** those transactions until the new system is ready and available to accept transactions via the new PeopleSoft forms. Please communicate these deadlines to all staff with your college, division or campus that are authorized to process student hires or student paperwork.

PeopleAdmin
PeopleAdmin will **not be available effective March 15, 2019 at 5:00 p.m.** to allow for changes to be made in conjunction with Peoplesoft. During this time no actions can occur in PeopleAdmin. We expect PeopleAdmin to be unavailable until April 1, 2019. If it is available sooner, communication will be sent. All posting requests received in Talent Acquisition’s queue after 3:00 p.m. Thursday, March 14 will not be processed while the system is down. The applicant portal will be available during this time, so applicants can still apply to current advertisements.

Onboarding
Onboarding will still be accessible for employees who were assigned tasks before 5:00 p.m. on March 15. However, no new onboarding tasks can be created while
PeopleAdmin is down (March 15 at 5:00 p.m. until April 1). Please plan your actions in PeopleAdmin accordingly.

**April 15th Payroll**  
Once we are live April 1, 2019 with PeopleSoft, hires, separations and employees who go/return from leave without pay will be processed until PeopleSoft is closed for the April 15th payroll. A matrix is attached of HR transactions that **CAN** and **CANNOT** occur for the **April 15th** payroll. It is imperative to communicate this information with your college, division or campus to ensure coordinated efforts to plan ahead are being made.

**Tuition Assistance/Reimbursement**  
Tuition Assistance and Reimbursement requests may continue to be sent to the Division of Human Resources at any time with no impact on PeopleSoft.

Our expectation is that actions taken after April 15, 2019 will be processed on a normal schedule in PeopleSoft.

We appreciate your partnership as we continue to move forward with the implementation of PeopleSoft. Should you have any questions concerning the information regarding benefits, please call 803-777-6650. If you have questions concerning HR Operations and Services or Classification and Compensation, please call 803-777-3111.