MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: February 25, 2019

RE: Reminder of March 1st Deadline for HR Transactions

We have several high-priority deadlines for human resources transactions in preparation for the PeopleSoft HCM system going live on April 1, 2019. These deadlines are necessary to ensure correct data conversion to PeopleSoft.

One of these deadlines is Friday, March 1, 2019.

The deadline for the Division of Human Resources to receive HR transactions for the March 15th and March 31st paychecks is 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 new hires, reclassifications, salary changes, etc. The full list of actions, including any exceptions to this deadline, were provided in the memo that was sent out on January 18th and posted on our website.

See the original memo from January 18th, “HR Transactions in Preparation for PeopleSoft Go-Live”, for additional details about these and other crucial deadlines – and also review this matrix showing HR deadlines by transaction. A second matrix of HR transactions is also available listing actions that can and cannot occur for the April 15th payroll.

Thank you for all your efforts in adhering to the March 1st deadline. Should you have any questions, please contact Human Resources at 777-3111. Project related information is available at sc.edu/hrpayrollproject. For HR memos and tips to prepare for the transition, please visit the HR Toolbox.