2012 PeopleSoft Upgrade
Impact on Human Resources-Related Activities
August 2, 2012
Topics

• Upgrade Overview
• Transition to PeopleSoft v9
• Planning Calendar
• How to Prepare
• Communications
• When Questions Arise
Upgrade Overview

- Goals for the Project
  - Upgrade, Leverage, Simplify, Strengthen
- The PeopleSoft screens and functions will be largely the same.
- HRIS & SIS Will be Separated:
  - After the go-live on **Wednesday, Sept. 26**, you will access the two systems via separate URLs:
    - **HR**: hr.oasis.asu.edu (for employment data)
    - **Campus Solutions**: cs.oasis.asu.edu (student information)
- For the last steps of the upgrade, the PeopleSoft system will be off-line in late September (refer to the **Planning Calendar**).
- **PeopleSoft v9 will Go Live** WED, 9.26.12.
Transition to PeopleSoft v9

WHEN PEOPLESOFT IS OFF-LINE

• **UNAVAILABLE**
  PeopleSoft Transactions for both HR and related activities and Student Support activities

• **AVAILABLE BUT RESTRICTED**
  – MyASU (links to HR information will be static)
  – Advantage will be available but will be static related to interfaces from PS
  – Reporting and Dashboards (data will be static)
Transition to PeopleSoft v9

EXAMPLES OF AFFECTED WORK

• MyASU
  – Unable to make changes to report time, change tax withholdings or phone numbers
• Unable to submit Position Changes of any type
• Unable to initiate or complete Staff Recruitments
• Unable to submit New Hires
• Unable to submit pay and benefits changes
• Unable to approve time
• Unable to submit or approve any PTR action
• Unable to submit or approve PAR actions
Transition to PeopleSoft v9

EXAMPLES OF ACTIVITIES AVAILABLE DURING THE UPGRADE

- Blackboard
- Gmail
- Outlook
- ASU Online
- Google Apps
Transition to PeopleSoft v9

IMPORTANT NOTES

• Distribution and interface to Advantage for PPE 9/16 will be completed after the outage period.
  Anticipated date: Friday, September 28

• Emergency Payroll Checks will be available – Paper Payroll Action Request Form Submission will posted on the Payroll Website
cfo.asu.edu/fs-payroll
## GO LIVE Planning Calendar

### September 2012

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tr>
<td><strong>ASU OHR</strong></td>
<td><strong>9.0</strong></td>
<td><strong>2012 PeopleSoft Upgrade</strong></td>
<td></td>
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<td>August 31</td>
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<tr>
<td>2</td>
<td>Pay Period Ends: 08/20/12-09/02/12</td>
<td>3</td>
<td>LABOR DAY HOLIDAY</td>
<td>4</td>
<td>5</td>
<td>6</td>
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<tr>
<td>16</td>
<td>Pay Period Ends: 09/03/12-09/16/12</td>
<td>17</td>
<td>DTA approval of hrs Deadline @ Noon Payroll/DM Lockout</td>
<td>18</td>
<td>Phase II NOA Acceptance Deadline Payroll/DM Lockout</td>
<td>19</td>
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<td>30</td>
<td>Pay Period Ends: 09/17-09/30/12</td>
<td>Payroll/DM Lockout</td>
<td>October 1</td>
<td>DTA approval of hrs Deadline @ Noon Payroll/DM Lockout</td>
<td>October 2</td>
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How to Prepare

SAMPLE OF ACTIVITIES FOR PLANNING AHEAD

– Complete Job and Pay Changes
– Submit Benefits/Leaves/Retirement Changes as Usual
– **ASAP**: Create New Positions or make changes to positions, PTRs and renewals
– Ensure approvals have been received
– **ASAP**: Initiate/close staff recruitments
– Terminations for SP Non-renewals
– Complete Phase II NOAs
– Track time during outage manually
Communications

HOW WILL INFORMATION BE SHARED?

- Email
- My ASU
- PeopleSoft Website
  peoplesoft.asu.edu/peoplesoft-outage
- Human Resources Website
  cfo.asu.edu/peoplesoft
When Questions Arise

• AskHR
  – cfo.asu.edu/hr-askhr

• Data Management Team
  – cfo.asu.edu/fs-datamanagement

• Payroll Representatives
  – cfo.asu.edu/fs-payrollstaff

• Computer Accounts Access
  – forms.asu.edu (to add/remove)
  – accountst2@asu.edu