

As many of you know, the Core Business System (CBS) Project is on track for a 16 August "Go-Live". As the CBS Project is upgrading the HRIS System (one of 4 key deliverables impact the entire University), I would like to highlight the key HR-related impacts during the changeover to the new system.

These impacts are detailed below, however, in summary they are:

<b>Core Business System (CBS) Project: HR-related Key Impacts</b>
<b>HR System Downtime</b>
<ul style="list-style-type: none"> <li>• From: 5pm, Thursday 5 August</li> <li>• To: 5pm, Wednesday 11 August</li> <li>• Read-Only access</li> </ul>
<b>HR Processing</b>
<ul style="list-style-type: none"> <li>• New Employees: avoid start dates between 5 to 11 August</li> <li>• Leave Application forms: <ul style="list-style-type: none"> <li>○ Planned Leave - submit leave forms before Friday 16 July for any leave applications up to and including 13 August 2010;</li> <li>○ Unplanned Leave e.g. sick leave - submit leave forms for leave taken up to and including 13 August 2010.</li> </ul> </li> <li>• Other transactions: submit information by deadlines detailed below owing to reduced processing timeframes</li> </ul>
<b>Payroll Processing Arrangements Prior to Go-Live</b>
<ul style="list-style-type: none"> <li>• Change in Payroll processing date, for period 17 July – 30 July</li> <li>• Change in Payroll processing date, for period 31 July – 13 August</li> <li>• Confirmation of 'reports to' structure</li> </ul>

## **1. HR System Downtime**

In order to prepare for the new system, the current HR system will be down for a number of days. The HR System will not be available to the Employee Services Team from **5pm on Thursday, 5 August until the 11 August 2010**.

If you have access to the current HR system, you will still be able to access it during this 'cutover' period. However, the system will be 'read-only': you can read data, and run reports but not update data. Any information you retrieve from the system will be historical, as of 6 August.

## **2. HR Processing Deadline Changes**

### New Employees

We ask that where possible, you avoid appointing new staff members during the system downtime period (5 August to 11 August). This is because there will be no automated provisioning of access to the University systems during this time for new staff members.

A suggested workaround is to appoint them prior to 5 August, or after 11 August.

### Leave Application forms

Due to the tight processing timelines for the pay period ending 13 August 2010 (the last pay period in the current system), please ensure that all applications for planned leave are forwarded to HR for processing.

**Friday, 16 July 2010** is the deadline for submission of planned leave forms. This will ensure that the data in the system is up to date when staff access to Staff Services Online becomes available at “go-live”.

Any leave applications received after the 16 July deadline will be processed **after** the system goes live on 16 August.

Unplanned leave applications (e.g. Personal Leave: sick or carers) for the period 17 July 2010 until the pay cut-off of 13 August 2010 is an exception and will be inputted into the system prior to the system downtime or after “Go Live”.

Other transactions impacting on processing for the Employee Services Team:

Owing to the system downtime, the processing timelines will be shorter for the pay period ending 13 August 2010.

To assist HR during this reduced processing timeframe, please submit the following affected documentation as soon as it is available to you:

- Account Code Amendments
- Higher Duties Allowances
- Loadings
- Part-time work Schedules and Change of Hours
- Salary Deductions
- Secondments

**3. Payroll Processing Arrangements for the pay periods leading up to the CBS Go-Live**

The CBS Project Go-Live date is scheduled for Monday, 16 August 2010.

In order to commence system upgrade and data migration activities the CBS Project Team require access to the current HRIS system (PeopleSoft 7.6). This means the HRIS system will not be available to the HR Employee Services Team from 5pm, Friday 5 August 2010.

To meet this key milestone date, the following changes to Payroll process dates are required:

Pay Period: 17 July 2010 to 30 July 2010

The cut-off for submission of all documents to be processed in this pay period will need to be received by HR **no later than Friday 16 July 2010**. This will include Casual Payment Claim Forms.

Anticipation of casual hours up to and including Friday 30 July 2010 is allowed providing the School / Area takes responsibility for all monies paid.

Pay Period: 31 July 2010 to 13 August 2010

The cut-off for submission of all documents to be processed in this pay period will need to be received by HR **no later than Friday 30 July 2010**. This will include Casual Payment Claim Forms.

Anticipation of casual hours up to and including Friday 30 July 2010 is allowed providing the School / Area takes responsibility for all monies paid.

#### Processing timeline summary

<b>Date information must reach HR</b>	<b>Payday</b>
Friday, 16 July 2010	30 July 2010
Friday, 30 July 2010	13 August 2010
Friday, 13 August 2010 – Transactions other than Casual Payment Claim Forms	27 August 2010
Tuesday, 17 August 2010 – Casual Payment Claim Forms	27 August 2010
Monday, 16 August 2010 – No changes in payroll processing deadlines.	

#### **4. Confirmation of “Reports To”**

Members of the Employee Services Team, lead by Sasha Brook, will be making contact with each School / Branch to confirm the “reports to” information we have in our current system is up to date.

Further communications regarding this will be sent by Sasha in the coming weeks.

Please ensure this information is highlighted to the relevant staff in your Faculty/Division and Schools/Branches.

Should you have any questions regarding the above please do not hesitate to contact me on 830 35087. For additional CBS Project information, visit: [www.adelaide.edu.au/cbs](http://www.adelaide.edu.au/cbs)

Kind Regards,

Melanie Bosman  
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