

## Cutover Dates from Existing Systems to Workday

### **Banner** (HR, Payroll, Finance)

#### HR

Fri, Sept. 14:

- Last day to enter EPAFs.
- Last day to enter employee data changes in Banner. Banner Self-Service will be disabled. Mon, Oct. 1 changes can be made in Workday.

Mon, Sept. 24 – Sun, Sept. 30: No start dates allowed in Banner during the last week of September. New start dates should be on or after Mon, Oct. 1 in Workday.

#### Payroll

Sat, Sept. 22: Final time entry and approval in Banner. You will still be able to see your detailed Banner payslip information in Banner. Summary payslip information will be available in Workday.

#### Finance

Fri, Sept. 21 – Sun, Sept. 30: Vendor invoice payment on hold. If emergency, contact Finance.

Fri, Sept. 21:

- Direct Payment form turned off. If emergency, contact Finance.
- Final vendor checks issued from Banner. Accounts Payable will begin paying minimal invoices from Workday on Mon, Sept. 24.
- Last day for submission of paper IDT (interdepartmental transfer) request.

Fri, Sept. 28: Last day for IDT entries into Banner.

### **PeopleAdmin** (Recruiting)

Sat, Sept. 1: No new postings. HR will work with any hiring departments as needed.

Mon, Sept. 17: Open searches will be reviewed by HR with hiring managers. Offers can be made from PeopleAdmin until Nov. 30. Searches that are still underway will be continued in Workday. If a candidate is chosen in PA, new hire will be added in Workday for onboarding.

Mon, Oct. 1: All new applicants will be in Workday. Career website will be directed to Workday. All onboarding will be completed in Workday.

### **MarketLink** (Benefits Elections)

Mon, Sept. 24: Closed for benefits elections for new and current employees, will reopen in Workday on Mon, Oct. 1.

**STARS (Procurement)**

Mon, Sept. 17: Purchase order (PO) creation turned off. If a PO is needed, Finance will provide an alternate option. POs will be created in Workday beginning Mon, Oct. 1. PCard use is encouraged during this two week period.

Friday, Sept. 28: Remaining STARS POs and related Banner encumbrances will be cancelled. Use "Create Supplier Invoice Request" in Workday beginning Mon, Oct. 1 to submit invoices against STARS POs or for purchases made without a PO.

Wed, Oct. 31: Receiving goods closed in STARS.

**Bank of America Works (PCards)**

Mon, Sept. 24: Works closes, open PCard transactions will be available in Workday on Mon, Oct. 8.