MEMORANDUM

TO: SOM Business Managers/Officers
    SOM Associate Chairs for Administration
    SOM-HR Representatives

FROM: Patsy Oliver, Associate Dean for Finance and Business
       Harvey Lineberry II, Associate Dean for Human Resources

DATE: November 22, 2013

RE: PeopleSoft Go-Live and Leave Scheduling

As has been previously communicated from central campus, the University is targeting a PeopleSoft go-live date during October 2014. We have recently been informed that mandatory system training for users will begin early August 2014 and continue into October. During this training time, as well as immediately post-go-live, we must ensure that all users are available for training and are on-hand as the system goes up and we work through the first payroll cycles. To this end, we request every user who is slated as having either “full” or “basic” access to the system, plan on not taking annual leave between August 1, 2014 and October 31, 2014. Please note that dependent on the actual go-live date, this timeframe may be extended a bit to ensure that payrolls immediately following go-live are appropriately supported.

We wanted to get this information to you as timely as was possible, and will update the end date as needed once the final go-live date is determined. We appreciate your understanding and assistance during this critical period. This will be a major change for UNC and for each of us; we must ensure success and accuracy of pay. A successful implementation will take the diligent efforts of every person who has a role in the system.

Thank you.