

Migration Dates to Know by Date

BANNER to PeopleSoft HCM/Payroll 2016 Migration Dates Summary				
As of Date	System	Activity	Activity Date Cutoffs	What This Means
8/1/2016	Banner & PeopleSoft	Out-of-Title	Out-of-Title/Additional Assignment Between BANNER and PeopleSoft HCM Request Submission HR Cutoff Date	Last date to submit the Dual Assignment Out-of-form requesting an additional assignment for BANNER or PeopleSoft paid employees through the opposite payroll system.
8/17/2016	Banner & PeopleSoft	Job Transfers	Job transfers between Banner and PeopleSoft HCM/HR Cutoff Date	Last date to submit the paperwork (BANNER SPTF/FTF or PeopleSoft Hire or TMGT request) to transfer an employee between jobs in the BANNER and PeopleSoft systems.
Cycle 18	Banner	EPAF	Banner EPAF Request personnel date	Last personnel dates for any EPAF job action in the Banner system.
8/31/2016	Banner	EPAF	Banner EPAF Requests HR Cutoff Date	Last date all EPAFS and supporting documentation need to be submitted to HCM-Data Admin for input into BANNER. Cycle 18 is the last pay cycle that the EPAF system will be used.
9/1/2016	Banner & PeopleSoft		Accelerated Payrolls begin	*Accelerated cutoffs begin. Faculty Coordinators, HR Services, Preparers and Approvers need to refer to the revised: EPAF schedules, BANNER and PeopleSoft Payroll calendars, and the HCM Cutoff schedule for new job action submission cutoff dates related to your specific job effective (personnel) date or new time and labor cutoff dates.
9/1/2016	Banner & PeopleSoft	Job Transfers	Job transfers Between BANNER and PeopleSoft Effective Date	Last effective or personnel date for any job action that transfers employees between the BANNER and PeopleSoft systems.
9/1/2016	Banner & PeopleSoft	Out-of-Title	Out-of-Title/Additional Assignment Between BANNER and PeopleSoft Effective Date	Last effective or personnel date for any job action that provides an additional assignment for BANNER or PeopleSoft paid employees through the opposite payroll system.
9/14/2016	Banner		BANNER Centralized Personal Data Input Cutoff Date	Last date all other BANNER action requests and supporting documentation need to be submitted to HCM-Data Admin for input into BANNER for cycles 19 and 20.
9/14/2016	Banner	Forms Submission	BANNER SPTF,FTF, LATF HR Cutoff Date	Last date All SPTF- FTF-LATF and other forms and information need to be submitted to HCM-Data Admin for input into BANNER for cycles 19 and 20.
9/14/2016	PeopleSoft		PeopleSoft Request Submission Cutoff Date	Last date PeopleSoft action requests and supporting documentation need to be submitted to PeopleSoft/HCM queues for processing before migration.
9/23/2016	Banner	Self-Service	BANNER Self-service	Last date employees should enter changes through Banner Self-service.
9/30/2016	Banner	Self-Service	BANNER Self-service	Last date employees can view or print through Banner self-service.
9/30/2016	Banner	Forms Submission	BANNER SPTF,FTF, LATF Personnel Date	Last personnel date for any SPTF, FTF, or LATF job action in the Banner system.
9/30/2016	PeopleSoft		PeopleSoft Request Effective Date	Last effective date for any job action in the PeopleSoft system before migration.
10/1/2016	Banner & PeopleSoft		Both BANNER and PeopleSoft Systems will be Offline	<p>*Employees should not to be hired, change jobs, change statuses, or begin any new or additional work effective beginning any date between 10/1/2016 and 10/7/2016.</p> <p>*No SPTFs, FTFs, EPAF requests, appointment letters, new assignment processing requests, out-of-title requests, acting requests, etc.... should have an effective date beginning any date between 10/1/2016 and 10/7/2016.</p> <p>*No one will be able to sign onto the BANNER system or PeopleSoft system.</p> <p>*The Banner system is permanently offline. Self-service and all other employment and payroll functionalities can no longer be accessed.</p> <p>*ID cards, parking, building access provisioning and other downstream automated system functions are offline.</p>
10/8/2016	PeopleSoft		The PeopleSoft System will return to Online Status	<p>*Access to the PeopleSoft Payroll system resumes. Self-service is now available to RBHS and Central employees formerly paid through the BANNER system.</p> <p>*RBHS Preparers and Approvers begin to submit job action requests effective dated 10/8/2016 and future.</p> <p>*All other Preparers and Approvers resume submission of job action requests effective dated 10/8/2016 and future.</p> <p>*Accelerated cutoffs remain in effect. Preparers and Approvers refer to the HCM cutoff schedule on the HCM-Blog for submission cutoff dates related to your specific job effective (personnel) date and to the Payroll website for time and labor cutoff dates.</p>