The data cutover in preparation for INFORMS Go-Live will impact some of the tasks you perform.

Please review the below calendar and, depending on your role, take action by the dates listed below so your entries are automatically converted from legacy systems (Time and Leave and 9.1) to INFORMS, to minimize delays in HR activities, and avoid double entry.

For more information, please feel free to visit the INFORMS Gram Page.

# CUTOVER CLOSE OUT TASKS

**May - June - July 2022**

## MAY 20
By 5:00 pm
Deadline to schedule Medical Check Appointment in 9.1

DPRs, Labor & Recruitment

## MAY 23
By 5:00 pm
Deadline to complete job opening creation in 9.1 (Exception: PARKS)

DPRs, OMB, Comp. & Recruitment

Deadline to submit Candidate Background Check in 9.1

DPRs & Recruitment

## MAY 25
By 5:00 pm
Deadline to complete outstanding actions in Manage Hire in 9.1 (Exception: PARKS)

DPRs & Recruitment

## MAY 26
By 5:00 pm
Deadline to submit Department Submission of PCD to Recruitment for New Hire / Promotion / Transfer for Processing in 9.1

DPRs, Recruitment & Payroll

## MAY 31
Payroll Run in Time and Leave in 9.1 and Pay Plan Freeze in 9.1

DPRs, Compensation & Payroll

## JUNE 1
By 9:00 AM
Deadline to complete PCD Submission in 9.1

DPRs & Payroll

## JUNE 2
By 5:00 PM
Deadline to update Position / Job Data in 9.1

DPRs & Payroll

## JUNE 8
Start entering manual double entries for Position / Job Data / Employee Hire / Promotion / Termination in INFORMS

Central HR

## JUNE 10
Deadline to approve all pending reported and payable time to ensure processing for Final Payroll in 9.1 and Legacy Off Cycle cutoff in 9.1

DPRs & Payroll

## JUNE 12
Confirm Final Payroll in 9.1

DPRs & Payroll

## JUNE 15
Start using INFORMS

All Employees

## JUNE 24
By 12:00 pm
Deadline to approve department entries for employee time and absences for first payroll in INFORMS

DPRs & Payroll

## JULY 1
View your paycheck in INFORMS

All Employees