We are excited to launch INFORMS Rollout 2 soon!

To prepare for Rollout 2 Go-Live, we want to ensure you are informed about our new system and the actions you need to take in preparation for implementation.

What will INFORMS enhance?
- New self-service capabilities will become available. Employees will be able to electronically update their personal information such as an address, contacts, veteran status, licensing, education, and more. They will also submit electronically their time, absence requests, and tax forms.
- Many processes will not be changing and will continue like you are used to doing today – those processes include performance evaluations, outside employment, and medical scheduling.

Actions needed from you in the upcoming weeks:

All Employees:
- Ensure outstanding time and attendance transactions have all been submitted and there are no pending late time and attendance transactions.

Managers:
- Process all upcoming performance evaluations on time when they are due. Complete all past due performance evaluations.

Human Resources:
- Plan for designated training starting on May 9. You will begin receiving invitations to training available to you based on your INFORMS security role.
- Review all pay exception assignments to ensure employees are receiving the correct pay supplements and there are no retroactive PCD changes required.
- Close out Job Openings on all active recruitments.
- Identify and close out Job Openings for positions that will not be filled.
- Complete items that require review and approval such as outside employment forms and education.
- Validate and correct employee records for licenses and certifications if needed.

Keep an eye on your inbox for more information from the INFORMS Team on actions needed in the upcoming weeks ahead of the Go-Live.

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

Thank you,
INFORMS Team