

SAP HR USERS

4/6/15

When we make the conversion this month from using SAP for PA40 transactions to the HR Actions we will need a few days of “down time” to allow all transactions and processes in the old system to be completed before turning on the new system. On April 15<sup>th</sup> PA40 and ZHRHIRE will not be available for use, so any processes that are started must be completed by the end of business on April 14<sup>th</sup>.

With this in mind:

- April 9<sup>th</sup> will be the last day any transaction in SAP (out of cycle salary request, ZHRHIRE or ZHRPAR for a reclass of a filled position) can be requested with an effective date of April 11 or before. All processing must be completed by April 14<sup>th</sup>.
- April 12<sup>th</sup> is the beginning of the new biweekly –any transaction or request with an effective date of April 12 and forward should be held to April 15 and requested in the new system.

We do understand that there will be some actions that will need to be retro that will come up during this “down time” or after April 15<sup>th</sup>. That will be fine – the new system will allow retro processing just like the current system.

Thanks,

Kim Finne MBA, PHR, SHRM-CP

UAMS

Senior Human Resources Director

HR Information & Analytics

501-603-1303