

Systems Transition Schedule and Blackout Period

All deadlines are at 8:00 p.m. Eastern, unless otherwise noted.

Date	Transaction / Activity to Stop	What This Means	System
Sep. 14	<ul style="list-style-type: none"> Staff Personnel Transaction Form, Faculty Transaction Form, Leave of Absence Transaction Form* 	<ul style="list-style-type: none"> Last date to submit staff personnel, faculty and leave of absence transaction forms to HCM Data Administrator for input into Banner for cycles 19 and 20 	Human Resources and Payroll <ul style="list-style-type: none"> Banner
Sep. 14	<ul style="list-style-type: none"> Banner request submissions* 	<ul style="list-style-type: none"> Last date to submit all other action requests and supporting documentation to HCM-Data Administrator for input into Banner for cycles 19 and 20 	Human Resources and Payroll <ul style="list-style-type: none"> Banner
Sep. 14	<ul style="list-style-type: none"> PeopleSoft request submissions* 	<ul style="list-style-type: none"> Last date to submit action requests and supporting documentation to PeopleSoft/HCM queues 	Human Resources and Payroll <ul style="list-style-type: none"> PeopleSoft
Sep. 16	<ul style="list-style-type: none"> Travel advance requests 	<ul style="list-style-type: none"> Last date to submit requests for travel advances 	Procurement/ Financial Management
Sep. 16	<ul style="list-style-type: none"> Institutional Prior Approval System (IPAS) requests 	<ul style="list-style-type: none"> Last date faculty can submit IPAS requests for advance fund source/index and pre-award spending 	Financial Management (Grant and Contract Accounting)
Sep. 19	<ul style="list-style-type: none"> PO invoice submissions <i>DEADLINE: 4:30 p.m. Eastern</i> 	<ul style="list-style-type: none"> Last date to submit a PO invoice 	Procurement <ul style="list-style-type: none"> RIAS Marketplace
Sep. 22	<ul style="list-style-type: none"> Exchange orders and punch out orders Quick orders and non-catalog orders Internal POs 	<ul style="list-style-type: none"> Last date to request orders through procurement system Last date providing department can approve and receive internal PO 	Procurement <ul style="list-style-type: none"> RIAS Marketplace
Sep. 23	<ul style="list-style-type: none"> Procurement system goes to inquiry status 	<ul style="list-style-type: none"> Access to systems will be limited to central administration function conducting data migrations 	Procurement <ul style="list-style-type: none"> Marketplace RIAS

New!

*Refer to [University Human Resources' HCM blog](#) for complete details

Sep. 23	<ul style="list-style-type: none"> • Projects module master data (structures/tasks, budgets, project, organization, expenditure type, transaction controls) • Changes to grants, awards and sponsor data 	<ul style="list-style-type: none"> • Last date to record project activity • Last date to add or modify awards, projects and sponsor data 	Financial Management <ul style="list-style-type: none"> • RIAS • Banner
Sep. 23	<ul style="list-style-type: none"> • Self-service 	<ul style="list-style-type: none"> • Last date employees can enter changes in self-service 	Human Resources & Payroll <ul style="list-style-type: none"> • Banner
Sep. 23	<ul style="list-style-type: none"> • Cash deposits 	<ul style="list-style-type: none"> • Last date to submit cash deposit transmittals through the current process 	Financial Management <ul style="list-style-type: none"> • RIAS • Banner
Sep. 26	<ul style="list-style-type: none"> • Accounts Payable invoice processing 	<ul style="list-style-type: none"> • Last date to process invoices 	Financial Management <ul style="list-style-type: none"> • RIAS • Banner
Sep. 27	<ul style="list-style-type: none"> • Accounts Payable payments and project activity 	<ul style="list-style-type: none"> • Last date to process payments and project activity 	Financial Management <ul style="list-style-type: none"> • RIAS • Banner
Sep. 28	<ul style="list-style-type: none"> • Submissions from integration partners (ScholarChip, for example) <i>DEADLINE: 11:59 p.m. Eastern</i> • Journal entries (units) 	<ul style="list-style-type: none"> • Last date to submit transactions and journal entries • Final payroll journal entries will be processed through Sep. 30 	Financial Management <ul style="list-style-type: none"> • RIAS • Banner
Sep. 30	<ul style="list-style-type: none"> • All entries for month-end close, including quarterly reports (central administration) 	<ul style="list-style-type: none"> • Last date of legacy system processing • Final payroll journal entries will be processed through Sep. 30 	Financial Management <ul style="list-style-type: none"> • RIAS • Banner
Sep. 30	<ul style="list-style-type: none"> • Self-service • Banner personnel forms • Job Actions in PeopleSoft 	<ul style="list-style-type: none"> • Last date employees can view or print in Banner self-service • Last date for personnel form-related job actions in Banner • Last date for job actions in PeopleSoft 	Human Resources & Payroll <ul style="list-style-type: none"> • Banner • PeopleSoft

*Refer to [University Human Resources' HCM blog](#) for complete details

Oct. 1	<ul style="list-style-type: none"> • Financial management system goes to inquiry only status • Human Resources and Payroll systems go offline 	<ul style="list-style-type: none"> • Conversions will be conducted to migrate data from current systems to new systems • Access to systems will be limited to central administration functions conducting data migrations 	Human Resources and Payroll, Financial Management <ul style="list-style-type: none"> • Banner • Marketplace • PeopleSoft • RIAS
Oct. 3	<ul style="list-style-type: none"> • New system goes live for procurement 	<ul style="list-style-type: none"> • First date to create requisitions and purchase orders in new system 	Procurement <ul style="list-style-type: none"> • SciQuest (RU Marketplace)
Oct. 8	<ul style="list-style-type: none"> • New system goes live for human resources and payroll 	<ul style="list-style-type: none"> • First date to conduct transactions and activities in new systems 	Human Resources and Payroll <ul style="list-style-type: none"> • PeopleSoft
Oct. 10	<ul style="list-style-type: none"> • New systems go live for financial management, expense management 	<ul style="list-style-type: none"> • First date to conduct transactions and activities in new system 	Financial Management and Expense Management <ul style="list-style-type: none"> • Oracle Cloud

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