



June 27, 2007

MEMORANDUM

TO: Deans, Chairs, Vice Presidents, and Directors
HRPartners

CC: DCATS
HCM Upgrade Team

FROM: Brett L. Morris
Assistant Vice President for Human Resources

SUBJECT: Moving from HRMS 7.5 to HCM 8.9
(OHR 2007-032)

Oracle's PeopleSoft Human Capital Management 8.9 (HCM) will go live Thursday, July 5 providing enhanced and streamlined business processes in the areas of human resources, budget, and payroll. To provide time for the HCM Upgrade team to perform the final steps in the configuring of HCM, converting data from HRMS, and verifying HCM functionality, please note the following schedule:

- The current **HRMS 7.5** system will be *unavailable* after 5:00 p.m. on Tuesday, June 26.
- The new **HCM 8.9** will be *available* beginning Thursday, July 5.
- The **DRS Leave Accounting Input form** will be *unavailable* on July 1 - 4 for the entry of "Vacation/Sick Time" but will be *available* with the HCM system on Thursday, July 5.
- The **DRS Time Collection Input form** will be *available* until 5:00 p.m. on Monday, July 2 for entry of the hourly and overtime hours.
- The **Financials Web Requisition system** will not be affected.

Please contact the Office of Human Resources at 7-2600 should you have any questions. Thank you.

OHR 2007-032