



July 31, 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: Post-HCM Implementation Adjustment: Exit Clearance Procedure
(OHR 2007-043)

Oracle's PeopleSoft Human Capital Management 8.9 (HCM) system has been implemented for almost a month. I am pleased to inform you that no major issues have arisen with respect to system functionality: HCM is functioning as designed. However, some post-implementation adjustments will have to be made.

One of the features of the HCM system was that the exit clearance process of an employee visiting various offices would no longer be required because of the e-mail notifications automatically generated by the workflow process in HCM. Unfortunately, UT Police requires a more substantive process in order to document and complete employee out-processing.

To accommodate these needs, the previous exit clearance process using the paper **Exit/Clearance Form** will be *temporarily* re-implemented. The Office of Human Resources is in the process of developing a similar on-line process, but it is not yet ready for implementation.

Please assure that all separating employees from your area complete the exit clearance process. Thank you in advance for your cooperation. Please contact OHR at 567-2600 should you have any questions.

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