



"Richard W. Reeder, CIO"
<rreeder@NOTES.CC.SUNYS
B.EDU>

05/14/2004 04:26 PM

To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

cc

bcc

Subject PeopleSoft Upgrade 2nd Communication

To: All Faculty and Staff

Migrating to the new version of the Solar System (PeopleSoft) will require the system to be shut down beginning at 5:00 PM on 7/16/04 and extending through 07/25/04. To minimize the impact of the outage, please follow the recommendations listed below:

General Planning for the Upgrade

- Work with your respective support department(s) to develop a time schedule for the submission of work that needs to be processed before the shutdown.
- Anticipate your information needs during the shutdown and where possible, prepare backup reports to support your operation.

In addition, please review the specific recommendations for Human Resources, Student Payroll, Student Records, and the Financial Aid areas.

Human Resources:

- PeopleSoft will not be available to users outside of Human Resource Services and Hospital HR offices. Limited staff in these offices will be able to look up information, only. There will be no updating of data in PeopleSoft during the week of July 19.
- Any State personnel or payroll transactions that need processing during the shutdown week will be processed in the NYS Payroll system, directly. This action by Human Resource Services will allow all State employees to receive their paychecks with no interruption.
- VP/Dean/Department HR coordinators should plan ahead and generate any necessary Print Forms prior to July 16 for approvals and submission to your respective HR office.
- The SOLAR system for employee self-service applications will also not be available during this week.

Student Payroll (Work-Study and Student Assistants):

- For Student Payroll via the SOLAR system, all student hours worked during the period of July 1 - 14 must be entered and approved by no later than 2 PM on July 16.
- Students working between July 15-25 will need to wait until July 26 to enter hours in the new SOLAR II system.

Student Records

To insure that student's records are up to date before the scheduled System Shutdown, all of the following should be submitted to the Registrar's Office for processing by the Close of Business Wednesday, July 14, 2004. This should provide the Registrar's Office ample time to complete processes required to update the student's academic records.

- Section changes, credit changes, etc.
- Student Permissions for Summer Session II should be added to PeopleSoft prior to the deadline of July 16. The Expiration Date

should be July 16th. Where it is possible, please encourage students to complete their registration prior to the 16th.

- Petitions approved by the colleges for current and historical record changes
- Grade Changes for Summer Session I and prior terms
- Department clearing of Academic majors/minors must be processed in PeopleSoft
- Colleges/Schools awarding of degrees must be completed (HSC, SPD, CEAS)
- Departmental scheduling changes, additions, cancellations, etc.

Financial Aid

- All financial aid processing will be on hold.
- The office will be able to view a snapshot of the records as of the close of business on 7/15/04.
- The office will remain open to assist students in anyway possible.
- Departments will not be able to create student employment positions or place students into positions during this time.

As always, we know that we can depend on all of our users to be patient with the administrative offices and to help us through this transitional period.

Richard W. Reeder
CIO
Stony Brook University
State University of New York
631-632-9085 Voice
631-632-2160 FAX