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Subject Important Announcement about PeopleSoft/Solar System

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.
- During the shut down period, all service offices will remain open with limited services available to students, staff and the campus community
- The Solar System Infosite ([www.stonybrook.edu/solarsystem](http://www.stonybrook.edu/solarsystem)) will be updated as of 7/20/04. It will include instructional guides and tutorials for students, faculty, staff, advisors, employees and guests. Please continue to check our Solar System Infosite for updates and progress of our upgrade.

In addition, please review the specific recommendations for Human Resources, Student Payroll, Student Records, Bursar/Student Accounts 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 into the upgraded SOLAR system. Specific Information will be sent directly to students and supervisors.

#### **Bursar/Student Accounts:**

- The office will be able to view a snapshot of student account records as of the close of business on 7/15/04.
- The office will continue to accept student payments and post after the upgraded system is available.
- The office will remain open with limited services available.

#### **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.

**Registrar's Office/Student Records**

- The office will be able to view students records processed in PeopleSoft as of the close of business 7/15/04.
- The office will be able to process Official Transcript Requests which will reflect all business processed prior to the shutdown period.
- The office will be able to answer phone and in-person inquiries with view access to the student database.
- The office will remain open with limited services available to students and the campus community

This will be the last communication before the upgrade. As always, we appreciate your cooperation and patience as we proceed through the important upgrade.

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