

# Cutover plan

This schedule displays the **last day to perform various administrative actions in certain uOttawa systems before the Workday project renders them obsolete**. You will be able to perform these actions in Workday as of May 8, 2023.

Deadline	Function	System	Topic	Details (last day = end-of-day, i.e., 5 p.m. that day)
March 24, 2023	Finance	N/A	FOAP (Operating Funds and Capital Projects)	Last day to <b>request</b> the creation of a FOAP from the Operating Fund and for capital projects.
March 31, 2023	Human Resources	Njoyn	APUO job postings	Last day to <b>start</b> an APUO job posting in Njoyn.
April 6, 2023	Human Resources	Njoyn	Job posting – administrative staff members	Last day to <b>start</b> a job posting for an administrative staff member in Njoyn.
April 11, 2023	Finance	SciQuest and FAST Webreq	Requisitions (procurement)	Last day to <b>submit</b> procurement requisitions.
April 14, 2023	Finance	SciQuest and FAST Webreq	Purchase orders	Last day to <b>approve</b> purchase orders (including international purchase orders).
April 14, 2023	Finance	Cost centre generator	FOAP (Research Funds)	Last day to <b>request</b> the creation of a FOAP related to a research fund.
April 14, 2023	Finance	E-Awards	Research Funds	Last day to <b>post</b> changes to research funds (E-Awards).
April 14, 2023	Finance	Raiser's Edge/Banner	Donations	Last day to <b>create or modify</b> donations.
April 14, 2023	Finance	TOPdesk/Banner	Wire transfers	Last day to <b>request</b> a wire transfer in TOPdesk.  Be sure to submit complete requests to avoid any late processing or late payment. If a purchase order is required, it must also have been approved.
April 20, 2023	Finance	Concur	Cash advances	Last day to <b>approve</b> cash advances in Concur.
April 20, 2023	Human Resources	Banner	Salary breakdown	Last day to <b>request</b> a salary breakdown by FOAP.  HR (central) will have until April 24 to process the journal entry in Banner.
April 21, 2023	Finance	Banner	Cash advances	Last day to <b>approve</b> cash advances and non-automatic reimbursements in Banner.
April 21, 2023	Finance	Banner	Deposits	Last day to <b>submit</b> deposits (cheques and cash) to the Accounting Office (Financial Resources).  Deposits will need to have been previously entered and approved in Banner.
April 21, 2023	Finance	Banner	Invoices	Last day to <b>enter and approve</b> invoices, with or without a purchase order.

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April 21, 2023	Finance	SciQuest	Receipts	Last day to <b>use SciQuest to create receipts</b> against a purchase order with invoice.
April 21, 2023	Finance	TOPdesk/Banner	Suppliers	Last day to <b>request</b> the creation of a supplier or to change a supplier's data record.
April 21, 2023	Finance	Concur	Reimbursements	Last day to <b>enter</b> reimbursement information for all types of claims, including PER, APTPUO, travel claims, etc., and to use Concur to have them approved.
April 21, 2023	Human Resources	TP and S Forms UOHRFORMS	Hiring request – APTPUO-CUPE (including RA WSP et TA-RA CO-OP)	Last day to <b>submit</b> and <b>approve</b> electronic forms for APTPUO and CUPE hiring.
April 21, 2023	Human Resources	FAST Leave	Leave and absences	<p>Last day to <b>enter</b> a leave request in FAST Leave.</p> <p>Last day for faculties and services to approve a leave request.</p> <p>HR (central) will have until April 24 to process leave requests in Banner.</p> <p>This applies to leave taken before April 21. Leave from April 21 and later dates will be entered in Workday.</p>
April 21, 2023	Human Resources	TOPdesk HRCorr (email)	Payroll – Banking information	<p>Last day to <b>submit</b> a request to change banking information in order to direct deposit pay</p> <p>HR (central) will have until April 24 to process requests for such changes in Banner.</p> <p>Subsequent changes will be processed by employees themselves using the self-serve functions as of May 8.</p>
April 21, 2023	Human Resources	My HR Profile	Personal information	<p>Last day to <b>change</b> personal information in My HR Profile</p> <p>HR (central) will have until April 24 to process requests for such changes in Banner.</p>

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April 21, 2023	Human Resources	SPAF/ESPAF	Support personnel action form (SPAF)	<p>Last day to <b>submit</b> a SPAF or ESPAFAF.</p> <p>HR (central) will have until April 24 to process SPAFs in Banner.</p> <p>Any SPAF that takes effect after April 24 will need to be entered into Workday as of May 8.</p>
April 24, 2023	Human Resources	Banner	Hiring (everyone)	Last day to <b>issue</b> employment contracts using Banner.
April 24, 2023	Human Resources	Banner	Hiring – APTPUO-CUPE (including RA WSP et TA-RA CO-OP)	<p>From April 24 to May 8, employment contracts and accesses will be <b>processed manually</b>. Faculty Relations will need to be kept informed.</p> <p>The Workday project team will create compensation contracts in Workday for manually issued contracts.</p> <p>New contracts will be issued in Workday by faculty and services as of May 8.</p>
April 26, 2023	Finance	Banner	Deposits (POS)	Last day to <b>record</b> POS deposits in the system. Deposits need to be entered and approved in Banner.
April 28, 2023	Finance	FAST PCard	Purchasing card (PCard)	Last day to <b>reconcile</b> your monthly transactions.
May 2, 2023	Human Resources	Payroll/HR electronic forms	Timesheet	<p>Last day for faculties and services to <b>approve</b> timesheets for the BW10 pay period (April 13 to May 1).</p> <p>Timesheets for the BW11 pay period (May 2 to 15) will be entered in Workday as of May 8, 2023.</p>
May 3, 2023	Finance	Banner	Journal entries	Last day to <b>enter</b> journal entries (for year-end activities).
May 8, 2023	Finance and Human Resources	Workday	All	Resume your administrative actions in Workday.
May 15, 2023	Human Resources	Banner/Workday	Payroll	<p>For information only –</p> <p>For employees who are paid every two weeks: the BW10 pay (April 18 to May 1) dated May 15 will be the first pay run through Workday.</p> <p>For employees who are paid twice a month: the SM9 pay (May 1 to 15) dated May 15 will be the first pay run through Workday.</p>

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June 30, 2023	Human Resources	UOHMS	APTPUO-CUPE job offers (including RA WSP et TA-RA CO-OP)	<p>Last day to use the UOHMS to <b>issue</b> an offer-of-employment letter (to candidates who applied through the UOHMS).</p> <p>As of May 8, compensation contracts for offer-of-employment letters issued through UOHMS will need to be created in Workday by faculties and services.</p>