

Instant HR – October 9, 2009

TOPIC: Plan for HR Banner Unavailability October 16 - 18

To Personnel Administrators, Timekeepers, Fiscal Administrators, and Certifying Officers:

Please note the following and provide this important information, as applicable, to your faculty and staff.

As reported in an earlier e-mail from Dr. Gottfredson and Mr. Bennett, VCU is preparing to conduct a mandatory system-wide upgrade of Banner over the weekend beginning Friday, October 16. As part of this major upgrade, Self Service Banner (SSB) and Banner INB for HR will be shut down during this time.

The following schedule is provided to assist you through this process, and it assumes the upgrade will go as planned. As always, the status of the Banner system may be monitored from the Technology Services' Banner Information Center Web site at www.banner.vcu.edu/.

For employees...

Please let your employees know the payroll processing for October 16 will be complete before the upgrade begins. They will be able to view their October 16 paycheck information in SSB starting Wednesday, October 14, through 9 p.m. on Thursday, October 15, and then again beginning Monday, October 19.

For those of you who process, maintain, and/or view various HR Banner-related transactions...

Please note these critical dates and times to keep handy:

- On Wednesday, October 14, at 5 p.m., the time files will close and will not reopen until Monday, October 19.
- On Thursday, October 15, after 10 a.m., you will not be able to key other transactions (for example, ePAF, ExpressHire, Labor Distribution) until Monday, October 19.
- On Thursday, October 15, at 9 p.m., Banner will be unavailable until Monday, October 19.
- On Friday, October 16, through the end of the business day, you will be able to run reports in the Banner Reporting Center (even though you will not be able to key data into Banner INB).

Please also note that, during the implementation, HR Operations will not be able to provide assistance with HR Banner-related transactions. This also means that documents sent to the ImageNow Fax will not be able to be linked to Banner records during the downtime.

We appreciate your patience and cooperation as the University prepares for this important upgrade.

Thank you.

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