MO CONVERSION SNAPSHOT: 4/24/2020

MO CONVERSION RECORDS INCLUDE:

- 2020 PPS Employee records (includes 12/2019)
- Future dated brand new UC hires
- Appts. with PPS begin dates equal to or earlier than 5/1/2020

ACCESS

- All User Update/View Access: 6/1/2020

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Effective Date (Begin Date)</th>
<th>Dept. Action</th>
<th>Paid From:</th>
<th>Payment Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire</td>
<td>Prior to 6/15/2020</td>
<td>Enter in PPS</td>
<td>PPS</td>
<td>5/10 or 5/27</td>
<td>April or Earlier Earnings May Earnings</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UCPath</td>
<td>6/1/2020</td>
<td></td>
</tr>
<tr>
<td>Rehire</td>
<td>Prior to 6/15/2020</td>
<td>Enter in PPS</td>
<td>PPS</td>
<td>5/10 or 5/27</td>
<td>April or Earlier Earnings May Earnings</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UCPath</td>
<td>6/1/2020</td>
<td></td>
</tr>
<tr>
<td>Separation</td>
<td>Prior to 6/1/2020</td>
<td>Enter in PPS</td>
<td>PPS</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Leaves (case by case)</td>
<td>Prior to 6/1/2020</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>

All other retroactive pre-conversion activities will be processed when the system goes live.
### BW CONVERSION SNAPSHOT: 5/20/2020

**BW CONVERSION RECORDS INCLUDE:**

- 2020 PPS Employee records (includes 12/2019)
- Future dated brand new UC hires
- Appts. with PPS begin dates equal to or earlier than 5/17/2020

### ACCESS

- Super User Update Access: 5/30/2020 6am - 7pm
- All User Update/View Access: 6/1/2020

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Effective Date (Begin Date)</th>
<th>Dept. Action</th>
<th>Paid From:</th>
<th>Payment Date</th>
<th>Notes - Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire</td>
<td>Prior to 6/15/2020</td>
<td>Enter in PPS</td>
<td>PPS</td>
<td>By 5/29/2020</td>
<td>Up to PPE 5/16/2020</td>
</tr>
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<td>UCPath</td>
<td>6/10/2020</td>
<td>PPE 5/30/2020 and later</td>
</tr>
<tr>
<td>Rehire</td>
<td>Prior to 6/15/2020</td>
<td>Enter in PPS</td>
<td>PPS</td>
<td>By 5/29/2020</td>
<td>Up to PPE 5/16/2020</td>
</tr>
<tr>
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<td>UCPath</td>
<td>6/10/2020</td>
<td>PPE 5/30/2020 and later</td>
</tr>
<tr>
<td>Separation</td>
<td>Prior to 6/1/2020</td>
<td>Enter in PPS</td>
<td>PPS</td>
<td></td>
<td>ASAP</td>
</tr>
<tr>
<td>Leaves</td>
<td>Prior to 6/1/2020</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

All other retroactive pre-conversion activities will be processed when the system goes live.
Transaction Processing During May for MONTHLY Employees | Hires, Rehires and Separations

**DEPT TRANSACTOR**
(cutoff for PPS 5/20)
For **HIRE** or **REHIRE** with Begin Date prior to 6/15/2020

- **CAMPUS:**
Enter transaction in PPS
- **ARC/HHR:**
Follow established procedures to submit to Central Office for PPS entry

**EXTRACTION QUERIES**
Run in am by Payroll
- Queries pull PPS transaction data from Data Warehouse for use by SuperUser

**SUPERUSER**
**HIRE & REHIRE**
- Creates Positions and Enters Funding in UCPath
- **REHIRE ONLY**
Enters Job Data in UCPath

**SUPERUSER**
**HIRE ONLY**
- Submits Mass Hire Template to Payroll for upload to UCPC

**UCPC**
- Uploads Hires from Mass Hire Template into UCPath

**PAYROLL SUPERUSER**
**EARNINGS PRIOR TO 5/1:**
- Process final check in PPS

**MAY EARNINGS:**
- Process final check in PPS
- Verify no pay in UCPath

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**DEPT TRANSACTOR**
(cutoff for PPS 5/20)
For **SEPARATION** prior to 6/1/2020

- **CAMPUS:**
Enter transaction in PPS
- **ARC/HHR:**
Follow established procedures to submit to Central Office for PPS entry

**EXTRACTION QUERIES**
Run in am by Payroll
- Queries pull PPS transaction data from Data Warehouse for use by SuperUser

**SUPERUSER**
**SEPARATION**
- Terminates employee in UCPath

**PAYROLL SUPERUSER**
**APR EARNINGS or EARLIER:**
- Process paycheck from PPS for 5/13 or 5/27

**MAY EARNINGS:**
- Paycheck processed in UCPath for 6/1/2020

If you have any other transactions that must be processed during this period because they are critical and pay-impacting contact your HR Central Office for instructions
Transaction Processing During May for BIWEEKLY Employees | Hires, Rehires and Separations

**DEPT TRANSACTION**
(cutoff for PPS 5/20)
For **HIRE** or **REHIRE** with Begin Date prior to 6/15/2020

**CAMPUS:**
Enter transaction in PPS

**ARC/HHR:**
Follow established procedures to submit to Central Office for PPS entry

**EXTRACTION QUERIES**
- Run in am by Payroll
- Queries pull PPS transaction data from Data Warehouse for use by SuperUser

**SUPERUSER**
**HIRE & REHIRE**
Creates Positions and Enters Funding in UCPay

**REHIRE ONLY**
Enter Job Data in UCPay

**SUPERUSER**
**HIRE ONLY**
Submits Mass Hire Template to Payroll for upload to UCPC

**UCPC**
Uploads Hires from Mass Hire Template into UCPay

**PAYROLL SUPERUSER**
**PPE 5/16/2020 or EARLIER:**
Process Paycheck in PPS for 5/29

**PPE 5/30/2020:**
Paycheck processed in UCPay for 6/10

**PAYROLL SUPERUSER**
**EARNINGS PRIOR TO 5/1:**
Process final check in PPS.

**MAY EARNINGS:**
Process final check in PPS. Verify no pay in UCPay

If you have any other transactions that must be processed during this period because they are critical and pay impacting contact your HR Central Office for instructions