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MEMORANDUM

To: Deans, Directors and Department Heads

From: Jacqui Watrous
Director, A&F Administrative Systems

Juan A. Jarrett
Assistant Vice Chancellor for Human Resources

Subject: **University HR/Payroll System Upgrade**

Starting today, the University's HR/payroll system will undergo its first major upgrade since going live in 2002. The upgrade will involve a conversion of all human resources and payroll information from the existing 7.6 version of the PeopleSoft software to the upgraded 9.0 version. The impact of the conversion and upgrade will be minimal to the campus; however, the HR/payroll system will not be available for time and attendance entry from April 29, 2009 to May 3, 2009. Department timekeepers will be able to enter time and attendance information on Monday, May 4, 2009. The finance system and the Spire student system are unaffected by this upgrade.

Our offices have been working closely with your administrative liaisons over the past couple of months to prepare department HR coordinators and timekeeping staff for the upgrade transition. We have also conducted training sessions for timekeeping and student rapid hire during the month of April and will continue training during the month of May. Help desk stations in HR and A&F Administrative Systems will be set up on May 4th to assist department users of the HR/payroll system with any questions or problems with the upgraded system.

For the past year Human Resources and A&F Administrative Systems have been working with the University's HR Upgrade Project team to implement this upgrade. The upgrade to the HR/payroll 9.0 version will allow the University to expand into employee self service, similar to the self service functionality that our students enjoy with Spire. Over the next few weeks we will be sending out more information about employee self service in the University's HR/payroll system.