



**DATE:** Tuesday, Nov. 3, 2020

**TO:** VPs/Deans/Budget Managers/Hiring Managers (faculty/staff)

**SUBJECT:** Upcoming Deadlines to Support Data Transition from PeopleSoft to BlueSky

Dear Colleague,

We're excited to welcome you to BlueSky! As you may have heard, DePaul is preparing to transition its human resources and finance applications from PeopleSoft to Oracle Cloud, known as BlueSky. The transition to BlueSky will occur in January 2021 and will result in streamlining our administrative processes and in increasing our focus on our students and our mission.

To enable the successful transition of data from PeopleSoft to BlueSky, we need your help. One of the last steps before we launch requires that the old system (PeopleSoft) is turned off before the new system (BlueSky) goes live (our "cutover" period). During December, certain human resources and financial transactions will need to be put on hold while we switch systems.

The following information provides details about transactions that will be affected as we prepare for the cutover period. In general, many human resources and payroll transactions will be on hold from Nov. 30, 2020, through Jan. 4, 2021. (Note: Deadlines for financial/budget transactions are being finalized and will be communicated soon.)

Deadlines to Support Data Transition from PeopleSoft to BlueSky	
Deadline	Detail
Now - Nov. 30, 2020	Transactions in PeopleSoft before Nov. 30: <ul style="list-style-type: none"><li>• Make any personal information changes (e.g., home/ mailing address) in myHR.</li><li>• Process new hires (including faculty for Winter/Spring Quarters), position changes, pay changes, terminations.</li><li>• December Intersession teaching payments can begin Nov. 5.</li></ul>
Dec. 13, 2020	Approve timesheets in PeopleSoft for Dec. 18 payroll.
Dec. 15, 2020	<ul style="list-style-type: none"><li>• Approve timesheets in PeopleSoft for last pay date in 2020.</li><li>• Approve one-time payments in PeopleSoft for payment in 2020.</li></ul>
Dec. 1-31, 2020	No employee transactions in PeopleSoft.
On/after Jan. 4, 2021	<ul style="list-style-type: none"><li>• Resume all human resources and financial transactions in BlueSky.</li><li>• Begin requesting payments for Winter Quarter/Spring Semester.</li></ul>

**Payment Requests**

- All one-time payment requests need to be entered and approved in PeopleSoft by Dec. 15 for Dec. 31 payroll, or entered in BlueSky between Jan. 4 and Jan. 8 for the Jan. 15 payroll. (Payment requests for 2021 cannot be predated in 2020.)
- Previously scheduled recurring payments will continue.
- Term-specific payments will be processed as follows:
  - December Intersession teaching payments will be paid in 2020 and can be requested in PeopleSoft starting November 5.
  - Winter Quarter/Spring Semester payments will be paid in 2021 and can be requested in BlueSky starting January 4.

### **Time Entry (Payroll):**

- Hours worked and time off (e.g., vacation, sick time) should be entered and approved in PeopleSoft by Dec. 15 for payment in 2020. (Regular payroll dates apply.)
- Managers should reconcile all recorded time off before Dec. 15.
- For 2021 payroll, hours will be entered in BlueSky starting Jan. 4. (For employees using Web Clock to clock in and out, more details will be forthcoming from Payroll.)

### **Hiring Faculty Employees (including Adjunct Faculty):**

- Faculty hires must be processed by Nov. 30. We encourage all processing of new faculty hires to be done as soon as possible before November 30. Hiring transactions can resume on Jan. 4.

### **Hiring Staff Employees:**

- No job offers will be extended after November 23. This will allow candidates time to consider the offer, ask questions, and complete the hiring process in PeopleSoft before November 30. *This includes all staff hires, including full time, part time, seasonal, grant and gift funded, temporary and waiver positions.*
- New hires must start either by November 30, or on/after January 4, 2021. No new hires will start during the month of December.
- If you currently have an open position in PeopleSoft, it will transfer over and open in BlueSky after December 18.
- Candidates will not be able to apply for jobs from December 1 - 18. Interested candidates will be able to apply after December 18 in BlueSky.
- Candidates who have applied for jobs in PeopleSoft prior to December 1 and are under consideration must re-apply for the same jobs in BlueSky after December 18.

### **Hiring Student Employees:**

- Student employees must be hired with completed paperwork sent to the Office of Student Employment (OSE) by Nov. 30 or on/after Jan. 4.
- Student employee payment requests, terminations, new positions and position changes will follow the same deadlines: requests will need to be submitted before Nov. 30 or on/after Jan. 4, 2021.

### **Position Changes/Terminations/Resignations:**

- Position changes (e.g., reports to, department, etc.) should be processed before Nov. 30 or on/after Jan. 4.
- Processing terminations from Nov. 30 through Jan. 4 should be avoided. Contact the Employee Relations & EEO Team at [employeerelations@depaul.edu](mailto:employeerelations@depaul.edu) with any questions about terminations.
- If there is a resignation between Nov. 30 and Jan. 4, contact the HR Central Team in the Office of Human Resources at [HRCentral@depaul.edu](mailto:HRCentral@depaul.edu).

### **Personal Information/Life Event/Family Status Changes:**

- Personal and demographic information (e.g., home/ mailing address) changes should be made in PeopleSoft before Nov. 30.
- Changes to Direct Deposit and W-4 should be made by Nov. 30.
- If a life event or family status change is expected before Nov. 30, the change should be completed through myHR by Nov. 30. For any changes during December, contact the Benefits Team at [hrbenefits@depaul.edu](mailto:hrbenefits@depaul.edu).

**Benefits/Tax Documentation and Pay Stubs:**

- PeopleSoft will be unavailable in December and you will not have access to forms. If desired, make a copy of your 1095-c Form, W-2 Form and/or 2020-2021 benefits elections by Nov. 30.
- Access to historical pay stubs will also not be available in BlueSky. Make a copy of any pay stubs needed by Nov. 30.

Additional information regarding human resources and financial transactions specific to your role will be sent over the next few weeks. You will also be hearing more about BlueSky training and virtual labs that will be offered for all employees in November and December.

In the meantime, we encourage you to talk with your colleagues about BlueSky. We've attached a PowerPoint presentation that contains an overview of BlueSky; please use this tool as needed in meetings with your respective areas. We'll also be sending this [self-guided presentation about BlueSky](#) to all employees along with information about upcoming deadlines for self-service transactions.

Thank you for all of your efforts to support a successful transition of DePaul's human resources and financial applications from PeopleSoft to BlueSky. BlueSky will deliver data faster and make administrative processes more efficient—both of which directly impact our purpose at DePaul: supporting student success. If you have any questions, please reach out to the BlueSky Team at [bluesky@depaul.edu](mailto:bluesky@depaul.edu).

Sincerely,  
The BlueSky Team