



**DATE:** Wednesday, Nov. 4, 2020

**TO:** All FT/PT Employees

**SUBJECT:** Getting Ready for the Move from PeopleSoft to BlueSky: What You Need to Know and Do Now

Dear DePaul Faculty and Staff,

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 of 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. 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 human resources and payroll transaction deadlines that will affect all employees as we prepare for the cutover period. (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>• Make copies of benefits/tax documentation for personal reference.</li><li>• December Intersession teaching payments can begin Nov. 5.</li></ul>
Dec. 13, 2020	Approval of timesheets in PeopleSoft for Dec. 18 payroll.
Dec. 15, 2020	<ul style="list-style-type: none"><li>• Approval of timesheets in PeopleSoft for last pay date in 2020.</li><li>• Approval of one-time payments in PeopleSoft for payment in 2020.</li></ul>
Dec. 1-31, 2020	No employee transactions in PeopleSoft.
Dec. 27, 2020	Make copies of pay stubs for personal reference. <a href="#">(UPDATE AS OF 11/18)</a>
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>

**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:**

- For personal reference when PeopleSoft will be unavailable in December, make a copy of your 1095-c Form, W-2 Form and/or 2020-2021 benefits elections by Nov. 30.
- Make a copy of any pay stubs needed for personal reference by Dec. 27. (You will be able to view pay stubs in PeopleSoft until Dec. 27; after that time, pay stubs issued in 2021 and beyond will be available in BlueSky.) ([UPDATE AS OF 11/18](#))

### **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 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.

You will be hearing more about BlueSky in the coming weeks. Training and virtual labs will be offered for all employees in November and December. In the meantime, you can **learn more through this [self-guided presentation about BlueSky](#)**.

If you have any questions, please reach out to the BlueSky Team at [bluesky@depaul.edu](mailto:bluesky@depaul.edu).

Sincerely,  
The BlueSky Team