

## Time and Absence Management Schedule

Date	Time		Audience
Monday, February 3, 2020	9:30am	Training begins. Access the full schedule of classes in the <a href="#">Employee Learning Center</a>	Supervisors, Payroll Representatives, Absence Managers, Absence Administrators, and Time Entry Clerks
Wednesday, February 18, 2020		Last day of classroom training before go live	Supervisors, Payroll Representatives, Absence Managers, Absence Administrators, and Time Entry Clerks
Thursday, February 20, 2020	5:00pm	Last day to enter absences occurring through Feb 23 into Absence Management (for monthly employees only)	Monthly employees, Absence Administrators
Saturday, February 22, 2020 – Sunday, February 23, 2020		The PeopleSoft Human Capital Management (HCM) and Campus Solutions (CS) system, which includes Campus Community, Student Records, TigerHub, Tiger Family Hub, HR Self Service, Benefits, Payroll, and Absence Management, will be unavailable from 6PM Friday, February 21st through 6AM Monday, February 24th for the implementation of the Time and Absence project.	Campus
Sunday, February 23, 2020		Ensure all entries prior to January 1 are up-to-date in TCS	
Monday, February 24, 2020		Go Live	Campus
Monday, February 24, 2020		Absence Management available for entry of any future-dated absences through HR Self Service portal	Campus
Monday, February 24, 2020	9:00am-12pm & 1:00pm-4:30pm	Walk-in Learning Lab (AM – Frist MPR C, PM – 701 Carnegie Room 131)	Supervisors, Payroll Representatives, Absence Managers, Absence Administrators, and Time Entry Clerks
Tuesday, February 25, 2020	12:00pm	Payroll Representatives deadline for approval of final pay period using Time Collection System	Payroll Representatives
Monday, March 2, 2020	9:00am-12pm & 1:00pm-4:30pm	Walk-in Learning Lab (AM – Frist MPR A, PM – 701 Carnegie Room 131)	Supervisors, Payroll Representatives, Absence Managers, Absence Administrators, and Time Entry Clerks
Friday, March 6, 2020		Recommended deadline for Supervisor time approvals in Time & Absence Management	

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Sunday, March 8, 2020		End of first pay period in Time & Absence Management.	
Monday, March 9, 2020	9:00am-12pm & 1:00pm-4:30pm	Walk-in Learning Lab (AM – Frist MPR A, PM – 701 Carnegie Room 131)	Supervisors, Payroll Representatives, Absence Managers, Absence Administrators, and Time Entry Clerks
Tuesday, March 10, 2020	9:30am-12pm	Walk-in Learning Lab (AM only – Frist MPR A)	Supervisors, Payroll Representatives, Absence Managers, Absence Administrators, and Time Entry Clerks
Tuesday, March 10, 2020	12pm	Payroll Representative’s deadline for approvals	Payroll Representatives