

2018 At A Glance - Communications

February	August	Sept	Oct	Nov	Dec	Jan
<ul style="list-style-type: none"> • Individual email to all Employees regarding Payroll Transition Campus Forums • Payroll Campus Forums and Videos available • Columns article 	<ul style="list-style-type: none"> • Fall 2018 Talking Points: • Kaba Informational Signage • Unit presentations- Presentations to units based on request from unit 	<ul style="list-style-type: none"> • Archnews to Employees • Faculty and Staff Guide launched • Forums (unit heads, practitioner, supervisors, and employees • System Changes-Lock out date information distributed • Direct Deposit Enrollment (employees not already enrolled) 	<ul style="list-style-type: none"> • Postcard to all employees on important pay dates • Important Pay Dates information on employee self service website, pay stub emails, and printed checks • Kaba Clock-Employee Registration • Project Coordinators Go-Live Emails begin • Unit Head Go-Live Memo • Columns article • Fliers distributed 	<ul style="list-style-type: none"> • Archnews to Employees • Employee Checklist published • Unit Head Go-Live Memo • Kaba Clock-Registration and How To Signage • Training • Weekly Status Calls begin • Columns article 	<ul style="list-style-type: none"> • Archnews to Employees • Training • Daily Status Calls - Go-Live 	<ul style="list-style-type: none"> • Archnews to Employees • Training