System Transition: WebDFS
September 28, 2018

Important Dates

• **Lockout Date**- 11/30 all personnel are due to Budget Office. Emergency procedures will be in place after 11/30. Users will be locked out COB 12/20.
• **Re-Open Date**- Will not reopen to campus, central offices will retain access from 12/20 2018 to 2/28 2019.
• **What happens on January 1, 2019?** Personnel actions will take place in PeopleAdmin/OneUSG Connect.
• **What happens on July 1, 2019?** No user will have access after 2/28.
• **What happens to historical data?** Historical data will be available in the data warehouse starting March 1, 2019.
• **When can the system be decommissioned?** March 1.

Key Communication Points

• WebDFS Transactions should be processed to the budget office by Nov. 30th
• Exceptions will be permitted only in critical situations (over/under payroll exceptions that impact the Dec payroll and emergency hires are examples). Communication on these should be thorough in the comments section. Explain why this is an emergency exception.
• This deadline is an effort to prevent transactions from having to be processed through double entry and to minimize risk
• July 2018 to December 2018 payroll adjustments after OneUSG go-live should use GL journals in Finance.

Emergency Procedure

1. Dual Entry into WebDFS and PeopleSoft will take place for any transactions that do not make it into conversion through Dec 20, 2018.
2. Communication will need to take place, outlining the points above.
3. The campus process will be either to follow the emergency hire process outlines by HR/OFA or submit a personnel for the action (see matrix).
4. Central Offices will screen transactions for urgency and may request that the department hold off until they can enter into OneUSG Connect, if it’s not an emergency. Examples include, but are not limited to, emergency hires and personnel actions that impact December payroll.
5. All central departments (see matrix) will be notified when an emergency transaction is processed. This includes Budget Office, Human Resources, Benefits, IDM, Commitment Accounting and Payroll.
6. Dec. 20th dual entry stops and everything is entered into OneUSG Connect

Students (20 hours/LBCLR)

• Julie Camp is working on policy statement coming soon.
• We will not convert students for holidays (can still stay on and work 20+ hours), only longer periods over 5 weeks as summer.