



PeopleSoft HCM Upgrade 10/7 – 10/11

The State Accounting Office has been working diligently on the PeopleSoft HCM version 9.1 upgrade for the State of Georgia's PeopleSoft technology. This technical upgrade brings some new features, as well as, addressing some of the issues that PeopleSoft users have identified in the past.

Who does this benefit?

PeopleSoft users will benefit from the delivered enhancements of the upgrade to version 9.1. These enhancements will allow for more efficiency in daily tasks, as well as improved performance in certain modules.

When is this Happening?

The State Accounting Office is doing all that it can to minimize downtime, as such the software migration from PeopleSoft 8.9 to 9.1 is planned for the following dates (including the holiday weekend):

Begin: October 7th, 12PM
Complete: October 11th, 7AM

These days were chosen with your agency in mind. The upgrade requires almost 72 hours to complete, and with it being a holiday weekend, there is an anticipation of less activity taking place in the system at those times.

What does my Agency need to do?

Mark your calendars and be sure you share this important information with the appropriate staff in your agency. Due to the upgrade taking place that weekend, semi-monthly confirm schedules for Friday, October 7th will begin at 12 Noon. Please note this is a change from the normal time of 3PM on semi-monthly confirm days, but provides the SAO team with the time necessary to complete the full batch run, and begin the upgrade process immediately afterwards.

This means the HCM Production Application will be unavailable starting at 12 Noon on October 7th. The system will be back online on Tuesday, October 11th after 7AM. The HCM Query database will be available Monday, October 17th after 7AM.

How do I Navigate the New System?

The upgrade to PeopleSoft HCM version 9.1 is a similar look and feel to version 8.9. To ensure that you are comfortable with getting in and around the system, SAO and SPA have created the following Delta Documents and Job Aids to assist you.

SAO has created two HCM Upgrade v9.1 [Delta Documents](#) that are posted to the SAO website and can be viewed via the links below. Delta documents detail the specific changes made to the HCM modules.

1. [E-Performance v9.1 Delta Document](#)

(http://sao.georgia.gov/vgn/images/portal/cit_1210/42/27/176242760ePerformance%20Delta%20Document%20HCMv9%201%20v2.3%20-%20Final.pdf)

- Document Cloning
- Electronic Signature
- Simplified Document Creation
- Manage Delegation
- Mass Approvals

2. [HCM Module v9.1 Delta Document](#)

(http://sao.georgia.gov/vgn/images/portal/cit_1210/42/26/176242756HCM%20Module%20Delta%20Document%20v9%201%20v2.3%20-%20Final.pdf)

- Benefits Module
- Commitment Accounting
- Human Resources
- Absence Management
- ESS/MSS
- Payroll
- Updated PS Page Designs

SPA has created HCM Upgrade v9.1 [Job Aids](#) that are posted to the SPA website and can be viewed by clicking on the following link and looking under the sub-header named: Guiding Principles of Performance Management. Job Aids include the steps that users should follow to complete the process defined in each Job Aid. <http://www.spa.ga.gov/employees/perfMgmtProcess.asp>

NOTICE: All enhancements described in the ePerformance Delta Document will be available for use in version 9.1, with the exception of the Mass Approval functionality. SAO plans to roll out the Mass Approval enhancement in Q2 of FY12. SAO will send an additional communication when this rollout occurs.

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