

2017

May

AT THIS POINT, BOTH PAYROLL AND HR FUNCTIONAL LEADS SHOULD ATTEND. CORE USERS DO NOT NEED TO ATTEND UNTIL JULY.

Payroll/HR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01 9 AM Status Call	02	03	04	05 Payroll Setup, Basic Pay & Deduction Masters	06	07
08 9 AM Status Call	09 USPS Payroll Cleanup & Munis General Payroll Setup (ELYRIA)	10 USPS Payroll Cleanup & Munis General Payroll Setup (VV)	11 USPS Payroll Cleanup & Munis Payroll Setup (LKW only @ VV)	12	13	14
15 9 AM Status Call	16 USPS Payroll Cleanup & Munis Payroll Setup (ELYRIA)	17 Wave 1 / Wave 2 Lessons Learned (Payroll/HR from 9 AM - 11:30 AM)	18	19	20	21
22 9 AM Status Call	23 1-4 PM: Pay/Deduction Set-up Review (to check on code building)	24 Deduction Setup (1/2 day working lab per district)	25 Deduction Setup (1/2 day working lab per district)	26	27	28
29 HOLIDAY	30	31	01	02	03	04
05 9 AM Status Call	06	Milestones for the month:				

2017

June

Payroll/HR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29 9 AM Status Call	30	31	01	02	03	04
05 9 AM Status Call	06	07	08	09	10	11
12 9 AM Status Call	13 Accrual table setup (AM) / Pay & Deduction Code Review (PM)	14 Accruals Setup (working lab)	15 Accruals Setup (working lab)	16 Accruals Setup (working lab)	17	18
19 9 AM Status Call	20 Salary, Longevity, and Overtime Tables	21 Job Class & Position Control	22 Job Class & Position Control	23 8:30 AM - 12:30 PM Working Lab (required)	24	25
26 9 AM Status Call Job Class/Position Working Lab (1 district)	27 Job Class/Position Working Lab (1 district)	28 Job Class/Position Working Lab (1 district)	29 Job Class/Position Working Lab (1 district)	30	01	02
03 9 AM Status Call	04	Milestones for the month: Complete setup of <i>Basic</i> pay codes, deduction codes, and accrual tables; complete job class buildsheet (preferred)				

2017

July

FUNCTIONAL LEADS (FL) AND CORE USERS SHOULD ATTEND FROM THIS POINT FORWARD UNLESS OTHERWISE INDICATED.

Payroll/HR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 9 AM Status Call	27	28	29	30 Employee Record Building/Mini Payroll Processing	01	02
03	04 HOLIDAY	05 Advanced Pay/Deduction Setup - POL (FL only)	06 Advanced Pay/Deduction Setup - SHA (FL only)	07 Advanced Pay/Deduction Setup - WLK (FL only)	08	09
10 9 AM Status Call	11	12	13	14	15	16
17 9 AM Status Call	18 General Open Lab	19 General Open Lab	20 General Open Lab	21	22	23
24 9 AM Status Call	25	26 Employee Building	27 Employee Building	28	29	30
31 9 AM Status Call	01	<p>Milestones for the month: USPS Demographic Information imported into Munis; after this point, any employee pay records (base salary, extra pays, deductions, etc) will need to be maintained in both Munis and USPS. If not completed earlier, job class buildsheet must be completed. Advanced pay codes and deduction codes setup complete.</p>				

2017

August

Payroll/HR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
31 9 AM Status Call	01	02 Payroll Processing/Static Environment Test	03 Payroll Processing/Static Environment Test	04 8:30 AM - 12:30 PM Outstanding Items	05	06
07 9 AM Status Call	08	09	10	11	12	13
14 9 AM Status Call	15	16	17	18	19	20
21 9 AM Status Call	22	23 Open labs (run by Connect)	24 Open labs (run by Connect)	25	26	27
28 9 AM Status Call	29	30	31	01	02	03
04 9 AM Status Call	05	Milestones for the month: Make adjustments to pay codes/deduction codes as result from Group Static Environment Test. Complete manual building of Employee Pay and Deduction Records.				

2017

September

Payroll/HR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 9 AM Status Call	29	30	31	01	02	03
04 9 AM Status Call	05	06	07	08	09	10
11 9 AM Status Call	12	13 Parallel 1 (all districts)	14 Parallel 1 (all districts)	15 Parallel 1 (all districts)	16	17
18 9 AM Status Call	19	20	21	22	23	24
25 9 AM Status Call	26	27	28	29	30	01
02 9 AM Status Call	03	Milestones for the month: Make adjustments to employee records based on results of 1st Parallel. Send Sample Checks and Prenote File to Bank				

2017

October

Payroll/HR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
25 9 AM Status Call	26	27	28	29	30	01
02 9 AM Status Call	03 8:30 AM - 12:30 PM Time Entry	04	05	06	07	08
09 9 AM Status Call	10 HR Setup Training	11 HR Processing Training	12 ESS Setup Training	13	14	15
16 9 AM Status Call	17 HR Advanced Sessions	18 HR Advanced Sessions	19 HR ESS Review/Advanced Sessions	20	21	22
23 9 AM Status Call	24 Parallel '1.5' (individual district); extra parallel run with Connect	25 Parallel '1.5' (individual district); extra parallel run with Connect	26 Parallel '1.5' (individual district); extra parallel run with Connect	27	28	29
30 9 AM Status Call	31 8:30 AM - 12:30 PM Go-Live Planning Call	Milestones for the month:				

2017

November

Payroll/HR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 9 AM Status Call	31	01	02	03	04	05
06 9 AM Status Call	07 Parallel 2 (individual district)	08 Parallel 2 (individual district)	09 Parallel 2 (individual district)	10	11	12
13 9 AM Status Call	14	15	16	17	18	19
20 9 AM Status Call	21 Go-Live Checklist/Planning (see notes)	22	23	24	25	26
27 9 AM Status Call	28	29	30	01	02	03
04 9 AM Status Call	05	Milestones for the month: Times for Nov 21: 8:30 - 10 AM POL; 1-2:30 PM WLK; 2:30 - 4 PM SHA Make adjustments to employee records based on results of 2nd Parallel.				

2017

December

Payroll/HR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
27 9 AM Status Call	28	29	30	01	02	03	
04 9 AM Status Call	05 Parallel 3 (individual district)	06 Parallel 3 (individual district)	07 Parallel 3 (individual district)	08	09	10	
11 9 AM Status Call	12 Open labs / Final Go live prep	13 Open labs / Final Go live prep	14 Open labs / Final Go live prep	15	16	17	
18 9 AM Status Call	19	20	21	22	23	24	
25 9 AM Status Call	26	27	28	29	30	31	
01 9 AM Status Call	02	Milestones for the month: Make adjustments to employee records based on results of 3rd Parallel					

2018

January

Payroll/HR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01 9 AM Status Call	02	03	04	05	06	07
Go Live Assistance Scheduled as Needed						
08 9 AM Status Call	09	10	11	12	13	14
15 9 AM Status Call	16	17	18	19	20	21
22 9 AM Status Call	23	24	25	26	27	28
29 9 AM Status Call	30	31	01	02	03	04
05 9 AM Status Call	06	Milestones for the month:				