

# PeopleSoft Upgrade on Mon, May 7, 2018

## 1. Employee Self-Service (ESS) Users – THINGS TO KNOW

Please be aware of the following items that pertain to the PeopleSoft upgrade effective **Monday, May 7, 2018**.

- **SYSTEM UNAVAILABLE:** All employees will be locked out of PeopleSoft Employee Self-Service (ESS) starting **Friday, May 4 at 6:00 pm and continuing throughout the weekend of May 5-6**. During this time, the SDCOE will perform an upgrade to PeopleSoft.
- All employees will be able to access PeopleSoft ESS as usual on the morning of **Monday, May 7 by 7:00 am**.
- **CLEAR CACHE:** Please clear your browser cache, **Monday, May 7**, before you access PeopleSoft ESS. Clearing your browser cache will help you receive all the benefits of the upgrade and ensure a smoother user experience. For directions on clearing cache, please refer to <http://crc.sdcoe.net/announcements/peoplesoftnews/howtoclearyourcache>.
- **POP-UP BLOCKERS:** When viewing your paycheck in ESS, you might need to disable pop-up blockers in your browser.
- **FOR SDCOE, CORONADO, JULIAN CHARTER, AND RANCHO SANTA FE:** In ESS, a Cancel button was added to the Absence Request History screen to make it easier to cancel an absence request. For additional information, please refer to: [PeopleSoft Upgrade - New Functionality for Users 05-07-18.pdf](#)
- **MORE INFORMATION:** All information related to the upgrade is available at <http://crc.sdcoe.net/systemstatus>.

## 2. HCM and Finance Users – THINGS TO KNOW

Please be aware of the following items that pertain to the PeopleSoft upgrade effective **Monday, May 7, 2018**.

- **SYSTEM UNAVAILABLE:** All employees will be locked out of PeopleSoft Portal, Finance, HCM, and Employee Self-Service (ESS) starting **Friday, May 4 at 6:00 pm and continuing throughout the weekend of May 5-6**. During this time, the SDCOE will perform an upgrade to PeopleSoft.
- All employees will be able to access PeopleSoft as usual on the morning of **Monday, May 7 by 7:00 am**.
- **WHAT'S NEW?:** While most PeopleSoft screens and functionality will not change, there are several new features to look forward to starting May 7. Please review our easy-to-read "highlights" document that includes screenshots and notes of changes in HCM, ESS Absence, and Finance: [PeopleSoft Upgrade - New Functionality for Users 05-07-18.pdf](#)
- **CLEAR CACHE:** Please clear your browser cache, **Monday, May 7**, before you access PeopleSoft Portal, Finance, HCM, or ESS. Clearing your browser cache will help you receive all the benefits of the upgrade and ensure a smoother user experience. For directions on clearing cache, please refer to <http://crc.sdcoe.net/announcements/peoplesoftnews/howtoclearyourcache>.
- **POP-UP BLOCKERS:** When viewing your paycheck in ESS or performing other actions where results open in a new window, you might need to disable pop-up blockers in your browser.
- **FINANCE USERS: Things you need to know prior to Go Live** – On May 7, you will need to set up your Finance grid personalizations – they will not carry over. Please take screenshots or notes of your grid personalizations before May 4. NOTE: All other Finance personalizations are retained, including Main Menu Favorites, Query Favorites, and preferences.
- **HCM USERS:** No further actions are needed.
- **SUPPORT AND COURTESY CALLS:** On Monday if you see anything that appears to be an issue, please submit a [HEAT ticket](#). The CRC is available Monday, May 7, beginning at 7:00 am. In addition, on May 7, a team of SDCOE Education Business Systems (EBS) staff will also be making courtesy calls to each organization's primary HCM and Finance contacts to check in and provide timely updates.
- **MORE INFORMATION:** All information related to the upgrade is available at <http://crc.sdcoe.net/systemstatus>.