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| --- | --- |
| **Check Box** | **Pre-Go-Live PS HRMS Data Cleanup Activity Checklist** |
|  | **Active Contracts for Contractual Employees:** | **Effective Date** | **Notes** |
|  |  1) Students – contracts submitted | August, 2025 | For 2025-2026 academic year. |
|  |  2) Staff C1, C2 expiring between  | Oct. 1 to Nov. 30 | Extend contract end date to 12/1/25. |
|  |  3) Adjuncts finishing | Spring 2025 | Place them on a Non-assignment through Jan. 31, 2026. |
|  | **UMB Employee Location address:**  |  |  |
|  |  Out of State or Country |  | Use 8046 OOS code for 100% remote workers. |
|  | **Rank & Tenure Faculty Dates:** |  |  |
|  |  Tenured Date Tenure Tract Date  | Current to Oct. 4 |  |
|  | **Mismatched Employee Classes:** |  |  |
|  |  Multiple Assignments cleanup | Current to Oct. 4 |  |
|  | **Employee Supervisors** |  |  |
|  |  Supervisors accurate for all employees | Current to Oct. 4  |  |
|  | **EFPs Using 3 Decimal Places:** |  |  |
|  |  3 decimal place cleanup  | Current to Sept. 30 | Change to 2 decimal places. |
|  | **FY26 EFP Submission:**  |  |  |
|  |  Process EFPs before  | Current to Oct. 4 | Process by Oct. 4,2025. |

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| Check Box | **Pre-Go-Live Payroll Clean-up Activity Checklist** |
|  | **Work Schedules Clean-up:**  |
|  | * Ensure all employees have work schedules that accurately reflect their FTE (Full-Time Equivalent).
 |
|  | * For employees with variable schedules, assign the most frequently used schedule.
 |
|  |  |
|  | **Closed Pay Period Timecards:** |
|  | * All reconciled time cards must be uploaded and saved via the reconciliation page in PeopleSoft.
 |
|  | * Be aware that time cards dated prior to October 5, 2025, will not be reconcilable in either PeopleSoft or Oracle.
 |
|  | **Outstanding Earnings for Non-Exempt and Hourly Employees:** |
|  | * Pay all earnings owed to Non-Exempt and Hourly (HRL) employees for timecards that were not loaded prior to October 5, 2025.
 |
|  | **Leave Payouts for Terminated Employees:** |
|  | * Verify that all terminated employees prior to October 5, 2025, have been properly paid for any remaining leave balances.
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