

Check Box	Pre-Go-Live PS HRMS Data Cleanup Activity Checklist		
	Active Contracts for Contractual Employees:	Effective Date	Notes
	1) New Student Hires for Spring 2026 submitted by 12/11/25 with effective date 1/11/26 or before.	January 11, 2026	Or hire in HCM post go-live with effective hire date after 1/11/2026.
	2) Staff C1, C2 expiring between	Jan. 11 to Feb. 2, 2026	Submit contract renewal on 2/2/2026.
	3) Adjuncts finishing Fall 2025 and no Spring assignment has no action required until post go-live updates.	N/A	Terminate adjuncts not being retained with effective date with one day after last contract date.
	4) Adjuncts processed for hire for Spring 2026 by 12/11/2025 with effective date of 1/11/2026 or before.	December 11, 2025	Or hire in HCM post go-live with effective hire date after 1/11/2026.
	5) Adjunct contract extensions for Spring 2026 use effective date 1/11/2026 or before.	Jan. 11, 2026	Or wait until HCM post go-live with effective hire date after 1/11/2026 and process extension on 2/2/2026.
	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 January 10, 2026	
	Mismatched Employee Classes:		
	Multiple Assignments cleanup	Current to January 10, 2026	
	Employee Supervisors		
	Supervisors accurate for all employees	Current to January 10, 2026	
	EFPs Using 3 Decimal Places:		
	3 decimal place cleanup	Current to January 10, 2026	Change to 2 decimal places.
	FY26 EFP Submission:		
	Process EFPs before	Current to January 10, 2026	Process by Jan. 10, 2026

Check Box	Pre-Go-Live Payroll Clean-up Activity Checklist
	Work Schedules Clean-up:
	<ul style="list-style-type: none"> • Ensure all employees have work schedules that accurately reflect their FTE (Full-Time Equivalent).
	<ul style="list-style-type: none"> • For employees with variable schedules, assign the most frequently used schedule.
	Closed Pay Period Timecards:
	<ul style="list-style-type: none"> • All reconciled time cards must be uploaded and saved via the reconciliation page in PeopleSoft.
	<ul style="list-style-type: none"> • The latest timecards employees will submit in PeopleSoft are for PP 26-14 (12/28 – 1/10/26). For any unreconciled timecards prior to this date, a paper timesheet will need to be collected and kept in the employee's personnel file as there will be no option to reconcile once we transition to Oracle.
	Outstanding Earnings for Non-Exempt and Hourly Employees:
	<ul style="list-style-type: none"> • Pay all earnings owed to Non-Exempt and Hourly (HRL) employees for timecards that were not loaded prior to January 11, 2026.
	Leave Payouts for Terminated Employees:
	<ul style="list-style-type: none"> • Verify that all terminated employees prior to January 11, 2026, have been properly paid for any remaining leave balances.