

PREPARING FOR PEOPLESOFT HCM 9.2

The upgrade to PeopleSoft HCM 9.2 will go-live on **October 11, 2016**.

To help employees prepare for the upcoming changes and maintain productivity during the transition process, we have developed a number of options for training and learning support that will be available to everyone **starting September 26, 2016**.

ONLINE TRAINING

We are providing an online training option to all employees. Online training modules can be done at your convenience and will cover all of the requisite changes / updates to PeopleSoft as part of the upgrade. We highly recommend that you try to complete training prior to or within a few days of go-live.

OVERVIEW SESSIONS

If you are involved in the human resource management function or have a supervisory role, we will be offering a limited number of information / demonstration sessions. The purpose of these sessions is to help you better understand and learn about the changes impacting your role and the work you do on a daily basis.

DROP IN SESSIONS

To support the transition to PeopleSoft HCM 9.2, we have organized a number of Drop In Sessions for employees. To make sure we cover all groups, we will be running these sessions from **October 12, 2016 through November 4, 2016**.

You will be able to get "hands on help" with any questions or concerns you have regarding online time entry or time approval. There is no need to register. Just drop by with your questions or concerns. We are there to help you.

SUPPORT AFTER GO-LIVE

We have also developed additional resource and reference materials for ongoing support for all groups. These include Quick Reference Guides, Job Aids, Training Guides and other reference material that is printable.

REGISTRATION AND RESOURCE MATERIALS

You can access all training and resource materials developed for the upgrade [including links to registration and schedules] on our website at [\[http://se2.ualberta.ca/en/PeoplesoftUpgrade/Training.aspx\]](http://se2.ualberta.ca/en/PeoplesoftUpgrade/Training.aspx).

If you have any questions related to training or to the upgrade, contact our team by email at PeopleSoftHCMUpgrade@ualberta.ca.

Sincerely,

Wayne Patterson
Executive director and Acting Associate Vice-President [Human Resources]