

MyJob upgrade guidance for supervisors

MyJob, the university's finance, human resources and employee self-service application, will be unavailable for scheduled maintenance from 9 a.m. on Thursday, Oct. 28, 2021, through noon on Monday, Nov. 1, 2021. In preparation for this upgrade, please note the following key dates/deadlines.

New faculty, staff or graduate assistants starting between 10/28/21 and 11/03/21:

- To ensure a smooth onboarding experience, Human Resources has requested that all new hire paperwork (Confirmation of Offer) or student to employee transfers (via Salary Authorization) are processed to Human Resources by end of day Wednesday, Oct. 20.
- Human Resources will also look for collaborative support from the hiring manager in working with the new employee to return all new hire employee documents by Monday, Oct. 25, for entry into MyJob before the system outage.

Monthly and Jesuit payrolls for 10/29/21:

- All salary authorizations were due to the Budget Office last Friday, Oct. 15, per normal process deadlines. Late authorizations will not be processed until November due to the system outage.
- Costing changes for October must be submitted online by Wednesday, Oct. 20.
- Payroll will not issue manual checks between Oct. 25-31, so please make sure all salary authorizations and timesheets are submitted on time.

Student payroll for 11/03/21:

- All time sheets for the pay period ending Saturday, Oct. 23, must be approved in EmpCenter by 5 p.m. Monday, Oct. 25. Since midterm break begins Thursday, Oct. 21, if your students are not working you may approve their time sheets early, after their last shift.
- Costing changes for graduate assistants must be submitted online by Tuesday, Oct. 26.
- New hires starting Thursday, Oct. 28, or Friday, Oct. 29, must be entered in JobX by 4 p.m. Tuesday, Oct. 26. Hires submitted after this date will not be available in EmpCenter until Wednesday, Nov. 3.
- If a time sheet is not yet available in EmpCenter, the time worked should be tracked on paper, and supervisors will manually enter the time into EmpCenter.

Purchasing and Accounts Payable:

- Requests for payments to third parties, independent contractors, etc. must be *approved* in MARQetplace by 5 p.m. Thursday, Oct. 21, to be included in the Wednesday, Oct. 27 payment processing. (Normal supplier payment terms still apply.)
- Accounts Payable will not issue manual checks between Oct. 25-31, so please make sure all payment requests are submitted on time.
- Budget transfers for operating and capital purchases must be submitted by 5 p.m. Wednesday, Oct. 27, to ensure funds are available for use in MARQetplace beginning Thursday, Oct. 28.