



PeopleSync Newsletter: July 2016

AMI Reminder

Just a friendly reminder that **Friday, July 15th is the PeopleSync Merit and Bonus submission deadline** for:

- o Annual merit increases for Full-time Faculty, Professional Researchers and Administrators
- o Annual merit increases for non-union clerical and service staff (EXM and Parity employees)
- o Annual Bonuses for administrators and non-union clerical and service staff

We recommend that you run the Merit and Bonus Detail and Summary to Date report in Workday to review your final submission. This report provides details of total merit and bonus spend to date during the AMI process to help monitor an organization’s pool balances. Use the Merit and Bonus Pool reports to determine your maximum pool dollars. There is also a version of this report “With Costing” to facilitate costing allocation changes required for FY2017 and one with “Addresses” for employee communication.

Note, timely submission this year is critical, given the impact of AMI on the position management process.

PeopleSync Scheduled Downtime and Interface Changes

This fall, NYU Shanghai will begin using the same PeopleSync environment currently used by Washington Square and Abu Dhabi. In preparation, NYU Shanghai will be integrated into PeopleSync during July.

As a result there will be scheduled downtime of the system as well as interface changes.

System Downtime

The integration requires system downtime in order to load configuration data, and convert transactions. We will do our best to minimize downtime and will release the systems early, if work is completed on a given day. *We request all HR and Finance users plan their work accordingly to ensure you can meet deadlines given the scheduling constraints.*

The PeopleSync Production system will be unavailable to all users during the following times:

Dates	Time in New York		Time in Abu Dhabi	
	Days	Time	Days	Time
Week of July 5 th	Tuesday thru Friday (4 hours each day)	8 pm - 12 am	Wednesday thru Saturday (4 hours each day)	4am – 8am
July 9 th & 10 th	Saturday & Sunday (12 hours each day)	11 am - 11 pm	Saturday & Sunday (12 hours each day)	7pm – 7am
July 16 th & 17 th	Saturday & Sunday (12 hours each day)	11 am - 11 pm	Saturday & Sunday (12 hours each day)	7pm – 7am



Week of July 18 th	Monday thru Friday (4 hours each day)	8 pm - 12 am	Tuesday thru Saturday (4 hours each day)	4am – 8am
August 4 th and 5 th	Thursday and Friday (4 hours each day)	8 pm – 12 am	Friday and Saturday (4 hours each day)	4am – 8am

The schedule is posted on the [NYU website](#).

If there is a systems related emergency or question on the schedule, please send an email to peoplesync@nyu.edu.

Interface Changes

Though NYU Shanghai employees won't begin using our PeopleSync environment until September, users in New York will begin to see changes in PeopleSync beginning on July 5th.

All employees will see the following changes:

- o New field on the Payment elections page for Shanghai use only (labeled "NYU Shanghai ONLY")
- o New worklets (i.e. icons) for Inbox and Favorites on the PeopleSync homepage that provide an alternate way to access information
- o Access to use Workday mobile apps for employee self service transactions

Users with PeopleSync support roles will see new values and fields for Shanghai use only.

Similar to values used only by Abu Dhabi, most of the Shanghai-specific values will include a "SH" prefix to indicate Shanghai use only. In addition, to prevent users from selecting a Shanghai value, rules will be added to PeopleSync wherever possible by September.

New Shanghai-specific values that should NOT be used include:

- o Job profiles, role names and document categories labeled with an SH prefix.
- o The "Faculty Fellow - Pre-TT" Academic Track Type.
- o A new Shanghai Business unit, labeled SHG04.
- o Various fields on the Change Organization Assignments page. Follow instructions in help text to ensure you do not use Shanghai-only fields.
- o New reason codes for Add/End Additional Job and Termination will be visible and can be used if the reason applies to the scenario.

More information: More details about all changes will be provided in an update at the FO Operational Issues with HROs Meeting on July 13.

I-9 Completion and Verification

Monitoring online I-9 completion is an important part of the onboarding process and ensuring compliance with federal regulations. Please remember to routinely run the "US Hires Missing Electronic or Paper I9 Form" report to view a list of employees with missing or incomplete documentation.

Employees must complete Section 1 no later than their first day of employment. Employers must complete Section 2 within 3 business days of the employee's first day of employment.