

ALERT – June 19 Old Year/New Year Processing and Shutdowns

On Friday, June 19, the second NBPMASS job will be run. The timeline below maps out the tasks and the specific times that users will be locked out of various processes:

12:00 noon	To ensure that all transactions for the Old Year (FY09) have been processed prior to the new year roll, including those created by the EPAS upload, security will be adjusted as follows:
	NOAEPAF – Users will be locked out.
	NOPEAMA – Users will be locked out.
	NOTE that no direct job entry can be made after this time.
1:30 p.m.	To ensure that all transactions in the queue have been processed prior to the New Year Roll (FY10), the following actions will be taken:
	NOAAPSM – Users will be locked out.
	Any transactions in 'approved' status will be processed.
	Any transactions in 'pending' status will be returned to the user for correction. STHRs will send a report of these transactions to the appropriate HR Offices.
	Any transactions in 'waiting' status will be deleted by STHRs.
5:00 p.m.	HRIT will close user access to BPRD in order to flip from FY09 to FY10. The following will be done:
	The Contract Date Rolls (CROL) and Budget Rolls (BROL) processes will be run by STHRs and FAST. This creates the FY10 new year environment.
	When these processes are completed, BPRD will be reopened to users – NOTE that the target time is 10:00 P.M.
	At the same time BPRD is reopened, access to NOAEPAF and NOAAPSM will be reinstated. NOTE that the NOPEAMA process will not be started until after the B1-13 payroll is complete (June 23, 2009 at 6:00 p.m.).
6:00 p.m.	The FY10 New Year encumbrances will be calculated and posted to Finance.
NOTE – 7/1 Records	From this point forward, if a 7/1 record needs to be removed for any reason, this is the order of the steps that must be taken:
	1. Remove the 7/1 Labor Line
	2. Remove the 7/1 NBAJOBS Record
	If the employee is continuing past July 1, 2009, a new 7/1 NBAJOBS record and 7/1 labor line must be added.

If you have any questions, please contact STHRs.