

3/14/2022	3/15/2022	3/16/2022	3/17/2022	3/18/2022
Monday	Tuesday	Wednesday	Thursday	Friday
<p>Last day to enter benefits enrollment in BES</p> <p>Last day to enter HR transactions in PMIS</p> <p>PMIS and BES are offline starting at 5:00 p.m.</p> <p>Take a backup of source systems for data needed "as of" 3/14 COB (if no nightly batch processing required)</p>	<p>Start collecting HR/BN data updates during the freeze period</p> <p>Start generating and posting HR003 (Employees) and HR006 (Positions) interface files</p>	<p>Due date for submission of most Conversion workbooks (17H, 18H, 19H, 22H, 24H, 25H)</p>	<p>Distribution date for Task #85: Expense Employee ID Clean Up</p>	<p>Due date for submission of Task #85: Expense Employee ID Clean Up</p>
3/21/2022	3/22/2022	3/23/2022	3/24/2022	3/25/2022
Monday	Tuesday	Wednesday	Thursday	Friday
	<p>Take a backup of PY source systems for data needed at COB (if no nightly batch processing required)</p> <p>Start working on Task #96: Review Conversion Results (R2 Final)</p>	<p>Finish updates to Task #85: Expense Employee ID Clean Up</p> <p>Complete all business activities in Cardinal before 5pm</p> <p>Due date for submission of Task #21: Additional Pay</p>	<p>Take a backup of TA source systems for data needed "as of" 3/24 COB (if no nightly batch processing required)</p> <p>Due date for Task #98: Freeze Period HR Transactions workbook</p>	<p>Due date for submission of Tasks #23: Leave Balances and #26: Comp Time &amp; Overtime Leave Balances</p> <p>Finish updates to Task #21: Additional Pay</p>
3/28/2022	3/29/2022	3/30/2022	3/31/2022	4/1/2022
Monday	Tuesday	Wednesday	Thursday	Friday
	<p>Due date for submission of Task #96: Review Conversion Results (R2 Final)</p>	<p><b>FIN Agencies:</b> Start using Cardinal and enter FIN transactions held during the freeze period Validate converted data (i.e., proxies)</p> <p><b>Interfacing Agencies:</b> Post TA756 and/or TA758 time files on Cardinal server</p>		<p><b>Pilot Users:</b> Start using Cardinal</p>
4/4/2022	4/5/2022	4/6/2022	4/7/2022	4/8/2022
Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>GO-LIVE!</b></p> <p><b>All End Users:</b> Start using Cardinal HCM Start entering held transactions Start entering, reviewing, and approving time Start reviewing payroll (BW)</p> <p><b>Change Network Members:</b> Review CNV data that failed to load and initiate appropriate actions</p>	<p><b>All End Users:</b> Continue entering held transactions Continue entering, reviewing, and approving time Review and approve all BW timesheets</p> <p><b>Time Approval Due Date (BW) 5:00 p.m.</b></p>	<p><b>PY Agencies:</b> Certify payroll by noon (BW)</p>		<p><b>Change Network Members:</b> Due date for submission of Task #97: Review Conversion Errors (R2 Final)</p>