

Banner 8 Upgrade - User Access Information

This is just a quick reminder that the upgrade to Banner 8 will occur this week. This means that Banner HR and Finance users will be locked out of the application as of close of business on Thursday, September 23 and re-open to users for start of business on Tuesday, September 28. The actual upgrade will start the evening of Thursday, the 23rd and run through September 27.

The upgrade does affect payroll deadlines, and Stephanie Behan has already alerted the Campus Payroll offices of the revised payroll schedule. In case you haven't seen it yet, the payroll calendar can always be found at this link:

http://finadmin.usnh.edu/Disbursements/Payroll/Deadlines/2010_HR_Payroll_Deadlines.pdf

There have been questions regarding the availability of WebI Finance and HR reporting during the upgrade window. While Jackie Snow will be communicating directly with all WebI users, here are the facts:

WebIntelligence Finance and HR reporting will be available on Friday, September 24th but will not be available on Monday, September 27th due to the Banner 8 upgrade. WebI Live HR reporting will not be available during the Banner 8 upgrade.

Here are additional details for those who may be interested:

WebIntelligence Finance and HR reporting will have a special production run on Thursday evening, Sept 23rd after the Banner payroll and nightly financial processing complete and before the start of the Banner 8 upgrade.

WebI Finance and HR reporting will be available for use on Friday, Sept 24th and over the weekend and will contain data from Thursday night, Sept 23rd.

On Monday, Sept 27th, WebI Finance and HR reporting will not be available as the MR team needs to apply the necessary changes required by the Banner 8 upgrade.

A special WebI Finance and HR production will run on Monday evening, Sept 27th to update the WebI Finance and HR data.

WebI Finance and HR reporting will be open for use at the start of the business day on Tuesday, Sept 28th.