Reminder: Be Ready for Changes to M-Pathways SA/HRMS

May 21, 2013

The M-Pathways Student Administration and Human Resource Management System (SA/HRMS) will be unavailable from 5 p.m. Thursday, May 30, through 7 a.m. Monday, June 3, 2013. ITS is making changes to the underlying software to provide better data administration, vendor support, and cost savings.

The service interruption includes the self-service environments: Employee Self-Service, Manager Desktop, Time Approval, Faculty Business, Student Business, New & Prospective Student Business, and My Student’s Information.

For details about specific services impacted and reporting options available during the interruption, refer to the project web page:

- **M-Pathways SA/HRMS Database Split and ODS Retirement**

For detailed information and action items that may affect you beginning Monday, June 3, refer to the Overview of Changes document on My LINC:

- **M-Pathways SA/HRMS Database Split - Overview of Changes**

**Summary of System Changes for M-Pathways Users**

- There will be separate M-Pathways SA and M-Pathways HRMS databases. Log in to the SA system to perform student-related transactions and the HRMS system for human resources-related transactions. You do not need to do anything to retain your current access, although you may need to use two systems if you have both SA and HRMS roles.
- To access the separate systems, open **Wolverine Access** and select the appropriate system from the University Business menu on the Faculty & Staff tab. Old bookmarks and favorites on your browser will not work.
- The HEODS reporting environment will be retired at 7 a.m. Monday, June 3. HEODS reports and queries will be available in the applicable SA or HRMS production environments. There are a small number of exceptions detailed in the **Overview of Changes**.

**Self-Service Time Entry, Approval, and KABA Time Clocks**

- **Self-Service Time Entry and Approval**: Please schedule time entry and approval around the service interruption. During the interruption, you can use HEODS to run queries or view pages such as the Timesheet page. HEODS is located in the Reporting menu on the Faculty & Staff tab.
- **KABA Time Clocks**: During the service interruption, KABA time clocks connected to M-Pathways will continue to collect punches. When M-Pathways becomes available, the punches will be loaded into M-Pathways. Please note that the upload process may take several hours.

**For Questions or Assistance**
To: M-Pathways SA/HRMS Users
From: ITS-Inform
Subject: Reminder: Be Ready for Changes to M-Pathways SA/HRMS