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| --- | --- | --- | --- | --- | --- |
| Transaction Type | Effective Dates Allowed During Shutdown (Yes/No) | Last Effective Date Allowed Prior to Shutdown | Effective Date After Go-Live | Instructions | Process During Shutdown |
| New Hires | No | Oct. 22, 2014 | Nov. 14, 2014 or later |  |  |
| Reinstatements | No | Oct. 22, 2014 | Nov. 14, 2014 or later |  |  |
| New Contractual Hires (311T) | No | Oct. 22, 2014 | Nov. 14, 2014 or later |  |  |
| Contractual Renewals (311T) | No | Oct. 22, 2014 | Nov. 14, 2014 or later |  |  |
| End Contractual Employment | Yes |  |  | Enter into SPS after go-live date with the true effective date (any date) | End employment with employee, hold transaction for go-live |
| Reclasses/Other Position Changes | Yes | Oct. 22, 2014 for submission on Oct. 15, 2014 |  | Enter into SPS after go-live date with the true effective date (any date) | Process paper/manual forms as usual, hold transaction for go-live |
| Transfers | No | Oct. 22, 2014 | Nov. 14, 2014 or later |  |  |
| Disciplinary Actions  | Yes |  |  | Enter into SPS after go-live date with the true effective date (any date) | Process paper/manual forms as usual, hold transaction for go-live |
| Terminations | Yes |  |  | Enter into SPS after go-live date with the true effective date (any date) | Process paper/manual forms as usual, hold transaction for go-live |
| Retirements | Yes |  |  | Enter into SPS after go-live date with the true effective date (any date) | Process paper/manual forms as usual, hold transaction for go-live |
| Final Payouts Oct. 22, 2014 | Yes |  |  | Oct. 22 pay not affected for actions on PPE Oct. 14 | Handle payout process as usual |
| Final Payouts Nov. 5, 2014 | Yes |  |  | Nov. 5 pay not affected for actions effective on or before Oct. 15 | Handle payout process as usual |
| Final Payouts Nov. 19, 2014 | NA |  |  | Enter terminations on Nov. 14 with true effective date | These will **not** make the PPE Nov. 11. These will have to be handled on the next pay date, Dec. 3 |
| Final Payouts Dec. 3, 2014 | NA |  |  | Enter terminations on Nov. 14 with true effective date | Handle payout process as usual, for payouts that missed Nov. 19 and for new payouts for Dec. 3 |
| JobAps Hire Dates and Activity | Yes | Last hire date, Oct. 22, 2014 | Hire date, Nov. 14, 2014 or later | Hire Details in JobAps completed during the shutdown period will be sent to Workday via integration on Nov. 14. In the evening | HR staff in Workday will see the Hire events from the JobAps integration on Monday, Nov. 17. |
| SharePoint Data Entry | The last date for data entry into the OD or PD Forms in SharePoint will be close of business on Wednesday, Oct. 22, 2014. The OD Form is the information that drives the supervisory relationships and organizational structure in Workday. This information should be as up to date as possible on Oct. 22.  |