

MyJob upgrade guidance for supervisors

MyJob, the university's finance, human resources and employee self-service application, will be unavailable for scheduled maintenance from 12 p.m. (noon) on Thursday, June 9, 2022, through Monday, June 13, 2022. In preparation for this upgrade, please note the following key dates/deadlines.

New faculty, staff or graduate assistants starting between 6/09/22 and 6/15/22:

- To ensure a smooth onboarding experience, Human Resources has requested that all new hire paperwork (Confirmation of Offer) or student to employee transfers (via Salary Authorization) are processed to Human Resources by end of day Thursday, June 2.
- Human Resources will also look for collaborative support from the hiring manager in working with the new employee to return all new hire employee documents by Monday, June 6, for entry into MyJob before the system outage.

Student payroll for 6/15/22:

- All time sheets for the pay period ending Saturday, June 4, must be approved in EmpCenter by 5 p.m. Monday, June 6. If your students are not working the full pay period, you may approve their time sheets early, after their last shift.
- The deadline to submit Costing changes for graduate assistants has been extended one day. These must be submitted online by Tuesday, June 14.
- New hires starting Thursday, June 9, or Friday, June 10, must be entered in JobX by 4 p.m. Tuesday, June 7. Hires submitted after this date will not be available in EmpCenter until Wednesday, June 15.
- If a time sheet is not yet available in EmpCenter, the time worked should be tracked on paper, and supervisors will manually enter the time into EmpCenter.

Purchasing and Accounts Payable:

- **Rush** requests for payments to third parties, independent contractors, etc. must be *approved* in MARQetplace by 5 p.m. Friday, June 3, to be included in the following week's payment processing. (Normal supplier payment terms still apply.) Please email [Emily Hernandez](#) and [Lorena Sanchez](#) to communicate your RUSH request.
- Accounts Payable will not issue payments between June 9-13, so please make sure all payment requests are submitted on time.
- Budget transfers for operating and capital purchases must be submitted by 5 p.m. Tuesday, June 7, to ensure funds are available for use in MARQetplace beginning Thursday, June 9.