

In order to transition to our new Chart of Accounts, which is on track to go live July 1, users will be locked out of the Runway system and parts of Banner from noon Thursday, June 27 to 7:30 a.m. Monday, July 1.

While the downtime will have the biggest impact on Banner and Runway, the transition will also affect other systems. Please see the COA website at go.udayton.edu/coa for an overview of the affected systems and a table with all important dates and actions.

If you have any questions or concerns about any of these systems, please email coa@udayton.edu.

What does this mean for Internet Native Banner users?

- Limited users (Public Safety, Service Desk) will have query-only access to Banner INB but all other users will *not* have access to the system during the downtime
- FOAPAL creation will be frozen at 8 a.m. Tuesday, June 25

What does this mean for Banner Timesheets & Time Approvals?

- All Banner timesheets must be submitted by 11:59 p.m. Friday, June 28. Any employees working the weekend of June 29-30, must submit by 11:59 p.m. on Sunday.
- All Banner timesheets must be approved by supervisors by 11:59 p.m. Sunday, June 30

What does this mean for Banner Self-Serve – Employee Job Data?

- Employee job data will be unavailable from Wednesday, June 12 to Monday, July 1
- Self-Service Banner will remain available for all users throughout this time so there will be no impact on other areas such as registration, grade entry, etc.
- Fee assessments will be turned off to extend drop/add date

What does this mean for Runway users?

- Users will not have access to Runway after noon June 27 until July 1 — no Runway purchasing transactions will be completed
- If you need to make a purchase during this time, you may use a Pcard or contact Procurement and Payables Services, pmcneely1@udayton.edu, for assistance
- No invoices will be paid during the downtime. Processing will resume on Monday, July 1. Accounts Payable will begin the fiscal year-end invoice review process at this time.
- Any PR/PO left in a pending status when the downtime begins will be returned to the owner to be recreated on July 1 using the new Chart of Accounts
- Continue to send all other invoices directly to Accounts Payable at accountspayable@udayton.edu for processing.

PageUp

- Users will not have access from 5 p.m. Friday, June 21 until Monday, July 1
- Select users in Human Resources, Provost Office, Budget and Affirmative Action will have limited access for approvals/job posting purposes
- The current job postings, applicant site and new hire onboarding portal **are not** affected by this down time and will still be available for applicants

Touchnet Feed to Banner

- Will be turned off at 9 p.m. Sunday, June 30 (routine for end of month) and back on by Monday, July 1

Timeline of System Downtime Activity

| System/Process | Date | Impact |
|----------------------------|-------------|--|
| EPAF | 6/7 | EPAFs will be inactivated on June 7. If you have personnel actions that need to be processed with Chart D labor distribution and an effective date prior to July 1, they must be processed with a paper PAF |
| Banner SSB - Employee Data | 6/12 | Will be unavailable from Wednesday, June 12 until Monday, July 1. Self-Service Banner will remain available for all users throughout this time so there will be no impact on other areas such as registration, grade entry, etc. |
| EPAF | 6/17 | New EPAFs will be available. Any actions with Chart F labor distribution, with an effective date July 1 or later, can be processed on an EPAF at this time |
| PAF | 6/17 | New manual PAF will be available for download. All PAFs effective July 1 or later must be processed on the new form |
| PAF | 6/21 | PAFs effective June 15 through June 30 with Chart D labor distribution must be approved and submitted to HR by Friday, June 21 |
| PageUp | 6/21 | Users will be locked out of PageUp at 5 p.m., June 21 until July 1. Select users will have limited access during the downtime for approvals/job posting purposes. The current job postings, applicant site and new hire onboarding portal are not impacted by this downtime. |
| FOAPAL Creation | 6/25 | FOAPAL creation will be frozen at 8 a.m. Tuesday, June 25 |
| Banner INB | 6/27 | Users will be locked out of Banner INB from noon Thursday, June 27 until 7:30 a.m. Monday, July 1 |
| Runway - Purchasing | 6/27 | Users will be locked out of Runway from noon Thursday, June 27 until 7:30 a.m. Monday, July 1. Any pending purchase requisitions or purchase orders will be returned to the owner to be recreated July 1 using the new Chart of Accounts. |
| Runway - Invoices | 6/27 | Users will be locked out of Runway from noon Thursday, June 27 until 7:30 a.m. Monday, July 1. Accounts Payable will resume processing invoices July 1 and begin the fiscal year-end invoice review process. |
| Banner Timesheet Submittal | 6/28 | All Banner timesheets must be submitted by 11:59 p.m. Friday, June 28 |
| Banner Timesheet Approval | 6/30 | All Banner timesheets must be approved by 11:59 p.m. Sunday June 30 |
| Touchnet | 6/30 | Feed to Banner will be shut off at 9 a.m. (routine for end of the month) |
| All Systems | 7/1 | All systems will back up and reflect the new Chart of Accounts at 7:30 a.m. July 1 |
| All Forms | 7/1 | All new forms (Travel, On-Campus Requisition, etc.) will be replaced on their respective sites and the COA website |