

## **Quick tasks to prepare for tonight's HCM outage, update on PETs** <sup>[1]</sup>

May 4, 2017 by [Employee and Information Services](#) <sup>[2]</sup>

HCM's restructured contract pay pages debut tonight. Here are a few things you should do before tonight's scheduled system outage, which runs from 6-10 p.m.:

### **Finalize these transactions or hold them until Friday**

- Any outstanding ePAR Hire transactions for all employees should be approved before 6 p.m. today.
- Any outstanding ePAR Leave or Pay Rate Change transactions for contract employees should be approved before 6 p.m. today.

### **PETs not affected by system maintenance**

Some users have expressed concern about losing Payroll Expense Transfers when new features are implemented this evening. This is not the case. Unapproved PETs will still be available for approval tomorrow. PET processing for any approved PETs will run tonight after the maintenance completes.

[Contract pay](#) <sup>[3]</sup>, [PETs](#) <sup>[4]</sup>, [HCM](#) <sup>[5]</sup>, [Elevate](#) <sup>[6]</sup>

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