Hello Everyone,

With the beginning of the fall semester approaching, I want to make you aware of some important changes to the Rutgers administrative systems that may impact you. As many of you already know, the University will be implementing 4 new administrative systems beginning on October 3rd, including a new Procurement system called SciQuest and an Expense Management system. As a result of this implementation, there will be a shut- down of the Rutgers Integrated Administrative System Internet Procurement application (RIAS), for a period of up to 3 weeks, beginning September 8th. Below are the deadlines for the various business processes that are affected and their respective blackout periods.

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| **REQUEST / TRANSACTION** | **DEADLINE FOR SUBMISSION TO BUSINESS OFFICE** | **BLACKOUT PERIOD** |
| New Supplier Request | 08/30/16 | 09/1/16-10/02/16 |
| Order Modification / Supplement | 09/06/16 | 09/08/16-10/02/16 |
| Requisition for PO in excess of $5,000 | 09/01/16 | 09/08/16-10/02/16 |
| New Expense Report / TABER | 09/07/16 | 09/09/16-10/02/16 |
| Punch Out / Exchange Order | 09/20/16 | 09/23/16-10/02/16 |
| Quick Order Request (under $5,000) | 09/20/16 | 09/23/16-10/02/16 |
| Invoice Processing | 09/22/16 | 09/27/16-10/02/16 |

Understanding the beginning of the semester is a critical time for Student Affairs, we need to prepare in advance for the blackout periods noted above. Please begin anticipating your purchases for the month of September and requesting those quotations and submitting requisitions as soon as possible. Invoice processing has assured us that all invoices received before the cut-off will be processed in advance of the October 3rd implementation regardless of the 45-day payment terms.

As a contingency plan, the Student Affairs Business Office team will be reaching out to your departments and units to ask you to send them a list of potential vendors that you transact with during this time of year for goods and services such as food, transportation, performers, speakers, supplies, etc. We will be creating blanket purchase orders, if possible, in the event that unanticipated purchases arise after the cut-off periods noted above. However, we are strongly encouraging you to please be proactive and submit as many requisitions as you can anticipate, prior to September 1st, for purchases greater than $5,000, and September 20th for purchases less than $5,000.

Additionally, beginning October 3rd, a new Expense Management system will be replacing the paper Travel and Expense Reimbursement forms (TABERs). If the September 7th deadline for submission of TABERS cannot be met, you will need to process your expense reimbursements in the new system once it opens on October 3rd. We will be sending additional information regarding on-line training webinars for the new Expense Management system once they are available.

Training for the SciQuest (procurement) system is currently being rolled out. By the end of August, everyone who is currently a preparer or approver of requisitions in the current RIAS system will have received a training notification. Should you have any additional questions or if you do not receive a notification to attend a procurement training, contact your Business Office directly or Diana Uveges.

**HR Payroll Cut-Off Memo**

The University’s HR/Payroll system, Peoplesoft, will be integrating with the RBHS legacy system, Banner, beginning October 8th. As a result, Peoplesoft will be completely shut down from October 1st – October 8th in order to be able to transition the system. Because of the blackout period, transactions in Peoplesoft that need to be approved by HR, will have to be submitted **no later than September 14th**. This includes new hires (class 1s, 3s and 4s), leaves of absences and student employees that have to be rehired. Please work with your HR Liaisons to process your HR transactions prior to the September 14th cut-off.

Please note that the 10/7 pay date will not be affected. We will be sending a payroll schedule with detailed cut-off dates in the next few days.