

# Service Cut-Off Dates for Go-Live Quarter - Centralia College Executive Sponsor Email

HELLO CENTRALIA COLLEGE STAFF & FACULTY,

## Upcoming System change

Centralia College is transitioning to a new registration, payroll, and accounting system in February.

There will be a 3-week period from late January to mid-February when our core business systems will be frozen, and no data entry or reporting will be available until the replacement system is installed. This will cause a number of delays in many of our normal business processes.

## Slowdowns in key departments

You can expect service slowdowns in the following areas over the next 3 months:

- Enrollment Services (Admissions/Registration)
- Cashiering
- Financial Aid
- Business Office
- Purchasing
- HR/Payroll
- Instruction Office

Staff in these areas will be working long days, late nights, and every weekend to ensure the conversion to the new system goes as smoothly as possible.

Response times in these departments will be delayed, often by 48 hours or more. We encourage you to allow as much lead time as possible on any requests, and realize that we will all have to exhibit more than our normal quantity of patience during this transition period.

## Cutoff dates

As we approach the system lockout, you will receive official announcements about cutoff dates and deadlines. Please pay careful attention to these cutoff dates, as this transition will impact you in a variety of ways.

A few high-profile shutdowns:

Cut-off Event	Date	Description
<b>Purchasing cutoff</b>	Dec 31	All purchase requests for Winter quarter must be submitted by this date. Any requests submitted after this date will not be processed until after implementation is complete. This means a potential delay of two to three months.

<b>Hiring Freeze</b>	Jan 15	<p>Last day to hire any employees.  Hiring documents must be received/processed by HR.  IT onboarding must be completed by this date.  No new employees will be processed from Jan 16 – Feb 26.  This includes:</p> <ul style="list-style-type: none"> <li>• Exempt</li> <li>• Classified</li> <li>• Full-time Faculty</li> <li>• Part-time adjunct faculty</li> <li>• Part-time hourly</li> <li>• Students (work-study/student employment)</li> </ul>
<b>Enrollment Freeze</b>	Jan 22	<p>No adds/drops/withdrawals after this date.  Last day for drop for non-payment.  Continuous enrollment classes will require prior approval.  No student data will transfer to Canvas from Jan 22 – Feb 16.</p>

Stay tuned for more specific information from individual departments.

Thank you for your attention and cooperation during this time.

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