



HRM - Important Dates

For the Go Live Pay Period, you will key all employee updates (including ESMT, time/leave, deductions) in both the GHRS and the new HRM system. eSTART time and leave files will be uploaded to both systems as well.

SPD, Comptroller, and Agencies will review both systems for payroll differences.

Go Live Pay Periods are as follows:

Semi-monthly arrears: October 16 – October 31 Paid: November 15

Semi-monthly current: November 1 – November 15 Paid: November 15

Go Live Payroll Dates are as follows:

November 2 & 3 –

GHRS online for keying. Anything keyed into GHRS starting October 30th should also be keyed into HRM.

November 5 –

HRM will be available to review employee data and key transactions. All transactions must be keyed in both GHRS and HRM systems.

November 8 –

GHRS and HRM will be down at 1:00 PM for the Semi-monthly current payroll.

November 9, 10, & 11 –

GHRS and HRM online to allow extra time for keying transactions.

November 12 –

GHRS and HRM will be down at 10:00 AM for Semi-monthly Arrears payroll.

State Business Systems (SBS) will provide agencies with any payroll differences for review.

HRM Training staff will offer online assistance on November 5th thru 11th. The link for the training session is [Join Here](#). The hours of support will be 8am-5pm for normal business days, 10am to 4pm on the weekend and the holiday.

The HRM Help Desk will be available November 9th, 10th, and 11th from 10am-4pm.



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