HRM Mock Parallel Support and Updates

Tentative dates for new HRM data to drop into the agency HRM view tables is September 26th at the earliest. We will be running a parallel payroll so the anticipated date for payroll data will be after September 27th. This all depends on no delays.

This is an excellent chance for IT process (parallel testing) with XPAYD, PCEF, reporting and any other agency processes to occur. Pay period data is SM Arrears (09/01-09/15), Current (09/16-09/30), and Monthly (09/01-09/30).

Any connection issues and/or data issues should be called in to the HRM Help desk.

IT managers/staff will not be able to contact the Help Desk directly. You must work directly with your **Agency's POC** to report any issue to the HRM Help Desk at HRMSupport@finance.alabama.gov or (334) 353-9700.

IMPORTANT DATES TO REMEMBER: The Go Live Mock Parallel is the first payroll parallel phase and is a **mock test**.

During Phase 1 of the Mock Parallel, 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. Be sure to document all lessons learned and provide appropriate resolutions to help assist everyone during the Mock Parallel.

Mock Parallel Pay Periods are as follows:
- Semi-monthly arrears: September 1 – September 15
  - ➢ Paid: October 1
- Semi-monthly current: September 16 – September 30
  - ➢ Paid: September 30
- Monthly: September 1 – September 30
  - ➢ Paid: September 30

Mock Parallel Payroll Dates are as follows:
- September 13 – GHRS will be available to key transactions
- September 19 – HRM will be available to review employee data and key transactions
  - ➢ **All transactions must** be keyed in **both** GHRS and HRM systems
- September 27 – GHRS and HRM will be down at 10:00 AM

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

You must complete HRM Training Part A, "*HRM Overview & Navigation*" before beginning HRM Training Part B, "*Time/Leave & Employee Record Management*."

Please continue to frequently check the website for training dates and other important information.

HRM training must be completed by September 19, 2024.

(334) 353-9700
Mon-Fri | 8am-5pm CST
HRMSupport@finance.alabama.gov

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