

From: [State Accounting - EnterpriseOne](#)
To: [Hartley, Ramona](#)
Subject: EnterpriseOne - HR/Payroll Lockout - 5/21/11 & 5/22/11
Date: Wednesday, May 18, 2011 6:00:23 AM

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State Accounting - EnterpriseOne	
HR / Payroll Lockout	Today's Date: 5/18/11
	
Dear Ramona, As stated in the HR Guide for 2011-2012 Plan Year, Wellness and Benefits has established three Lockout Periods in preparation for the upcoming 2011 Open Enrollment. • Lockout Period 1 - April 9th - April 10th, 2011 • Lockout Period 2 - April 23rd - April 24th, 2011 • Lockout Period 3 - May 21st - May 22nd, 2011 These Lockout Periods are designated times in which no one can be in any of the Payroll screens. You must have all Payroll screens closed for the entire time established. For this weekend Agencies CANNOT be locked in a payroll after 5:00PM (Central Time), Friday May 20th, 2011. This includes both bi-weekly and monthly pay cycles. Warning: Any Agency locked in payroll during the Lockout Period will be reset. Note: This email was sent to the EnterpriseOne Payroll / Human Resource and EnterpriseOne Payroll lists. Please share with those in your area who may need to be made aware of this information. State Accounting WebsiteSign Onto EnterpriseOne	

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