

From: Human Resources <alert-hr@pace.edu>

Sent: Wednesday, November 29, 2023 3:21 PM

To: 'allfaculty@pace.edu' <allfaculty@pace.edu>; 'allstaff@pace.edu' <allstaff@pace.edu>

Subject: REMINDER: Phase 2 of "HR Works for You" - Coming January 1st

Dear Colleagues,

As a follow up to our November 1, 2023, message announcing the second phase of the HR Works for You! project, we are pleased to share the training schedule. This will prepare you for the transition from the Kronos (Timekeeping), Payment Action and Separation systems to the UKG Ready platform. As a reminder, this phase will go into effect January 1, 2024. The following training options will be available:

1. Virtual instructor-led training sessions will be held throughout December and January. Please [register here](#) for a training session.
2. Online training videos and user guides providing an overview of the UKG Ready system, including navigation, will be available in the coming weeks.
3. Virtual office hours/drop-in sessions will be scheduled within the first few weeks of go-live in January. Please view available dates and registration link below:
 - Wednesday, January 3, from 10:00 a.m.-12:00 p.m. [Register here](#).
 - Tuesday, January 16, from 1:00 p.m.-3:00 p.m. [Register here](#).

Look for more information about what's changing and the timeline on the dedicated [HR Works for You! Project Updates webpage](#). Share your questions or feedback here: HRWorks@pace.edu.

Sincerely,

The HR Works Project Team