


# Empower Timeline



Function	Key Dates	Activity
Recruiting	4/28	All offers must be extended and accepted by this day to allow for a start date of 5/22. The next start date for new hires will be on 7/3 (including contractor conversions).
	4/29 through 7/2	During this time, offers can be made using the start date of 7/3 assuming a position has been created.
Learning	5/1	No new courses can be created after 5/1.
Org / Employee Changes	5/1	No new jobs, positions or org. structures can be created.
Org / Employee Changes	5/12	Last day for leaders to submit and have approved employee changes, promotions or salary discretionary increases for an effective date of 5/22.
	5/15 through 7/30	<b>Freeze for employee and organizational changes such as transfers, promotions, salary increases, reorgs, creation of new org units and/or positions. Ability to make these changes resumes with an effective date of 7/30 in Empower.</b>
ESS	5/19	Last day for employees to make changes in SAP, including Employee Self-Service to change their address or taxes.
Recruiting	5/22	Last start date and effective date for new hires and employees who accept offers through the job postings before the freeze. Employees who accept offers after 4/28 will start on 7/3 or later.
Recruiting	5/22	Last day for hiring managers to post a requisition with a 5/31 end date in My Career Map.
Talent	5/31	Last day to enter or update succession plans, goals, priorities and check-in conversations. These will become view only in My Career Map as of 6/1.
Recruiting	5/31	Last day to hire contractors until 7/3.
Recruiting	6/1 - 6/18	Job postings will not be visible in My Career Map or on the FE Career site. Job postings will resume in Empower starting 6/19.
Payroll / Time	6/17 & 6/18	Employees paid bi-weekly MUST enter time into SAP up to and including time for 6/17 (6/18 for Mon-Sun schedule). Leaders MUST approve time in SAP. This group of employees will receive their last paycheck in SAP on 6/23.
Payroll / Time	6/24 & 6/25	Weekly employees MUST enter time into SAP up to and including time for 6/24 (6/25 for Mon-Sun schedule). This group of employees will receive their last paycheck in SAP on 6/30.
Empower	6/19	 <b>EMPOWER GO LIVE</b>
Payroll / Time	6/18 & 6/19	Employees paid bi-weekly MUST enter time in Empower beginning on 6/18 for the first pay in Empower. (6/19 for Mon-Sun schedule)
	6/25 & 6/26	Employees paid weekly MUST enter time in Empower beginning on 6/25 (and by 6/26 for the Mon-Sun schedule) for the first pay in Empower.
	6/26 & 7/3	Leaders <b>MUST</b> approve time in Empower <b>PRIOR</b> to payroll being processed.
	7/3	Empower Learning System available. Full course transcripts will appear by the end of July. Continue to use Map My Learning until this date.
	7/7	First paycheck in Empower for all Employees.
Org/Employee Changes	7/10 through 7/21	All organizational changes, employee changes and new positions must be requested and approved for an effective date of 7/30 or 7/31.
Org/Employee Changes	7/30 & 7/31	First effective date in Empower for all organizational and employee changes.