Subject:	[teknadm_ansatte.ift] New admin systems effective from 1st January - some important tasks and deadlines for all
Date:	Thursday, 26 November 2020 at 12:08:13 Central European Standard Time
From:	Grete Kvamme Ersland
To:	'vit_ansatte.ift@uib.no', 'teknadm_ansatte.ift@uib.no'
Attachments:	image001.png, image002.png, image003.png, image004.png

Dear all,

Effective from 1st January, the UiB will have 3 new admin systems for:
- HR-/salary, **SAP** (replacing the HR-portal PAGAweb)
- Economy **Unit4** (replacing Oracle and Basware) NB! Tableau report system stays unchanged
- Identity and access control **Rapid Identity** (replacing SEBRA)

We will come back with more information and e-learning courses for the new web-based self-service portal (DFØ*-app) for all employees later.

For now in this preparing phase, I would kindly ask you to carefully notice and act on the following:
- No one will be able to access the HR-portal (PAGAweb) after 31.12.2020. If you need to archive or print documents from My folder**, ex your salary slips or annual reports**, this must be done before the year ends.
- All unused **vacation days** must be registered or transferred to 2021 asap and at the latest 21.12.2020.
- If you already have registered **vacation days for 2021** these will not be transferred to the new system, and must be registered again after 1.1.2021.
- **Travel claims** must be registered asap and at the latest 15.12.2020.
- **Refunds** must be registered asap and at the latest 15.12.2020
- Some other more detailed things are also on our preparation to-do-list, but those who are effected from these, will be contacted individually

Regards, Grete

Grete K. Ersland
Administrasjonssjef
Institutt for fysikk og teknologi
Universitetet i Bergen
Tlf: +47 55 58 27 59