

PEAK INITIATIVE UPDATE



Unit Guidance on Requests in Progress at Cutover

Purpose

Requests received before March 23 should not be held to be submitted after Go Live. This document is to give guidance on how to handle HR requests made prior to go-live that are still in progress at the time of go-live.

Definition

Cutover – When the TDX system and PEAK processes go live and pre-PEAK processes are no longer used.

Request Types:

If the following requests are in progress at go-live, the Unit will complete the request:

- Posting a Position (Unit Recruited or Full cycle Recruited)
- Termination or End Appointment
- Reclassification
- Person of Interest Entry
- Modifications to current employment records

If a Hire is in Progress at the time of go-live, use the decision tree below to determine how to complete the hiring process:

