

IMPORTANT ORA MESSAGE

August 16, 2017



With the upcoming implementation of Workday Finance scheduled for September 1, 2017, ORA would like to bring a few important items to your attention.

- Payroll Accounting Adjustments (PAA) affecting periods prior to September 1, 2017 must be submitted by COB August 25 to avoid delays in processing and the need for manual journals.
- ORA will continue setting up new accounts through August 23 for awards starting prior to September 1, 2017.
- Currently, ORA cannot change any existing accounts to reflect amendments or corrections. All changes and updates to existing accounts will be processed in Workday after go-live, as these changes will not convert into Workday automatically.
- Please utilize the updated [PCRF-L](#) and [PCRF-S](#) effective immediately. If you have any questions when completing these forms, please refer to the [Decision Matrix](#) and [Instructions for PCRF-L](#) or [Instructions for PCRF-S](#).
- If a sponsor requires submission of a progress report, please utilize the [PCRF-S](#) when routing to mra@med.miami.edu.

Revision of 8/11/17 Message

- When requesting an Outbound Subaward or Jackson Work Order, please utilize the [Outbound Subaward/Jackson Work Order Request Form](#) and attach the required documents when sending to mra@med.miami.edu.

If you have any questions, please email us at ora-si@miami.edu.

For more information, please visit the ORA website at www.ora.miami.edu.

