**JOB RECURRANCE PRE AND POST UPGRADE**

The owners of scheduled job sets and any recurring processes/jobs will need to manage their respective processes both prior to and after the upgrade weekend as explained below.

**PRE-UPGRADE TASKS REQUIRED**

**Before 3PM on Friday, February 5th, you will need to do this for ALL of your JobSets, Recurring Processes AND Jobs**

**JOBSETS**

**Main Menu >> PeopleTools >> Process Scheduler >> Schedule JobSet Definitions**

1. For Job Sets:
	1. Navigate to the Schedule JobSet Definitions page and select the JobSet
	2. Change the JobSet status from Active to Completed and click save.

**DO NOT** select “Run Now”.



**RECURRANCES – Jobs and Processes (not in Jobsets above)**

**Main Menu >> PeopleTools >> Process Scheduler >> Process Monitor**

1. For Recurring Jobs / Processes
	1. Navigate to the Process Monitor, enter your user ID and select the Run Status of Queued then Refresh the page using the Refresh button**. As mentioned above, you will need to do this for each process and job.**



* 1. Next click on the Details link.
	2. Select Cancel Request radio button in the Update Process section and click OK.

**DO NOT** select Restart Process.



**POST UPGRADE**

**On Monday morning, Feb. 8th**

**First - we will notify you when it is OK to reset your JOBsets, Processes and Jobs. Please do not restart JOBsets, process/jobs until we have notified you.**

**In addition – the times referenced were based on upgrade activities; same concept for conversion activities.**

**JOBSETS**

**Main Menu >> PeopleTools >> Process Scheduler >> Schedule JobSet Definitions**

1. Job Sets
	1. Reschedule the job set recurrence **paying close attention to date/time**
	2. Set the status to Active
	3. Save
	4. **Go out, and come back in to your page to verify your changes were saved.**



**RECURRANCES – Jobs and Processes (not in Jobsets above)**

**Main Menu >> PeopleTools >> Process Scheduler >> Process Monitor**

1. Recurring Jobs / Processes
	1. Navigate to your Run Control page for your Jobs / Processes.
	2. In the example shown in below, for THIS user, in THIS example – type in your existing Run Control.
	3. Verify your Run Control fields are correct – trust but verify all looks good.
	4. IF so - Click “Run”



* 1. When you arrive at this page – depending on the time, just like in the example referenced above for JOBsets: IF the Recurrence time has passed, as in the example below, update the “Run Date” to the next day – 10/15/19. IF the Recurrence time has NOT passed, simply set the “Run Date” to current date – 10/14/19.
	2. Trust but verify the Recurrence time auto-populated to existing Recurrence time – if so
	3. Select OK
	4. Double check your Recurrence time at the Process Monitor

