**JOB RECURRENCE PRE AND POST CONVERSION**

The owners of scheduled JobSets 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 THURSDAY, October 21st, 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 JobSets:
	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”.



**RECURRENCES – 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, Oct. 25th**

**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 conversion activities.**

**JOBSETS**

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

1. JobSets
	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.**



**RECURRENCES – 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 – 10/26/2021. IF the Recurrence time has NOT passed, simply set the “Run Date” to current date – 10/25/2021.
	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

