

# PUM UPGRADE READINESS COMMUNICATIONS TOOLKIT

**Please leverage these communication template to distribute communications about the Core-CT PUM Upgrade to agency users.**

## Table of Contents

L100 eLearning Courses Posted & L200 ILT Attendance .....	2
Core-CT System Lockout .....	4

***More Communications Coming Soon!***

## L100 eLearning Courses Posted & L200 ILT Attendance

**To: Agency Core-CT Users**

**From: Agency Change Agent**

**Subject: L100 eLearning Courses Posted & L200 ILT Attendance**

We wanted to make you aware that the L100 eLearning Courses are posted to the [Core-CT Training and Support](#) page. Please complete these courses prior to the Core-CT PUM Upgrade Go-Live.

Reference the [Upgrade Training Registration](#) page for more details. Also note, there will be a few additional sessions of the existing Instructor-Led Training modules. They will be added to the Registration Page as they become available.

eLearning Courses		
Module	Course	Description
HCM	HR Navigation Overview <a href="#">HR Navigation Overview</a>	This course covers the Navigation updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to navigate Core-CT through both desktop and mobile devices.
HCM	eProfile Self Service <a href="#">eProfile Self Service</a>	This course covers the eProfile updates introduced by the the PUM Upgrade. Upon completing this course, participants will be able to view and change their personal information online in Fluid.
HCM	Life Events Self Service <a href="#">Life Events Self Service</a>	This course covers the Life Events updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to view their benefit information in Fluid and manage life events that effect their benefits and coverage in Fluid.
HCM	Open Enrollment Self Service <a href="#">Open Enrollment Self Service</a>	This course covers the Open Enrollment updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to enroll in the benefits program during open enrollment periods.
HCM	ePay Self Service	This course covers the ePay updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to view and print their paychecks in Fluid,

	<a href="#">ePay Self Service</a>	access paycheck data details in Fluid, request or withdraw consent to receive paper W-2, W-2c, and tax withholding forms in Fluid.
HCM	Time and Labor Self Service <a href="#">Time and Labor Self Service</a>	This course covers the Time and Labor updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to enter and submit time on both desktop and mobile devices in Fluid.
HCM	Approvals <a href="#">HR Approvals</a>	This course covers the Approvals updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to approve agency level e-profile changes to authorize self-service name and address changes in Fluid, use the AWE (Approval Workflow Engine), view all pending approvals in one centralized location, and view and clear exceptions.
FIN	Financials Navigation Overview <a href="#">Financials Navigation Overview</a>	This course covers the Navigation updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to navigate Core-CT through both desktop and mobile devices.
FIN	eProcurement Overview <a href="#">eProcurement Overview</a>	This course covers the eProcurement updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to navigate eProcurement in Fluid, create and manage Requisitions in Fluid, and add/update receipts in Fluid.
FIN	Strategic Sourcing <a href="#">Strategic Sourcing</a>	This course covers the Strategic Sourcing updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to respond to 'request for' bid opportunities, send reminder notifications to suppliers and bidders for completing and submitting bids before the event end date, and select and upload multiple attachments in the Sourcing Events Page.
FIN	Approvals <a href="#">Financial Approvals</a>	This course covers the Approvals updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to approve vouchers in Fluid, approve requisitions in Fluid, approve contracts in Fluid, and approve purchase orders in Fluid.

We appreciate your cooperation and your continued commitment. Thank you for your attention to this important task.

## Core-CT System Lockout

**To: Daily Mail & Change Agents**  
**Subject: Core-CT System Lockout**  
**Date Delivered: November 15, 2024**

Please be informed that there will be a system lockout due to the Core-CT PUM Upgrade beginning at **12:00 PM EST on November 21, 2024**. During this time, you cannot process any transactions past 12:00 PM, so please plan your activities accordingly to avoid disruptions.

Additionally, please note that the payroll confirmation will occur on **November 20, 2024**, instead of **November 21, 2024**. This change is necessary to accommodate the system lockout. Kindly ensure that all payroll-related tasks are completed by the new confirmation date.

Thank you for your attention to these important updates.

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