

## HRMS GO LIVE

Affected System: **Empath Reporting**  
Activities Impacted: **Report Delivery by Email**  
Retirement Date: **August 3, 2019**

# PROCESS CHANGE NOTICE

### Automated emPath Reports will be retired on August 3, 2019.

Scheduled emails that are currently received with requested reports attached will no longer be received after August 3.

### Report Development and/or Scheduled Delivery

Aug

03

Starting August 3, report subscriptions that you and your Department are accustomed to receiving from emPath by e-mail will be disabled. If you wish to reinstate automatic reporting of historical data, you must submit a 'Request for Reporting' form after Aug 5.

Aug

05

From August 5, the Report Development freeze will be lifted. All new requests for report development or support with scheduling automated delivery **must** be completed on the new 'Request for Reporting' form located on the HR website. This form is an interactive form that can be filled out and submitted in the same work area once completed.

### Historical Data Availability

Aug

05

From August 5, the data available in Empath will be historical only. This repository will be maintained and usable for your reporting needs. If historical data is required, a request **must** be submitted through the new 'Request for Reporting' form.

Each request will be evaluated by the Reporting and Analytics team on a case-by-case basis.

Questions?  
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