GCA/AGENCY NEWS & UPDATES
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GCA UPDATES – To IRES Proposal Development (PD) Users

Workday Release 1: Impact on IRES’ Proposal Development (PD), Proposal Tracking (PT), and Conflict of Interest Module (COI)

Effective Wednesday, June 24, 2015, IRES’ PD/PT/COI modules will begin receiving HR personnel data through Workday’s Human Capital Management (HCM) module. It should be noted that all new and existing employee data will continue to be loaded through the standard process.

However, when building a proposal in PD, if a new Yale employee who already has a Net ID, does not appear on the personnel pull-down list, please DO NOT add him/her “On the Fly”. Instead, send a request to IRES@yale.edu with the following information:

1. **Subject Line should read**: “Add New Hire to IRES PD”
2. **Message Body should include**: Employee’s full name, home organization, Net ID, UPI number, and email address. This information can be found in the Yale Directory.

Example:

To:     IRES@yale.edu
Subject: Add New Hire to IRES PD

Please add John Smith to IRES PD
Org: Chem Administration FASCHM 621001
Net ID: js23
UPI #: 12345678
Email: John.smith@yale.edu

The system administrator will add the person into IRES in such a way that will ensure the electronic record merges correctly when received through the source system. Failure to follow the above process and provide the required information will result in Principal Investigators and other identified responsible personnel on applications from completing the External Interest Disclosure form.

Thank you in advance for your help to ensure a smooth transition.

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