



S/4 DISPATCH



WHAT'S GOING ON | WHAT'S COMING UP |
WHAT YOU NEED TO KNOW

S/4 DISPATCH is a program newsletter that provides you with pertinent news, links and answers to your project-related questions in snackable nuggets, and only when there's something important to say. Who knows—we might even try to entertain you from time to time, too.

WHAT'S GOING ON ...



S/4 IN THE NEWS: Our spunky little/enormous project has made several appearances in company news outlets recently. An initial story ([“Our Moment is Now: S/4 Go-Live April 4, 2024”](#)) introduced readers to the project basics – why we're doing it, when it's all going down, and what people need to do ([cough] training [cough]). It was followed up this week with a new piece ([“Prepare for SAP Ramp-Down and Blackout”](#)) given to pre-ramp-down/freeze deadlines. Each story was also the subject of an email distributed to employees across the company. And that content also formed the basis for a special edition of *Leading Conversations*, to help company leaders cascade the news down to their teams.

Many thanks to Corporate Communications ([REDACTED], [REDACTED], and [REDACTED] in particular) for their help in getting the word out about S/4 and upcoming, pre-ramp-down/freeze deadlines. Speaking of which ...

HEY, EMPLOYEES! YOU'VE GOT DEADLINES! Of course, you know systems that interact with SAP will gradually be taken offline during the ramp-down period March 18 to March 29. The “freeze” (or blackout, as some call it) window, during which no business processes can be executed, will take place March 29 to April 4. Here's how that will affect several key systems:

- **SuccessFactors:** Employees will be unable to modify personal data or process a life event such as a marriage, birth or dependent change in SuccessFactors between March 1 and April 9. If you have a life event during this period, please submit a Life Event case through the HR Portal.
- **Vacation Time:** Last day for submissions/approvals in the Time & Pay Portal is March 14. Employees will not be able to make retroactive changes to vacation days/hours after this date.



- **Concur:** Last day to submit expenses is March 22.

OTHER COOL STUFF

BLACK HISTORY MONTH CELEBRATION DINNER: Last week, members of the S/4 team (including our Poobah, [REDACTED] and PMO Hall of Famer [REDACTED]) gathered for dinner to celebrate Black History Month at Crawdaddy's Restaurant & Bar in Harrisburg, Pa. The event's aim was to foster a deeper understanding of Black culture and promote inclusivity. Guests had the opportunity to connect with one another and share perspectives in a supportive and welcoming environment, and to enjoy such N'Awlins delicacies as jambalaya, crawfish, and gator nuggets (no, we're not kidding – gator nuggets). Of course, we have photos; here's one of them:



OBLIGATORY REMINDER OF THINGS YOU ALREADY KNOW

TRAINING, TRAINING, & MORE TRAINING: If you have training to complete, get it done by March 29. If you know others who have outstanding training to complete, encourage them to likewise get it done, and to not forget to complete and submit their assessments – they won't get credit for attending a class if they don't score 80% or above on the assessments.

ODDS & ENDS ...

TRAFFIC REPORT: Stress is a natural outcome of an intense period of extended effort, like, oh maybe the Go-Live of a major project, or something like that. Our friend [REDACTED] (VP Marketing CMG and S/4 Advocate) recently gave some good advice on the topic in a [cool, sub-three-minute video](#) for our Change network. Check it out when you have a moment.

Other ways to de-stress? Well, those are as individual as a fingerprint. Some people work out. Others watch TV. Some cook. Some [collect things](#). We like to sit back with [a mug of something strong](#) and watch [Gino Vannelli live videos from the '70s](#). Coffee and yacht rock – now *that's* a de-stresser.



S/4 DISPATCH is brought to you by the S/4 Project.

“My mother always used to say, ‘The older you get, the better you get. Unless you’re a banana.’” — Rose Nylund, *Golden Girls*

Go-Live 2024 Support materials can be found at the [myGoLive24Program site](#).

Check out [The 5 Things EVERYONE Needs to Know about SAP S/4HANA](#).