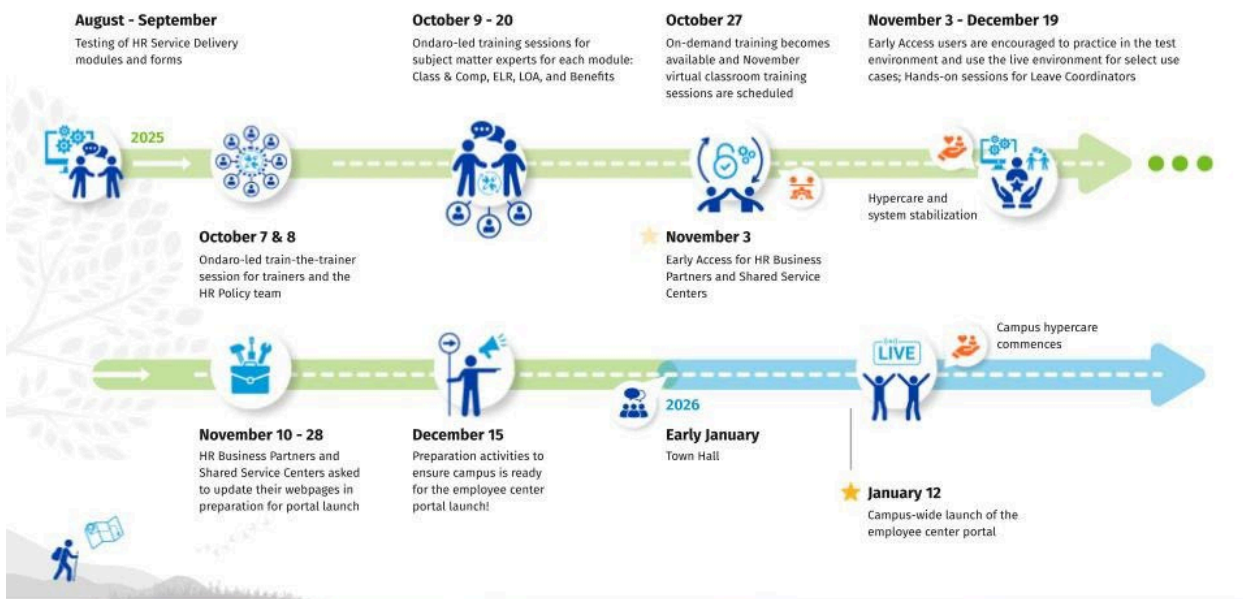


October 8, 2025

To: Avanti key stakeholders
From: Central Human Resources & ITS
Re: Preparing for the launch of Avanti, UCR's journey to a unified HR ecosystem!

Dear Colleagues,

Since we [introduced Avanti to the UCR community](#), significant progress has been made on the initiative. As we get closer to reaching a milestone—the launch of HR Service Delivery and early access for HR Business Partners—we would like to provide you with an updated timeline and an understanding of what to expect.



A detailed illustration of this timeline is also available as an attachment to this email and will be presented to you in our next stakeholder meeting.

Key Dates & Activities

October 2025		
Date	Activity	What to Expect

October 7 & 8	Implementation partner delivered train-the-trainer session to HR and ITS trainers	The trainers will use what they learned to deliver job aids and training videos to SMEs and HR Business Partners
October 9 9:30 am to 12:00 pm	Training: Classification & Compensation Zoom Webinar link	Class & Comp subject matter experts (SMEs) will learn how to use the new system and perform functions end-to-end
October 14 1:00 pm to 3:30 pm	Training: Leave of Absence (<i>option 1</i>) Zoom Webinar link	Leaves subject matter experts (SMEs) will learn how to use the new system and perform functions end-to-end; Two date options for this training are available
October 15 10:00 am to 12:30 pm	Training: Benefits Zoom Webinar link	Benefits subject matter experts (SMEs) will learn how to use the new system and perform functions end-to-end
October 20 8:00 am to 10:00 am	Training: Employee & Labor Relations Zoom Webinar link	ELR subject matter experts (SMEs) will learn how to use the new system and perform functions end-to-end
October 20 1:30 pm to 4:00 pm	Training: Leave of Absence (<i>option 2</i>) Zoom Webinar link	Leaves subject matter experts (SMEs) will learn how to use the new system and perform functions end-to-end; Two date options for this training are available
October 31	HRSD and R'Employee portal moved to production environment in ServiceNow.	ITS and Central HR will perform testing over the weekend to ensure stability
November 3	On-demand training becomes available to all HR Business Partners and Shared Service Centers	On-demand videos and job aids can be viewed at the trainee's convenience; Additional materials will be added over time. Virtual classroom sessions are scheduled to commence in November

November 2025

Date	Activity	What to Expect
November 3	It's live! SMEs and HR Business Partners are granted early access to the HR Service Delivery system and new R'Employee portal. Hypercare commences.	Early access users are encouraged to practice in the test environment and, once training is completed, use the live environment for select use cases

November 3 8:00 am to 9:00 am	Office Hour Zoom Meeting link	Join office hours to ask questions and receive hands-on support from the Avanti project team
November 3 10:00 am to 11:30 am	Training: Employee & Labor Relations (Consultation) Zoom Meeting link	Virtual training for HR Business Partners
November 4 1:00 pm to 2:00 pm	Office Hour Zoom Meeting link	Join office hours to ask questions and receive hands-on support from the Avanti project team
November 5 3:00 pm to 4:30 pm	Training: Classification & Compensation Zoom Meeting link	Virtual training for HR Business Partners
November 7 11:00 am to 12:00 pm	Office Hour Zoom Meeting link	Join office hours to ask questions and receive hands-on support from the Avanti project team
November 10	HR Business Partners and Shared Service Centers asked to update their webpages in preparation for portal launch	A toolkit will be provided to facilitate updates and ensure consistency of information available to UCR employees
November 12 9:00 am to 10:00 am	Office Hour Zoom Meeting link	Join office hours to ask questions and receive hands-on support from the Avanti project team
November 14 1:00 pm to 2:00 pm	Office Hour Zoom Meeting link	Join office hours to ask questions and receive hands-on support from the Avanti project team
November 18 1:00 pm to 3:30 pm	Training: Leave of Absence (<i>in person</i>) Location: School of Business Computer Lab (2nd Floor)	In-Person training for HR Business Partners
November 20 10:00 am to 11:00 am	Office Hour Zoom Meeting link	Join office hours to ask questions and receive hands-on support from the Avanti project team

November 26 11:00 am to 12:00 pm	Training: Leave of Absence Zoom Meeting Link	Leave Coordinator meeting agenda will include training and hands-on activities
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December 2025		
Date	Activity	What to Expect
December 1 9:00 am to 11:30 am	Training: Leave of Absence Zoom Meeting link	Virtual training for HR Business Partners
December 2 1:00 pm to 2:30 pm	Training: Classification & Compensation Zoom Meeting link	Virtual training for HR Business Partners
December 8 9:00 am to 11:30 am	Training: Leave of Absence Location: School of Business Computer Lab (2nd floor)	In-Person training for HR Business Partners
December 9 1:00 pm to 2:30 pm	Training: Employee & Labor Relations Zoom Meeting link	Virtual training for HR Business Partners
December 11 11:00 am to 12:00 pm	Office Hour Zoom Meeting link	Join office hours to ask questions and receive hands-on support from the Avanti project team
December 11 2:00 pm to 3:00 pm	Training: Benefits Zoom Meeting link	Virtual training for HR Business Partners
December 15	Preparation activities to ensure campus is ready for the employee center portal launch	The Avanti project team will ramp up communication to campus about the launch of the R'Employee Services portal and seeks your support in spreading the word
December 16 1:00 pm to 2:00 pm	Office Hour Zoom Meeting link	Join office hours to ask questions and receive hands-on support from the Avanti project team

Note: From October to December 2025, all stakeholders will have the opportunity to receive hands-on training and have dedicated time to explore the live environment, as well as practice in the test environment.

January 2026		
Date	Activity	What to Expect
Early January <i>Date TBD</i>	Central Human Resources (HR) and Information Technology Solutions (ITS) to hold a town hall for the campus community	A virtual town hall that is open to all staff and focuses on the new R'Employee Services portal and its self-service options
January 8 8:30 am to 10:00 am	Training Zoom Meeting Registration	Virtual training for all stakeholders
January 12	Campus-wide launch of "R'Employee Services," the new employee center portal	Employees will be made aware of how to access the R'Employee Services portal, which means new requests will come through the new HR Service Delivery system
January 13 11:00 am to 12:00 pm	Office Hour Zoom Meeting link	Open discussion with SMEs and the Avanti project team
January 13 onwards	Campus hypercare commences	Open office hours and additional training opportunities will be made available to employees; Issue escalation and technical support will be provided by ITS

We encourage you to visit the [Avanti webpage](#) for the latest news and updates on the UCR HR transformation initiative.

Key Achievements

Milestones achieved include the successful collection and defining of requirements, the development of an intuitive employee portal that delivers personalized resources, the review and approval of proposed service delivery designs, the commencement of user acceptance testing, and planning for training activities. We wish to extend a huge thank you to everyone who has participated in the working sessions and testing to ensure that this solution meets your needs.

Looking Forward... to Launch!

In 2022, many of you participated in a third party assessment of HR structure and operations and shared a clear message: UCR HR is primed for transformation. You candidly described the challenges of your day-to-day work and expressed a readiness for change. The Avanti HR transformation is designed to address the specific pain points you raised.

In the long term, here's what we're aiming to achieve with the launch of the HR Service Delivery and R'Employee Services portal:

- Clear workflows to replace manual effort
- Focusing your expertise where it matters most
- Clarity, consistency, and confidence
- Improved experience and sustainable service delivery

In the short term, we recognize that change is challenging and time-consuming. The Early Access period is meant to make the transition to the new system more manageable by giving you time to get comfortable and become confident. This means, however, that you may find yourself doing work between two systems for a period of time. This is an expected byproduct of the soft launch approach, and we have asked campus leadership to extend grace as we work together through this important change.

We are moving forward together to build the HR organization you told us you want to see. Your partnership is critical, and we are committed to supporting you through this transition. We encourage you to contact hrpolicy@ucr.edu with feedback and questions.

Sincerely,

Samuel A. Nájera

Chief HR Officer and Associate Vice Chancellor

Matthew Gunkel

Chief Information Officer and Associate Vice Chancellor