

THE HOURLY

The Non-Exempt Staff Council Monthly Newsletter
Trinity College ♦ 300 Summit St. ♦ Hartford, CT



December 2025

NESC News:

Hello! Welcome back to The Hourly! This past month, the NESC is currently working with the ESC on several initiatives, including:

1. The salary discussion to be held with Human Resources
2. The draft of the new employee handbook presented by Human Resources and DEI
3. Holiday celebration (save the date – 12/11/2025)
4. All-Staff Event in Spring 2026

Join us!



2025-2026 NESC Members

Executive Officers:

Co-Chairs:

Elizabeth Landel-Simon
Jim McLaren, III

Secretary:

Judy Grote

Council Members:

Sean Donnelly
Michael Hassett
Keysha Matthews
Tracy Quigley
Teresita Romero

ESC Liaison:

Evan Field

Senior Staff Liaison:

Anita Davis

Standing Committees Members:

Benefits Committee

Sean Donnelly

Wellness Committees:

Tracy Quigley

Planning & Budget Council:

Elizabeth Landel-Simon and
Jim McLaren, III

Exempt Staff Council:

Judy Grote

Staff Ombuds:

Curtis Gamble and
Marcia Phelan Johnson

Confidential Email:

staffombudsperson@trincoll.edu

Confidential telephone number:

860-297-4044

Web:

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Important: Prepare for TrinCore Changeover

To ensure a smooth transition and avoid delays, we recommend everyone:

- **Submit and approve all remaining vacation and sick leave for both November and December by Friday, December 12, using this link.**
- **Download your pay slip history:** If you need or want personal copies of past pay slips, please download them from PeopleSoft before December 22.
- **Pause WB Mason Orders in Unimarket:** Place all WB Mason orders by December 19 and receive all open orders by that time. Purchasing will resume after the new year.
- **Plan for potential delays:** Because we will minimize changes to PeopleSoft during the data migration period (November 19–December 10), some processes may experience delays. We appreciate your patience and understanding during this transition.

Key Dates:

- **November 19, 2025 (5:00 p.m.) – December 10, 2025 (Data Migration Period):** During this time, PeopleSoft will remain operational, but we ask that everyone minimize changes to the system to ensure data integrity during migration.
- **December 22, 2025 (Go Live):** The new ERP system launches just as we begin our winter break. When we return in January 2026, we'll be working in the new system.
- **April 15, 2026 (PeopleSoft Self-Service Grace Period):** PeopleSoft self-service capabilities will remain available in limited, read-only capacity through April 15 to support tax-related information needs.
- **December 15:** we will share information on January training and support options, as well as the timeline for the remaining implementations that will take place through the summer of 2026.

