

Oracle Cloud – How to prepare!

Oracle Cloud will go-live in September and there several actions you can take now to prepare.

Payslips on SAP: Download or print your payslips from SAP, if you need to. Once Oracle Cloud goes live in September, you will no longer be able to log into SAP and historic SAP payslips will not be migrated to Cloud, so please ensure you keep a copy. In the future there will be a process for requesting historic pay information, but it is best you keep your own copies in case you need them. You can follow step by step instructions on [how to download your Payslip](#).

P60s on SAP: We recommend downloading your last two P60s for tax purposes. The [HMRC guidance](#) is to keep 22 months of records so please ensure you action this as you will not have access to SAP when Oracle Cloud goes live. You can follow step by step instructions on [how to download your P60](#).

Personal Details: Log into SAP and ensure your details (and those of your team, if you manage people) are correct. This is an important task as your information from SAP will be migrated across to Oracle Cloud, so we need the data to be as accurate as possible!



Oracle Cloud
is coming!

Take Action now

Find out more about the Programme on the Oracle Cloud SharePoint site [here](#). [Oracle Cloud - Home \(sharepoint.com\)](#)

Have a question? [Log your questions here](#), a member of the Oracle Cloud Programme Team will get back to you.