PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: May 16, 2017

RE: GoLive Countdown Notification #6

As we continue to approach the anticipated GoLive date of June 27, 2017 for our new USC Jobs website, the Division of Human Resources would like to provide some additional timely process details and a few "Sneak Peeks" you may find intriguing regarding system changes.

GoLive Reminders: Please refer to the GoLive implementation timeline included in Notification #5 sent on May 4. Pay particular attention to the deadline of **June 1, 2017** to submit all position actions in the current website. The new upgraded website will GoLive on **June 27**, and HR Contact user access to the previous USC Jobs website will be terminated on **September 1**. The HR Employment Team will be reaching out via phone and email over the next few weeks to those departments who have open positions in the current website, to provide guidance along with helpful options to ensure compliance and a smooth transition. Feel free to contact the Employment Team at 803-777-3821 for assistance or questions.

Website Awareness Messages: Job applicants and HR Contacts will begin to see awareness messages appear on the current USC Jobs website prior to GoLive, and on the new website once it launches. These messages will inform users of anticipated and completed system changes, which will create a heightened awareness and provide direction regarding proper and timely use of both the current 5.8 site and the upgraded 7.0 site.

Business Process Changes: Part of the excitement of delivering a new system is realizing the benefits of enhanced business processes and efficiency. Please bear in mind that while our users will adapt to the new system through training and as actions take place, the Division of HR will also need to adjust our business processes and response workflow accordingly. While we anticipate a smooth transition, we are also leaving room for flexibility within specific processes. Here are some of the changes we wanted to provide early exposure to and thought you might enjoy hearing about now:

- <u>User Group Updates and System User Assignments</u> – The Division of HR has created a helpful Quick Reference Guide (attachment included with this notification) for our HR Contacts and hiring managers to better understand how system user groups are defined and best utilized in the upgraded website. Our new user roles will be more clearly appointed and are being designed with flexibility to include options for a robust electronic workflow of your HR system actions. These user roles will replace the current paper form approvals in many situations.

- <u>PBP1/PBP2's</u> – These forms will no longer be used when hiring new FTE, RGP/TL, adjunct faculty and temporary positions. A new "Hiring Proposal" format will be generated in the system and work-flowed for approval digitally within the system.

- <u>Electronic OnBoarding</u> – Newly hired employees will remain in a digital platform within the upgraded USC Jobs website. The college or division HR Contact will then send and monitor a series of New Hire Tasks to be completed electronically by the new employee. The New Hire Packet contents and completed forms will be housed within the system.

- <u>Electronic i9 Completion</u> – i9's will now be completed electronically by the new hire and HR Contact in the upgraded USC Jobs website. The Division of HR will also monitor i9's electronically for compliance.

- <u>HR Dropbox</u> – Functions and usage may change as some documents can now be approved electronically within the system.

We hope you find this notification helpful. We created a placeholder for resources on the HR Intranet Sharepoint site titled "PeopleAdmin Talent Management System Upgrade". We also created a spot on the Division of HR Website under the HR Toolbox titled "<u>PeopleAdmin Upgrade</u>". The next notification will include information regarding training sessions and registration instructions for June 19 and 20. Thanks again for your attention and enthusiasm as we quickly approach GoLive!