



PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: September 8, 2017

RE: Post GoLive Notification #11

To incorporate the new role of the Classification and Compensation Office (HR Class & Comp) and the recent process changes outlined in the memorandum sent August 30, 2017, PeopleAdmin (PA) workflow for the Staff Hiring Proposal has been revised. The new workflow includes HR Class & Comp prior to Approved to Make Offer. All Staff Hiring Proposals (both classified and unclassified positions) are now required to be submitted to HR Class & Comp for approval. All classified positions offering a salary above the advertised rate require approval via the HR-27 Hire Above Minimum (HAM) Request Form. Once the form is complete you will then upload the final version to the Hiring Proposal Documents. HR Class & Comp will upload the HAM approval to the Hiring Proposal, therefore eliminating this step for you.

In our continuous effort to ensure that our new employees have a positive onboarding experience with the university, several changes have been made to the Hiring Proposal process for all position types. These changes address the assignment of the onboarding checklists. The onboarding checklists were previously assigned in two steps, at the Approved to Make Offer step and again at the Finalize Offer step. Now all checklists will be assigned at one time during the Offer Accepted/Create Onboarding step. With these changes, you will no longer see the Create Onboarding Event button at Approved to Make Offer, but you will see it at Offer

Accepted/Create Onboarding. It is our hope that these changes will reduce the number of duplicate checklists that our new employees are receiving.

For the faculty FTE posting, we have moved the College/Division HR Contact earlier into the workflow – between Dean and Academic Budget Analyst.

For the Adjunct Faculty/Temporary Staff Hiring Proposal, we have added a new approval step for Vice President.

In addition, a general clean-up of terminology and workflow in the PA system is on-going. For example, we have renamed Finalize Offer to Hire Approved to be more intuitive in the process flow as well as Internal Posting Access to Quick Hire on the adjunct faculty/temporary staff posting. Other changes include basic standardization of language included in the dropdowns as well as ensuring consistency between our workflow diagram and the steps allowed in the system.

The Prospective Non U.S. Citizen tab has been added to the Staff Hiring Proposal as this information is needed for hiring international employees in this position type.

Important Processing Reminders:

- The ACA Calculation worksheet that is used to complete the Hiring Proposal for Adjunct Faculty/Temporary Staff must be opened in Internet Explorer for the hours to calculate properly. (Google Chrome cannot be used for this document.) This worksheet is specifically used to calculate the hours per week and hours per year for adjunct faculty, and hours per year for temporary staff.
- User comments and all email communications sent from the system can be viewed in the history tab within all modules. This history is helpful to monitor progress of transaction steps on related actions.
- After October 1st, any new hire submitted to the HR Operations & Services team in a paper format will be returned to the department, and they will be required to hire and process the hire in PeopleAdmin.
- There is an issue associated with uploading files into Records (Onboarding) that is affecting Records customers. This will impact the PD acknowledgement task, as well as other tasks that require a document to be uploaded. PeopleAdmin has identified the issue and expects to resolve it next Tuesday, September 12.

Quick Reference Guides and workflow diagrams have been updated to reflect these changes and can be retrieved in the HR Toolbox, under [PeopleAdmin Upgrade](#). Please be sure you are referencing the revised documents.