



MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: February 22, 2019

RE: PeopleAdmin Unavailable March 15 through April 1, 2019

As indicated in the memo, “HR Transactions in Preparation for PeopleSoft Go-Live,” dated January 18, 2019, PeopleAdmin will not be available effective March 15, 2019 at 5:00 p.m. to allow changes to be made in conjunction with PeopleSoft.

During this time, PeopleAdmin will not be accessible nor can any actions occur. All posting requests received in Talent Acquisition’s queue after 3:00 p.m. Thursday, March 14th will not be processed while the system is down.

The applicant portal will be available during this time, so applicants can still apply to current advertisements.

Active Searches

If you are in the midst of a search, please print all necessary applicant documents to review for your interview and selection process prior to the close of business on March 15.

You may continue your selection process but if any applicants apply while the system is down, you will still be responsible for reviewing and considering those applicants that meet the qualifications. Once the system is back online you will need to review your applicant list and identify any new applicants. Those files must be reviewed and given the same consideration as any other applicant.

Make sure to keep all necessary documents to assist with the hiring process and ensure that all applicants are transitioned through the workflow states once PeopleAdmin is available.

Timeline

We expect PeopleAdmin to be unavailable until April 1, 2019. In the event that we are able to bring PeopleAdmin back online sooner, we will notify you.

Thank you for your understanding and patience as we go through the implementation of PeopleSoft. If you have any questions, please call the Office of Talent Acquisition at 803-777-3821 or email HRTalent@mailbox.sc.edu. Project related information is available at sc.edu/hrpayrollproject. For HR memos and tips to prepare for the transition, please visit the [HR Toolbox](#).