MEMORANDUM

IMPORTANT
DEADLINES AND
REQUIRED ACTIONS

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: March 7, 2019

RE: PeopleAdmin Updates in Preparation for PeopleSoft Go-Live

In preparation for the April 1 go-live of PeopleSoft multiple actions need to be completed in PeopleAdmin to ensure integrity of data and a smooth integration of PeopleAdmin and PeopleSoft. Some of these may require action on your part and others involve system modifications for PeopleAdmin. Please read all sections of this memo carefully.

Critical Hire Checklist – Action Required

Hiring proposals were due in HR Operations and Services for review and approval by March 1, 2019. To enter these employees in our current HR/Payroll system, it is imperative for the employees to complete the Critical Hire Checklist by noon on Friday, March 15th.

If the critical hire checklist is not completed by noon on Friday, March 15th, the employee cannot be entered into the current HR/Payroll system and therefore, not converted into PeopleSoft. They will not have access to various systems until their hire is in PeopleSoft. Please make every effort to contact these employees and have them complete the critical hire checklist if they have not already done so.
Onboarding System – Offline

Contrary to our prior expectations, the onboarding system will need to be shut down effective Friday, March 15th to ensure testing of changes in PeopleAdmin and integrations with PeopleSoft are working properly. Onboarding will be offline for approximately one week.

Unprocessed Hiring Proposals

Hiring proposals which have been sent to HR Operations and Services but cannot be entered into the current HR/Payroll system due to inaccurate data in the hiring proposals, lack of required documents, an incomplete Critical Hire Checklist, missed deadlines, etc., will be returned to the college, division, or campus liaison to hold for processing until April 1, 2019. These will be returned on March 15, 2019 with comments to hold the hiring proposal until April 1, 2019 for processing.

Changes to Advertised Positions – Notice of Deadline

Position description updates for postings must be submitted to HR Class/Comp in PeopleAdmin by Tuesday, March 12, 2019.

PD Actions for Current Employees

Position description actions for employees, including reclassification, additional duties, reassignments and one step promotions, were due to HR Classification and Compensation by March 1, 2019. These actions will be made effective March 1st or March 16th as received or requested.

Other Position Updates

All other position updates, including vacant positions and reestablishing positions will be processed in the order of receipt and only until the Friday, March 15th shutdown. Any action that cannot be processed by the time of the shutdown will be returned to the college/division HR Contact to hold for processing until April 1.
Upcoming PeopleAdmin System Modifications

The Division of Human Resources and the HCM Project Team have been working with PeopleAdmin (PA) to update the system to include PeopleSoft data. The first step in this process was the transition to the new HCM organizational structure that includes a 6-digit department number. This occurred in July 2018. Following the shutdown, beginning Friday March 15th at 5 p.m., we will execute the next steps: standardization of fields in PeopleAdmin, removal of fields that corresponded only to mainframe specific information, and incorporation of new data fields that correspond to PeopleSoft information.

The PA field change matrix outlines the updates which will be incorporated into PeopleAdmin. Please review the matrix for full details. The most significant changes are listed below.

**Key Changes**

**Position Number** – Expands from 6 digits to 8 digits, to include leading zeros, ex. 00102459. **Please Note:** you will need to key the full 8-digit position number when searching for the position description within PeopleAdmin.

**Internal Title** – Limited to 30 characters on the position description and hiring proposal. You will be allowed to expand beyond 30 characters on the posting when advertising the position.

**Supervisor USC ID** – Required on all position descriptions and hiring proposals. This will replace the current supervisor SSN that is currently needed for the mainframe.

**PeopleSoft Funding** – The legacy USC funding fields will be removed from the position descriptions, postings and hiring proposals, and will be replaced with the new PeopleSoft funding fields.

**Salary Adjustments** – Formerly known as salary supplements, will now be listed by each type of salary adjustment on the position description actions and the hiring proposals.

Thank you for your cooperation as we continue to move forward with the implementation of PeopleSoft. Should you have any questions, please call 803-777-3111. Project related information is available at sc.edu/hrpayrollproject. For HR memos and tips to prepare for the transition, please visit the HR Toolbox.