MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: March 7, 2017

RE: PeopleAdmin Upgrade

The Division of Human Resources is pleased to announce that the process to upgrade PeopleAdmin, our current position management and applicant tracking system, is underway. Many of you may know this system as the USC Jobs Position Description online system. This upgrade will transition our organization from using PeopleAdmin version 5.8 to their Select Suite version 7. The goals of this upgrade are to significantly improve the hiring experience for the university's applicants, hiring managers, and approvers, to support more efficient processes, and to strengthen compliance efforts. For more detailed information, please refer to the attached listing of improvements for both our applicants and our internal users.

Since January, the Division of Human Resources has been working with PeopleAdmin consultants to define requirements, create/modify workflow, and review the data needed on the position description, requisition, and posting. We have also been exploring new functions included in the upgrade, such as system generated hiring proposals, onboarding checklists and electronic I-9's, to determine how and when they can be used to support the university's business processes most effectively.

As with any technology upgrade, we will be providing training resources for the various users to ensure they are prepared for the updated processes and system changes. We will send more communication regarding this implementation closer to our target go-live date in late spring 2017. The Division of Human Resources is excited about the improvements this upgrade offers the University of South Carolina and we look forward to working with you as we transition to the new functionality.