



## PeopleAdmin Talent Management System Upgrade

**TO:** HR and Business Contacts

**FROM:** Division of Human Resources

**DATE:** August 29, 2017

**RE:** Post GoLive Notification #10

As you recall, the Division of Human Resources communicated in our GoLive timeline that the old USC Jobs website would expire on September 1, 2017. However, due to the high volume of postings still remaining to be processed, we have decided to extend the deadline to **October 1 at 5:00 p.m.**

All job postings in the old USC Jobs system must be moved to a final status of “Filled” (if you are hiring a candidate from the pool) or “Canceled” (if you are not hiring a candidate from the pool) by **October 1 at 5:00 p.m.** Users will be required to dispose of all applicants in order for positions to be marked “Filled” or “Canceled.” Postings that need additional recruitment efforts will need to be posted and advertised in the new USC Jobs System.

HR Users will continue to have access to the old USC Jobs system after October 1 to **review any historical data** pertaining to position descriptions or job postings, but you will **not** be able to perform actions. This access will be granted until **June 27<sup>th</sup>, 2020.**

It is important to note that this date extension does not apply to the applicant side of the old USC Jobs System. **September 1, 2017 remains the deadline for any current employees wishing to have access to their *previous application* with USC.** Please encourage your employees to visit the previous version of the site at <https://pa165.peopleadmin.com>, or seek assistance from their department HR Contact if they wish to print any of their past application details or resume information.

Any current employees who would like to apply for job opportunities are required to create a **\*NEW\*** account and job application when they enter the new USC jobs website for the first time. We created a quick reference guide titled [Creating a USC Jobs Account \(Applicant Instructions\)](#) to assist employees with this process.

**Important Processing Reminders and Tips:**

- In the Quick Hire process for adjunct faculty/temporary staff, the option to move to “Internal Posting Access” has been changed to “Quick Hire” in order to better guide users as they make selections from the dropdown menu.
- All new adjunct and temporary hires should be completed in the upgraded PeopleAdmin system going forward. In the instance a new adjunct or temporary hire is completed via the previous paper process, it will be returned to the college/division to be completed in the new system. Quick reference guides with instructions on processing these can be found in the [HR Toolbox](#) under the section titled “Quick Hire Process.”
- Paper and/or handwritten/printed I-9 Forms are no longer accepted as part of the new hire process and should be completed during Onboarding for all employees.
- Online applications in the new PeopleAdmin USC Jobs system are required for any candidate wishing to apply for a position. Applicants will need to create or have a functioning email account before applying. Their personal email address will carry through to Onboarding and serves as a primary key identifier between USC Jobs and Onboarding (should they be offered a position) and will become their username to complete Onboarding tasks.

PeopleAdmin resources may be found in the HR Toolbox, under [PeopleAdmin Upgrade](#). As mentioned in our [Update and Refresher Webinar on August 7](#), we have made some necessary changes to a few of these materials to help our HR Users better understand how to use the system. We are also available to answer questions and provide assistance via our service email at [PeopleAd@mailbox.sc.edu](mailto:PeopleAd@mailbox.sc.edu).