PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: September 26, 2017

RE: Post GoLive Notification #12

Timeline Reminders & Updates

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. The Talent Acquisition team is reaching out to departments that have remaining positions open in the old USC Jobs system to ensure a smooth transition of postings. 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 27th, 2020. After October 1st, any new hires submitted to the HR Operations and Services team in a paper format will be returned to the department for hiring and processing in PeopleAdmin.

The issue associated with uploading files into Records (Onboarding) previously mentioned in Notification #11 has been resolved.

To assist in transparency and communication in regard to **Hiring Proposals**, we have **added an "Edit Requested" and "Edit Completed" feature** to the

process. In the new system, HR Operations reviews each Hiring Proposal for accuracy and completeness of information. If an error or omission is found, HR Operations will now return the Hiring Proposal to the College/Division HR Contact by using the "Edit Requested" feature and include comments, questions, or requests to gather more information in the comments box. Be sure to review the comments and respond appropriately, either by answering the question or providing/correcting the data or discrepancy. To expedite and finish the communication process, we have also provided an "Edit Completed" transition for the College/Division HR Contact to return the Hiring Proposal directly to HR Operations. The College/Division HR Contact can decide if the Hiring Proposal needs to be re-routed back through the workflow, or if it can simply be returned to HR Operations through the "Edit Completed" option.

If you will be **hiring multiple candidates from a quick hire**, you must indicate either the actual number of candidates that will be hired or enter "multiple vacancies" in the vacancy field in order to ensure that the position is not moved to the workflow status of filled and therefore no longer accessible for applicants to apply. Once all vacancies have been filled, please contact the Talent Acquisition Office at 777-3821 so that the position can be moved to the workflow status of "filled."

A **new vendor** that integrates with the PeopleAdmin system has been **selected for our background screening, drug and alcohol programs**. This change aligns with our continued effort to streamline our hiring processes, improve our accuracy, and provide timeliness service. The new vendor, **HireRight**, will offer a number of features that will provide added value to the hiring process. As with any technology upgrade, we will be providing training resources for the various program users to ensure they are prepared for the updated processes and system changes. We will send more communication regarding this exciting integration closer to our target GoLive date over the upcoming months.

Campus specific branding logos have now been added to the posting in the applicant tracking module. When creating a posting, users will now be required to select the logo that is associated with their particular campus and add it to the posting. This will further aid our applicants in identifying the location of the position in which they are applying.

U.S. Citizenship and Immigration Services (USCIS) released a **revised version of the Form I-9**, Employment Eligibility Verification, with a revision date of 07/17/17 which **has been updated in the PeopleAdmin and i-9 Advantage system**. If you

need the revised Form I-9 and instructions, download them from the USCIS website at https://www.uscis.gov/i-9 . The revisions related to the Form I-9 instructions and acceptable documents are as follows:

Revisions to the Form I-9 Instructions:

- The name of the Office of Special Counsel for Immigration-Related Unfair Employment Practices changed to Immigrant and Employee Rights Section.
- The phrase, "the end of", was removed from "the first day of employment."

Revisions to the List of Acceptable Documents on Form I-9:

- The Consular Report of Birth Abroad (Form FS-240) was added to List C.
- All certifications of report of birth issued by the Department of State (Form FS-545, Form DS-1350 and Form FS-240) were added to #2 in List C.
- All List C documents were renumbered except the social security card under #1 in List C.

If you have any questions about the Form I-9 or E-Verify procedures, please contact Kris Mayer at KMAYER@mailbox.sc.edu or 803-777-5949.

Please note that Quick Reference Guides and FAQ's have been updated to reflect recent updates and can be retrieved in the HR Toolbox, under PeopleAdmin Upgrade. Please be sure you are referencing the revised documents. You may also email us with questions at PeopleAd@mailbox.sc.edu.