



PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: December 6, 2017

RE: Post GoLive Notification #15

Based on our experiences with PeopleAdmin over the past five months, the Division of Human Resources has decided to implement several improvements beginning with the application function. **Employment history is now required on the staff application.** Applicants have been leaving important data fields in this section incomplete, which impacts the processes to accurately qualify their years of experience. Additional help text will be added to the application to remind the applicant to thoroughly review the application to ensure all relevant fields are complete and accurate prior to submitting.

The following revisions, additions and updates will be **effective December 7, 2017:**

- The **Attestation of Hiring Process will be revised** to include a certification by the hiring manager that professional/employment reference checks have been conducted. This form will continue to be uploaded as an attachment to the Hiring Proposal for all full-time equivalent (FTE), research grant (RGP), and time-limited (TL) faculty and staff positions.
- **Several additions to the workflows will be made to accommodate our senior campus needs.** In the Adjunct Faculty/Temporary Staff Hiring Proposal workflow, Dean and Department Head have been added as approvers, as well as an arrow for direct transition from Initiator to Department Head. While these changes will be evident in the drop-down options, your department only needs to add them to your internal workflow, if it suits your business requirements.

- **Hiring Proposals for faculty FTE no longer require Academic Affairs approval** on the Columbia campus. If the faculty hire requires Provost, President or BOT approval for rank and/or tenure, an administrative appointment or an endowed chair or professorship, the approval letter must be attached in the Hiring Proposal Documents, under Provost/President Approval (for FTE Faculty). Please note that the approved FTE/APR form does not need to be attached in the Hiring Proposal. If you have any questions regarding a faculty offer prior to submitting the Hiring Proposal, contact Vicki Lewter, HR Coordinator in the Office of the Provost, at Lewterv@mailbox.sc.edu.
- As presented at the recent HR Forum, **two additional tasks have been added to checklists in Onboarding.**
 1. Securing the Human (Data Security Awareness) Training, has been added to all the position specific checklists.
 2. Unmuted (Illegal Discrimination) Mandatory Training, a compliance requirement for Title IX, will be added to the Columbia campus checklist (effective December 7th.)

As a reminder, when a new task is added to an existing checklist, the system automatically sends an email to those new hires who are in the process of completing that specific checklist to make them aware of the new task requirement.

Please remember that many resources are available on our [PeopleAdmin Upgrade website](#), including the updated workflows. A new [guide for Approvers](#) has also been added. This resource is specifically for those roles (i.e. Dean, Assistant Vice President or Vice President) who are required to approve transactions in PeopleAdmin.