



## PeopleAdmin Talent Management System Upgrade

**TO:** HR and Business Contacts

**FROM:** Division of Human Resources

**DATE:** March 8, 2018

**RE:** Post GoLive Notification #17

As we all become more proficient with the hiring process in PeopleAdmin, the Division of Human Resources will continue to provide recommendations to streamline these processes. To assist in our continuous effort to incorporate a successful onboarding experience, we are providing some reminders and recommendations for you to ensure the workflow is efficient.

### **Important Processing Reminders:**

- Choosing the correct hire action in the Hiring Proposal will ensure who is responsible for assigning the onboarding event. All new hires and rehires greater than one year are assigned by the division/college/department HR contacts. The matrix for [New Hires and Rehires Greater than a Year](#) provides you with specific checklists to assign each hire or rehire.
- To ensure that HR is reviewing the appropriate pay action for the appropriate employee, enter the employee's **legal** name, USC ID number if a rehire and the supervisor's **legal** name and class/slot.
- The revised [Attestation of Hiring Process Form](#) is required for all FTE/RGP/TL staff and faculty hires. The Hiring Proposal will be returned to you if the attestation form is not attached.
- If a Hiring Proposal is returned because of errors or omissions in a document, include a comment in the comment section of the Hiring Proposal explaining that the

error or omission was corrected. Your comment will expedite the Hiring Proposal more efficiently.

- Initiators and division/college/department HR contacts may view the status of postings, position descriptions and hiring proposals in the history section of each individual section of PeopleAdmin – specifically, posting submission, position description request and hiring proposal.
- When an applicant has accepted a job offer, dispose of all other applicants in the applicant pool.
- Entering pay actions into the HR/Payroll system for new hires and rehires is manual; consequently, HR assigns an issue ID number to each hire or pay action. If you have questions concerning the status of a hire or pay action, include the ID number with your email to [saladmin@mailbox.sc.edu](mailto:saladmin@mailbox.sc.edu). The issue ID number is located on the email notification of receipt of requests that is sent to your office.
- The I9 Advantage and its integration with PeopleAdmin continues to be an ongoing issue that we are continuously reviewing. We are sorry for the inconvenience, and we hope for a solution to this issue. If you have any problems with the Form I-9 or E-Verify process, please contact Kris Mayer at [KMAYER@mailbox.sc.edu](mailto:KMAYER@mailbox.sc.edu) or 803-777-5949.

As a reminder, any information or tools regarding PeopleAdmin are located in the HR Toolbox under [PeopleAdmin Upgrade](#). If you have any questions, email us at [PeopleAd@mailbox.sc.edu](mailto:PeopleAd@mailbox.sc.edu).