



Human Resource Services

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TO: University Administrative Council, Supervisors
and Applicant Processing Liaisons
FROM: Dr. Gena Jones, Asst VP HRS/Chief HR Officer *Gena W. Jones*
CC: HR Liaison/Business Managers
DATE: March 22, 2023
Action Required: HR Liaisons to forward to all action originators within the College/Division
SUBJECT: **IMPORTANT** - *Transition from PeopleAdmin System to New Talent Acquisition System / Upcoming Pause on Some Employment Transactions, April 17, 2023*

Please take the time to read this important message in its entirety about the University's upcoming transition to a new Talent Acquisition System and pause on some employment transactions.

The office of Human Resource Services is pleased to announce the implementation of a comprehensive [HRS Re-envisioning plan](#). A significant element of the plan is to upgrade HR systems and processes. **A vital part of this journey migration of a new is our Talent Acquisition System for recruitment, hiring, and onboarding staff and faculty (replacing the PeopleAdmin system).**

The new system, PageUp, is a best-in-class recruitment and talent management system with a large footprint in higher education. We look forward to the enhancements it will bring to the NMSU community regarding applicant experience, ease of use, integration with Banner, and enhanced new employee integration functionality. System development and testing are underway and we anticipate going live for all regular staff and faculty position postings beginning in June of this year.

Like any new and exciting experience, changes to regular employment processes must be taken to allow time and resources to move the work to successful completion effectively. We anticipate potential disruption to our workflow throughout the transition period, but will work to minimize the inconvenience. We appreciate your support, patience, and cooperation as we implement new and improved systems and processes.

Important Dates and Information

Employment transaction pause: April 17, 2023 – July 31, 2023

★ **April 17, 2023 – July 31, 2023:** To effectively implement the new Talent Acquisition System, properly review the unprecedented number of employment transactions being submitted at this time, and to prepare for the implementation of annual increases, a pause on the processing of reclassification, new positions, and salary base-building equity actions will be implemented on **April 17, 2023**. The pause will remain in place through July 31, 2023. The timeline may be shortened

depending on the number and complexity of the transactions received by April 17, 2023. This means that employment transactions such as filled and vacant reclassifications, in-range adjustments, new position and salary-based increase requests will not be accepted from **April 17, 2023 through July 31, 2023**.

During the pause, exceptions will be made for degree increments. Please ensure that employment requests submitted before the deadline are fully completed. Incomplete reclassification actions submitted in PeopleAdmin before April 17, 2023, cannot be processed, and will be returned to the department for the duration of the pause.

Closing date for job postings in PeopleAdmin – May 30, 2023

★ **May 30, 2023:** Job postings will close in the PeopleAdmin system. This means that job posting requests must be coordinated with your HR liaison, Business Manger or assistant before May 1, 2023, if there is a need to post positions in the PeopleAdmin system before transitioning to the Talent Acquisition System.

The recruitment activity in PeopleAdmin will continue until June 30, 2023 per the standard processes for positions posted prior to or on the May 1, 2023 deadline. This applies to all postings.

★ **June 1, 2023:** Posting jobs in the new Talent Acquisition System will begin.

Watch for more communication on the project in the weeks to come.