



## Human Resource Services

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TO: University Administrative Council, Supervisors and Action Originators  
FROM: Dr. Gena Jones, Asst VP HRS/Chief HR Officer *GJ*  
CC: HR Liaison/Business Managers  
DATE: April 5, 2023  
Action Required: HR Liaisons to forward to all action originators within the College/Division

SUBJECT: **IMPORTANT REMINDER** - *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.

HRS has created a [Talent Acquisition System](#) webpage so the campus community may access a comprehensive list of [Frequently Asked Questions \(FAQs\)](#), training schedule for users of the system (coming soon!), guides and previous communications about the project. The webpage will be updated regularly.

The following are important dates and information regarding the project.

### **Pause on some employment transactions: April 17, 2023 – July 31, 2023**

To effectively implement the new Talent Acquisition System, properly review the unprecedented number of employment transactions, and to prepare for annual increases, a pause on the processing of reclassification, new positions, and salary base-building equity actions will be put into effect.

- ★ Any transactions (listed above) will not be accepted after 5PM on April 16, 2023.
- ★ Pause is effective **April 17, 2023 – July 31, 2023**

Please ensure that actions submitted before the deadline are fully completed. Incomplete actions submitted, cannot be processed, and will be returned to the department.

During the pause, exceptions will be made for degree increments.

### **Deadlines for Posting/Hiring Confirmations in PeopleAdmin – Details below**

- ★ Posting Submission – If there is a need to post in the PeopleAdmin system prior to transition to the Talent Acquisition System, postings must be submitted to HRS prior to 5PM on April 30, 2023.
- ★ Posting closing date – all postings must close no later than May 30, 2023.
- ★ Hiring confirmation deadline – all hiring confirmations must be submitted to HRS prior to 5PM on June 23, 2023.

★ **June 1, 2023:** Posting actions may be submitted in the new Talent Acquisition System.

We appreciate your support and patience through this significant system roll out. The launch of the new Talent Acquisition System is an exciting evolution of our systems to attract, onboard, develop, and retain talent.

Please look for additional announcements and information in the weeks to come!