



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
CC: HR Liaison/Business Managers
DATE: May 10, 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– Go Live, June 1, 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 system is on track for go live on June 1, 2023! We are working on creating system access for a test environment that you may access to practice during open labs. You must attend a training session before having the ability to register and attend the open lab. To ensure adequate time and attention is provided to participants, each open lab will be limited to 24 in-person spots. You are strongly encouraged to register for a training session as soon as possible. To signup, click [here](#).

For additional information, the [Talent Acquisition System](#) webpage has an abundance of information regarding the project. A comprehensive list of [Frequently Asked Questions \(FAQs\)](#), guides and previous communications may be accessed on the site. The webpage will continue to be updated regularly.

As a reminder, 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**

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

Deadlines for Posting/Hiring Confirmations in PeopleAdmin – Details below

★ Posting Submission – Deadline has been reached. New postings in the PeopleAdmin system must have been 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 (with offer extended and accepted) 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!