



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 24, 2023
Action Required: HR Liaisons to forward to all action originators within the College/Division

SUBJECT: **IMPORTANT REMINDER #3** - *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.

We are days away from go live, June 1, 2023!

There have been eight (8) two-hour trainings held so far and four (4) two-hour open lab sessions. The final training session will be held, Thursday, May 25, 2023. If you haven't already done so, you are strongly encouraged to [register](#).

Your opportunity to become familiar with the new system doesn't stop there.

- ★ A recorded session will be available on June 1st.
- ★ Manuals and tools are already available on the [Talent Acquisition System](#) webpage.
- ★ Beginning May 30, 2023, there will be ten (10) opportunities to participate in the open lab sessions (in-person only). You are encouraged to attend an open lab. Open labs offer participants the ability to bring actions which need to be entered into the new system and discuss questions you may have about navigation. To ensure adequate time and attention is provided to participants, each open lab will be limited to 15 in-person participants.

Deadlines for Hiring Confirmations in PeopleAdmin – Quickly Approaching

- ★ Hiring confirmation deadline – all hiring confirmations (with offer extended and accepted) must be submitted to HRS prior to 5PM on **June 23, 2023**.

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 on the [Talent Acquisition System](#) webpage which is updated regularly.