



## PeopleAdmin Talent Management System Upgrade

**TO:** HR and Business Contacts

**FROM:** Division of Human Resources

**DATE:** April 17, 2017

**RE:** GoLive Countdown Notification #3

The Division of Human Resources is still on track to provide user training on May 17 and 18 for the new USC Jobs system. We will send instructions for how to register in early May.

In order to further prepare you for system changes, departmental processing needs and transition to the new USC Jobs website, we have also put together the following implementation timeline. Keep in mind the upgraded system will fully replace the current USC Jobs website. For a limited time, this will require that we use both the current 5.8 system and the upgraded 7.0 system. Please pay special attention to the dates noted and departmental tasks required regarding current and future actions – including those involving position descriptions and postings. These dates will have an impact on the timing of your human resources workflow and decisions over the next few months.

### GoLive Implementation Timeline

#### May 3, 2017:

- Deadline to submit all **position actions** in the current USC Jobs website. This includes new position descriptions, updates, reclassifications, additional duties, and promotions. (Therefore, to accommodate for the May 3 posting deadline, if making changes to a **vacant position to be posted**, the position description must be submitted to Classification and Compensation by April 28, 2017.)

- Deadline to submit all **posting requests** to be opened in the current USC Jobs website.
- **IMPORTANT WEBSITE TRANSITION NOTE:** If your department thinks it will take longer than 3 months from May 3, 2017 to fill and close a posting, then the posting should be closed in the current USC Jobs website and opened in the upgraded website to be filled. Departments will be responsible for contacting applicants from the current USC Jobs website to invite them to apply in the upgraded website.

#### **May 31, 2017:**

- All **postings** in the current USC Jobs website will be taken down at midnight. This important step will allow departments to continue to manage job postings to a final status but will prevent new applicants from continuing to submit applications to the current USC Jobs website.

#### **June 1, 2017:**

- The upgraded USC Jobs website will “**Go Live**”! Departments will be able to submit requests for new postings in the upgraded system.

#### **August 2, 2017:**

- **Access** to the current USC Jobs website **closes at 5:00 pm**.
- Deadline to move all job postings in the current USC Jobs website to **final status** of “Filled” if you have hired a candidate from the pool or “Canceled” if you did not hire a candidate from the pool.

### **Existing Data & Records Information - Key Points**

#### **Position Descriptions:**

The Classification and Compensation team will review and finalize all position actions submitted by May 3 prior to any data being moved into the upgraded system. Note that job postings, applications, and documents associated with these position descriptions will not be transferred to the upgraded website.

#### **Job Postings:**

All job postings must be closed in the current USC Jobs website by 5:00 pm on **May 31, 2017**. If your department has active continuous recruitments in the current USC Jobs website prior to the implementation of the upgraded website on June 1, 2017, the records and applicants who have applied will remain in the current USC Jobs

website. If your department plans to *continue* continuous recruitments, they must be reposted in the upgraded USC Jobs website on or after June 1, 2017.

Applicants that are still under consideration for any postings in the current USC Jobs website should be screened using your department's internal recruitment process. To aid in the upgrade, applicants should be moved to an "Expired From Pool" status prior to August 2. This status change (that will be added to the current USC Jobs website for your use) will notify applicants that they are no longer under consideration. If all applicants have "Expired From Pool", you should then move the job postings to a final status of "Filled" if you have hired a candidate. If you do not hire a candidate from the current pool, you should move the job posting to "Cancelled". This process will end recruitment for positions in the current USC Jobs website.

Additional communication will be distributed soon regarding awareness messages for applicants and HR users, which will appear on the current USC Jobs website. We greatly appreciate your flexibility, partnership and continued support of this exciting initiative. We look forward to collaborating with you in the coming weeks on specific questions or needs you may have with regard to GoLive.