



PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts
FROM: Division of Human Resources
DATE: May 4, 2017
RE: GoLive Countdown Notification #5

The Division of Human Resources prepared the following revised GoLive Timeline in regards to the PeopleAdmin upgrade as referenced last week. Please see our updated deadlines and information below. This revision allows HR contacts extra time to finalize and complete posting actions during the month of May. Mark your calendars to plan for these important dates that will still have an impact on the timing of your human resources workflow and decisions over the next few months. The training dates were adjusted and are now June 19 and 20 as noted in the timeline. We appreciate your support and continue to move forward with excitement as we prepare for GoLive.

***UPDATED* GoLive Implementation Timeline**

June 1, 2017:

- Deadline to submit all position actions in the current USC Jobs website to include new position descriptions, updates, reclassifications, additional duties, and promotions. (Therefore, to accommodate for the June 1 posting deadline, if making changes to a vacant position to be posted, the position description must be submitted to Classification and Compensation by May 26, 2017.)
- Deadline to submit all posting requests to be opened in the current USC Jobs website.
- **IMPORTANT WEBSITE TRANSITION NOTE:** If your department believes it will take longer than 3 months from June 1 (or the date of Sept 1, 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.

June 19 & 20, 2017:

- “Save the Date” for user training sessions for the new USC Jobs Website. Please release the previously communicated dates of May 17 and 18 due to our updated GoLive Implementation Timeline.

June 26, 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 27, 2017

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

September 1, 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 June 1 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 June 26, 2017. If your department has active continuous recruitments in the current USC Jobs website prior to the implementation of the upgraded website on June 27, 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 27, 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 September 1. 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.