UNIVERSITY OF
SOUTH CAROLINA®

Human Resources

PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: August 1, 2017

RE: Post GoLive Notification #9

The Division of Human Resources is continuing to monitor and evaluate our training efforts and resources available for the new PeopleAdmin USC Jobs website which went live on June 27. These resources may be found in the HR Toolbox, under PeopleAdmin Upgrade. We have made some necessary changes to a few of these materials to help our HR Users better understand how to use the system.

The following enhancements have been made to the PeopleAdmin System Workflow document:

➢ Department Head approval is now located after Dept. HR Contact and before College/Division HR Contact in all workflows that include this user approval.
➢ HR Class & Comp is now included in the workflow for Staff Posting, if you are posting multiple positions.
➢ Budget approver is now replaced with Dean approver in Adjunct Faculty/Temporary Posting, and Department HR Contact may now initiate and move the posting to "Quick Hire – Internal Posting Access."
➢ Initiators may now create onboarding events.

We have also combined the Hiring Proposal and Onboarding Quick Reference Guides so that users are able to gain a better understanding of both processes from start to finish in one document. These new guides may be found under the heading **Creating Hiring Proposals & Onboarding Events** and are conveniently listed per position type.

HR will also be offering a **PeopleAdmin Update & Refresher Training Webinar** on **Monday, August 7 from 2:00-3:30 p.m.** This session will cover General Updates & Workflow Changes, Action Reviews for Position Descriptions, Postings, Hiring Proposals, OnBoarding Events and i9 Processing, as well as Resource Reminders. Please make plans to participate in this webinar by registering here. A recording of the webinar will also be available on our website under the heading **Recorded Webinars** for those who are unable to attend.

Please feel free to forward this notification to any of your team HR Users that may find it helpful as they navigate the new system. We are also available to answer questions and provide assistance via our service email at PeopleAd@mailbox.sc.edu.