MEMORANDUM

TO: HR and Business Contacts

FROM: Hernandez Hicks, Director of Talent Acquisition

DATE: June 1, 2018

RE: Upgraded PeopleAdmin Home Page

In a few weeks an upgraded home page will be implemented in the PeopleAdmin system.

Some of the new features include:

The upgraded landing page will incorporate an easy-to-use inbox from which you can access action items without having to change your user group. You will be able to filter and sort the inbox for easier access to what matters most. Additionally, there are several new role-based data visualizations (or "widgets") that answer simple questions like "How many postings were filled in the last 30 days?" or "How many applicants did I receive each day over the past 7 days?" These differ based on your role in the software. Administrators have one view, approvers have a different view, and applicant reviewers have another view—all designed to serve their role.

You will be able to see all your action items, including those assigned to you as a search committee member (under the postings tab). You will also notice a few added fields to help you better find and prioritize your work, including the department and days in the current workflow state. You will be able to access and take action on any item without having to manually change your user group.

Further details will be communicated in the coming weeks. If you have any questions, please contact the following PeopleAdmin System Administrators:

- Alexandria Flippins – Talent Acquisition
- Hernandez Hicks – Talent Acquisition

- Ciji Tolbert – Classification and Compensation
- April Davis – HR Operations
- Dontrice Manigo – HR Operations
- John Waters – HR Operations