PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: June 1, 2017

RE: GoLive Countdown Notification #7

The Division of Human Resources will provide training on June 19 and 20 for the new USC Jobs system. Participants will learn how to navigate the system, create and modify positions, create job postings, review applicants, generate hiring proposals and onboard new hires. Users will also gain insight into some of the differences in business processes, functionality and electronic workflow capability within the new system.

If you are an HR Contact for your department, college or division, you **must** register for **one** of the training sessions listed below. You have the option to attend in person or to watch via Webinar. Due to the impact on business processes and significant digital workflow enhancements, other user participation is also strongly encouraged. Please note that training sessions are tailored to either staff position types (FTE, research grant, temporary, time-limited), or faculty positon types (FTE, research grant, adjunct faculty, time-limited), so you may choose which of these you would like to attend. In the event that you process both position types, you may choose to attend one of each if desired. A recorded version of the webinar will be available for those who are unable to attend or watch a live training session.

Staff Position Type User Training:
Monday, June 19, 9:00 a.m. – 12:30 p.m. – Session I
                                                                        Session I Webinar

Tuesday, June 20, 1:30 p.m. – 5:00 p.m. – Session II
                                                                        Session II Webinar

<u>Faculty Position Type User Training:</u>
Monday, June 19, 1:30 p.m. – 5:00 p.m. – Session I
                                                        Session I Webinar

Tuesday, June 20, 9:00 a.m. – 12:30 p.m. – Session II
                                                          Session II Webinar

Training sessions will be held in the UTS Auditorium Room 320. Meter parking is available on Sumter Street and in the Horizon Garage located at the corner of Wheat and South Main Streets.

To complete the registration process, you must first create a training account in order to register for this event. If you have already created a training account, simply click one of the session links, log in, and register to participate. If you find it necessary to cancel after registering for a session, please cancel your reservation by logging into your training account, or by clicking on the cancellation link in your confirmation email.