



PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: October 16, 2017

RE: Post GoLive Notification #13

Maintaining user accounts in our various HR systems has become more complex as we add new technologies to perform our business processes. To better facilitate this process and to ensure information security and privacy standards are met, the **Division of Human Resources has developed a comprehensive [user access form](#)** to be used when requesting a new user be granted access to an HR system or when a user access needs to be removed. This new form now includes all systems managed by HR. When requesting new user access, this form must be accompanied by a [User Agreement for Responsible Use and Confidentiality of Data, Technology, and User Credentials](#). If the user is responsible for completing I-9's, a Form I-9 Authorized Representative Agreement is required. If the user is responsible for completing E-Verify, an E-Verify General User Agreement is required. Lastly, if the user is the primary HR Contact for a College/Division, an E-Verify Program Administrator Agreement is required. Current users in the PeopleAdmin/USC Jobs system may request an additional role by using PA delivered functionality, instructions can be found in our new **Quick Reference Guide – [Requesting an additional User Group Assignment](#)**. However, since this functionality does not include workflow, HR will verify with the primary College/Division HR Contact that this new role is approved through email. As a reminder, the [proxy form](#) is available on our website for replacing a user who will be absent from work for a temporary period of time.

With the recent addition of HR Class & Comp to the Staff Hiring Proposal workflow, we have received feedback that a **shift in the [System Workflow](#)** is appropriate. This shift will now allow for the College/Division HR Contact to review and make necessary updates to the Hiring Proposal before it goes to the approver levels and then again after the approval is obtained, before it goes to HR Class & Comp for the salary approval. This also creates the ability to send a Hire Above Minimum (HAM) for preapproval to HR Class & Comp prior to submitting it through the approval levels. Please note: this change only impacts the Staff Hiring Proposal.

Several **new offer letters have been added** to the Reports tab of the Hiring Proposals in the staff and adjunct/temporary position types. These offer letters apply to post-TERI/post-retirement hires. Under the staff position type, the State of SC post-retirement offer letter for staff FTE has been included. Under adjunct/temporary, two new letters are available, one for State of SC post-retirement salaried temporary hires and another for State of SC post-retirement hourly pay temporary hires. Please utilize the appropriate one of these offer letters when hiring a State of SC retiree.

Please note that Quick Reference Guides and System Workflows have been updated to reflect recent updates and can be found in the HR Toolbox, under [PeopleAdmin Upgrade](#). Please be sure you are referencing the revised documents. You may also email us with questions at PeopleAd@mailbox.sc.edu.