PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: November 7, 2017

RE: Post GoLive Notification #14

As part of our strategy to ensure success with our initial GoLive upgrade to PeopleAdmin 7.0, transactions to be processed in the system began with new hires and other actions (promotions, demotions, and reassignments). Now that we are approaching another peak time of processing hires, the Division of Human Resources is excited to announce the **addition of the Rehire transaction in PeopleAdmin, effective November 7, 2017**.

Rehire will be an action available for all position types (see definitions below). However, it is most commonly used for adjunct faculty and temporary staff. A rehire action for adjunct faculty/temporary staff will closely resemble the Quick Hire process you have been using since GoLive. A Quick Hire posting link will be created which can be emailed to the candidate to complete an application in PeopleAdmin. Once the applicant has applied, you will use the Hiring Proposal to complete the rehire process. To facilitate this new function, some questions have been added to the application. These will come over as additional fields in the Hiring Proposal, and will show as blank/no answer for those who have previously applied during the transition. Quick Reference Guides have been developed for the Rehire process and two new rehire offer letter templates are available for use with the adjunct faculty/temporary staff position type.

We encourage you to utilize this new functionality for rehires in PeopleAdmin for the adjunct faculty and temporary staff rehires in January. However, as with our GoLive transition, if you have already initiated the paperwork for these employees, you may submit those to our office for approval and processing. HR Operations and Services will no longer

accept paper rehires after January 31, 2018. It is important to note that reappointments, summer compensation, and dual employment hires will remain on paper and will not be processed through PeopleAdmin.

Coincident with the addition of the rehire, we are also continuing in our effort to improve the assignment of the correct Onboarding checklists to our new employees. Since GoLive, we have noticed that there are times when multiple sets of repeated checklists are assigned to the new hire, resulting in completion of duplicate tasks within the system. In order to reduce task errors, enhance the new employee experience and aid in simplifying this process for our HR Contacts, we will implement **a new approach to the assignment of the Onboarding checklists** which will also be effective November 7. Here is how the updated strategy will work:

1. **All new hires and rehires greater than 1 year will have the onboarding assigned by either the Initiator, Department HR Contact, or College/Division HR Contact**. Please coordinate closely with your College/Division HR Contact to ensure clear direction on who is responsible for creating the onboarding event as this is where the risk of duplication of checklists/tasks is greatest. For these purposes, a new hire is a candidate who has never worked for USC. A rehire – greater than 1 year – is a candidate who previously worked for USC but has had a break in service in excess of or equal to 1 year. If the candidate was a student employee in the past, this does not count as having worked for USC for this purpose.

2. **All rehires less than 1 year and other actions will have the onboarding assigned by HR Operations at the Division of Human Resources**. A rehire – less than 1 year is a candidate who previously worked for USC but has had a break in service of less than 1 year. This includes the typical rehire of adjunct faculty or temporary staff. Other actions include promotion, demotion and reassignment. If the candidate was a student employee in the past, this does not count as having worked for USC for this purpose.

3. **All international new hires at the Columbia campus will have the onboarding checklists assigned by the International Support for Faculty and Staff (ISFS) Office** so that they may assist the candidate with completion of the assigned tasks. The campuses will continue to assign their International checklists to their new hires as they do today.

To assist in this transition, we have created two new Quick Reference Guide resources that will be helpful to you. The New Hire & Rehire Greater than 1 Year and Rehire Less than 1 Year and Other Actions matrixes outline by position type the required attachments to the application, the required attachments to the Hiring Proposal, and the checklists to be assigned to the employee. If you received these matrixes at College/Division HR Contact

training over the past few weeks, please discard those copies and use these updated versions. In addition, many of the Quick Reference Guides have been updated to reflect these changes so please refer to the [PeopleAdmin Upgrade Website](#) for the latest versions.