



PeopleAdmin Talent Management System Upgrade

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: January 30, 2018

RE: Post GoLive Notification #16

As the Division of Human Resources continues to stabilize the upgrade of the PeopleAdmin USC Jobs system, we would like to provide a few timely reminders and important process recommendations.

As announced in [Post GoLive Notification #14](#), **HR Operations and Services will no longer accept paper rehires after January 31, 2018.** Any rehires submitted on paper will be returned to the college or division to be processed in the PeopleAdmin system. Faculty or staff new hires, promotions, reassignments or demotions are already processed in PeopleAdmin and should not be affected by the January 31 cutoff date. It is important to note that **reappointments, summer compensation and dual employment hires will remain on paper** and will not be processed through PeopleAdmin at this time.

When completing the Hiring Proposal for all types of faculty or staff hires, **ensure the data is entered accurately and all documents are attached.** Hiring proposals with missing or inaccurate data, and required documents that are not attached, will be returned to the College/Division HR Contact. When hiring proposals are returned, it causes significant delays in the hiring process.

We have received a lot of requests to redirect hiring proposals to the College/Division HR Contact because proposals were sent to the wrong user role in the system. **College/Division HR Contacts should remind and communicate to the Initiators and Department HR Contacts of the correct workflow process for their**

area. This will aide in proper transition of system actions and avoid delays. Refer to the [Quick Reference Guides](#) for training tips and thoroughly review hiring proposals before sending them to HR Operations and Services.

The [Attestation of Hiring Process Form](#) was revised in December 2017 to include a certification by the hiring manager that professional or employment reference checks have been conducted. This form is to be uploaded as an attachment to the Hiring Proposal for all full-time equivalent (FTE), research grant (RGP), and time-limited (TL) faculty or staff positions. Please **discontinue using any old Attestation of Hiring Process Forms you may have** and note that the newest version is available on our website.

When choosing an offer letter for rehires, pay close attention to select the correct offer letter template. We have noticed that many rehires for adjunct faculty or temporary staff are receiving the **standard** offer letters for hourly or salary pay instead of the Rehire Offer of Temporary Employment letter. It is important to ensure you are using the correct **rehire** offer letter for either hourly or salary pay, as these letters have an option to include information concerning retirement which is a critical item required for completion.

Please remember that an abundance of resources are available on our [PeopleAdmin Upgrade Website](#). We are also available to answer questions and provide assistance via our service email at PeopleAd@mailbox.sc.edu.