

Note: Please use the following link to download PeopleAdmin Navigation Guide:
<http://www.hreo.ku.edu/files/documents/PeopleAdminNavigationGuide.pdf>

From: owner-HRIS-L@listproc.cc.ku.edu on behalf of Faucher, Ola [ofaucher@ku.edu]
Sent: Friday, May 15, 2009 2:27 PM
To: HRIS-L
Cc: Anderson, Danny J
Subject: FYI - Upgrade of PeopleAdmin and Training Sessions

Upgrade of PeopleAdmin

The Department of Human Resources & Equal Opportunity is pleased to announce that the upgrade to the current PeopleAdmin position description and applicant tracking system will be finalized on June 3, 2009. With this upgrade, we are implementing an enhanced Position Description Module and making changes to the current Recruitment System to streamline those processes. The Position Description Module will have automatic email notifications like the Recruitment System, simplifying notices regarding administrative and HR/EO review of position descriptions. With the upgrade, the Recruitment System will include faculty/academic staff recruitment processes, eliminating those paper processes. This change has the support of the Provost Office. Changes will also make University Support Staff and Unclassified Professional Staff recruitment processes more similar.

Training Sessions for Hiring Managers - Required

We will hold the training sessions listed below for Hiring Managers. If you are not the Hiring Manager for our department, please share this information with that person. These training sessions will focus on how the upgrade will affect your processing requests in the On-Line Position Description and Recruitment System.

Attending one of the following sessions is required to continue your access to the upgraded system. All of these training sessions will be held in 150 Joseph R. Pearson Hall. Prior registration is not required for one of the following sessions:

Thursday, June 4, 2:00 p.m. to 4:00 p.m.
Monday, June 8, 2:00 p.m. to 4:00 p.m.
Wednesday, June 10, 9:00 a.m. to 11:00 a.m.
Thursday, June 11, 9:00 a.m. to 11:00 a.m.

In the near future, we will notify you by email of the electronic availability on our HR/EO website of a PeopleAdmin Hiring Manager User's Guide. Before attending one of the sessions listed above please print a copy of the Guide and bring it with you when you attend the training session of your choice.

Submission Deadlines for Position Descriptions and Recruitment under Current System

Because the new On-Line Position Description and Recruitment System will be "live" on June 3, 2009, all current recruitment must be finalized through the current system by the deadlines noted below.

New/updated position descriptions - Wednesday, May 20
Requisitions - Noon, Friday, May 22

No position description changes or requisitions will be accepted from May 26 to June 3, 2009. If an emergency arises that a position description or recruitment will need to be processed during that time, please contact your Recruitment Coordinator for assistance.

Additional Information

You will be notified by email in the near future of other information regarding the progress of the upgrade, e.g. availability of the Hiring Managers manual on our website and a walk-in "Help Center." Please feel free to contact your HR/EO recruitment coordinator with any questions. Thanks. Ola