

Interoffice Communication

Date: July 14, 2014

To: Administrative Officers
Human Resource Liaisons

From: Julie Nuter
Associate Vice President, University Human Resources

Subject: PeopleAdmin 7.0 upgrade update

Iowa State is preparing to launch a major upgrade to PeopleAdmin 7.0, the university's online classification and hiring system, which will streamline the hiring process for hiring managers and improve the job applicant experience. University Human Resources has worked collaboratively with Information Technology Services, Human Resource Liaisons, the Office of the Senior Vice President and Provost and departmental users to develop a solution to enhance the hiring and onboarding process.

The upgrade will feature new and better tools for external applicants as well as departmental users, unit leaders, and human resources professionals throughout campus. These new and enhanced tools will make it easier to create position descriptions and post vacancies, and stay up-to-date regarding the status of open searches.

The upgrade will also include a new electronic letter of intent (ELOI) for non-temporary faculty and staff positions. This AccessPlus based system will eliminate the use of paper letters of intent for positions managed through the PeopleAdmin 7.0 system. When the candidate accepts the offer, the department will initiate a new Onboarding process that will allow the new employee to complete new hire processes online to have an accelerated start.

These benefits, taken together, will make the system easier to use and more efficient for university hiring authorities and staff, and improve the user experience for those who apply for positions at Iowa State.

September launch for all position types

PeopleAdmin 7.0 will "go live" for all position types in September, but no earlier than September 8. At that time, all new vacancies must be posted in PeopleAdmin 7.0.

UHR is working with HR Liaisons to prepare for the launch. Once the system is available, I strongly encourage you to post positions in the new system, whenever possible. This will minimize the need to navigate dual systems, facilitate the transition to a single system, and ensure that by early 2015 the university will be able to take advantage of all the benefits provided by the upgrade. HR Liaisons are analyzing current and upcoming postings and evaluating current position description data to facilitate the transition. Units should consider how to coordinate their internal practices with the new system.

Additional components of PeopleAdmin 7.0, including ELOI and onboarding, will take place in phases through Fall and early Spring semesters. More information will be communicated regarding these phases of the project in future communications.

Training available for system users

Training for faculty and staff is available through face-to-face sessions or online tutorials. As a user of the system, or as someone with users in your unit, I encourage you to explore the training options that suit your unit's needs. It is very important for anyone who will use the system on a regular basis to complete this training before the launch date. Visit <http://peopleadmin.hrs.iastate.edu> for more information about PeopleAdmin training options.

For more information

For more information about the PeopleAdmin upgrade, contact Kristi Darr, 515-294-3753 or kdarr@iastate.edu. Questions specific to training should be forwarded to Magann Orth, 515-294-8643 or morth@iastate.edu. Please feel free to share this communication with others in your unit, as appropriate.

cc: Kevin Schalinske, President, Faculty Senate
Michael Wannemuehler, Chair, Department Chair's Cabinet
Amy Tehan, President, Professional & Scientific Council
Andy Bock, President, AFSCME Local 96
Deb Duncan, President, AFSCME Local 870