

TO: College/Division HR Liaisons

FROM: The Office of Classification and Compensation, University Human Resources

DATE: Wednesday, July 16, 2014

RE: Transition Schedule from PeopleAdmin 5.8 to PeopleAdmin 7 and P&S PD Writing Training

PA7 will be launching soon and we are very excited! There are many new features to look forward to and the 'Go-Live' date will be here quickly. We want to share some dates you need to be aware of during the transition and what this will mean for your college/division.

Transition Schedule for Class/Comp Actions

- The data pull for PA5.8 into PA7 is anticipated to take place in mid-August. The data captured from PA5.8 in addition to the updates that you are providing on other spreadsheets (employee/supervisor update) will populate PA7 position descriptions.
 - Any position action that is not at a final status before the data pull will not transfer into the new system with the proposed changes. We have been encouraging each of you to review your queue for many months and you have been doing a great job; however, there are several items that are still at an 'outstanding action' status. These items can be found in your PA5.8 queue. Please contact the individuals who initiated the action and work to move it to a final status if possible, or make a decision to save the current changes outside of the system and cancel the action in PA5.8. If actions are not at a final status by the data pull date, they can be started as a new action in PA7. You will still have the ability to view PDs in the PA5.8 system for a period of time.
- To ensure a data-load that is as complete as possible, we ask that any requests for updates and/or reclassifications be submitted on or before Friday, August 1st, 2014 to University Human Resources (UHR).
 - All updates and/or reclassifications with accurate PDs that are properly formatted and correctly submitted on or before August 1st, 2014 will be processed and moved to a final status by UHR and we will enter the information in PA7 if an item is not at a final status by the data-load.
 - Any action submitted after August 1st will be reviewed and moved through the process as normal; however, the department will be required to reenter the approved PD in PA7 after the 'go-live' date if UHR is not able to approve the action prior to the data pull.
- All Position Descriptions without a current, active incumbent will not be carried over to PA7
 - These PDs will be available in PA5.8 for a limited time following the PA7 migration. Please take the necessary actions to save or retain copies of these PDs.

Class/Comp will continue to process reclassifications between August 1st and our 'Go-Live' date. We have taken into consideration this unusual circumstance and have drafted a procedure for such circumstances that warrant immediate action, (i.e. urgent fills).

How to Submit Reclassification Actions

We have created a process for use outside of the system during the transition from PeopleAdmin5.8 to PeopleAdmin 7 if you choose to use it for your College/Division.

No new reclassification actions will be reviewed in PA5.8 between August 2nd and the PA7 'Go-Live' date; however, we want these actions to continue moving forward.

Reclassification actions submitted between August 2nd and the 'Go-Live' date in PA7 can be submitted using this process:

- College/Divisions may route the proposed PD utilizing the updated PA7 blueprint via an email thread and submit the certified PD, along with the organizational chart to the uhrcc@iastate.edu email. The email thread will need to follow the same approval routing used within PA5.8. Classification and Compensation will follow normal procedures and timelines, including returning any blueprints for clarification.
- Once the PD has been reviewed and approved by UHR, the department will be required to re-enter the PD into PA7 after implementation prior to the EPA being approved. The approved EPA date will correspond with the date the email was received at uhrcc@iastate.edu.

For questions regarding this process, please respond to uhrcc@iastate.edu.

Some of you may want to consider holding position description updates and/or reclassification requests based on your schedule from now until the launching of PA7 which is estimated to take place in early September, but no earlier than September 8. We ask that you determine, based on your unit's needs, whether or not to submit an action request for update and/or reclassification on or before August 1st, 2014. If possible, please hold any requests that can wait until the launch of PA7 to ensure that actions requiring top priority are able to be processed and closed out in a timely fashion.

Writing a P&S Position Description Training

We want to thank each of you for participating in our pilot of 'Writing a P&S PD' Training in May. We are ready to provide this training to employees and supervisors. We have developed two ways to share this information with campus position description authors. Please remember, this is not training for the PA7 system.

1. Your Class/Comp Analyst will be contacting you soon to schedule a time to deliver a 1.5 hour training (including a Question and Answer session), specifically for your college/division. We ask that the HRL determine internally who should attend from your areas, (i.e. Departmental Admins, Hiring Supervisors, etc.). Class/Comp Analysts will offer the training opportunity to each of their primary areas once during the five-week ramp up (August 4 – September 5, 2014) to the PeopleAdmin system "Go Live". The HR Liaison will be responsible for

scheduling a room for the training session and providing the presentation technology (projector/screen, presentation computer, podium or table). The analyst will bring the printed training materials. The room should be held for 2 hours to allow time to set up and tear down.

2. The Class/Comp Analysts will also be providing weekly training for any campus users that were unable to attend the College/Division specific training. This opportunity is currently being scheduled for one session each week from September 15-November 21, 2014 in the Memorial Union. Sign-up information will be sent out at a later date.

We appreciate your support and continued partnership as we continue to support hiring managers with robust tools to compliment the PA7 implementation.

Calendar

- July 17–July 31: HR Liaisons clean up queue and submit needed updates and/or reclassification to UHR
- August 1: Deadline for updates and/or reclassifications to UHR
- August 1: Deadline for employee/supervisor updates
- August 4 – September 5: Scheduled Writing a P&S PD training with your analyst
- August 4-August 18: Prioritize urgent actions
- Week of August 18: Anticipated data pull into PA7
- August 19-September 8: Prioritize urgent actions; hold actions that can wait until PA7 “Go Live”
- September 8: All position types “Go Live” will not be sooner than this date

July 2014

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