

Date: August 4, 2014
To: Human Resource Liaisons
CC: PA Team Leads
From: Kristi Darr
Director, University Human Resources
Subject: Procedural Updates for the PeopleAdmin 7 System Conversion

As the PeopleAdmin 7 (PA7) upgrade date gets closer, I wanted to provide updates on questions that you have raised in the recent weeks. Please review the information and action items below. Please continue to share this information with your department system users in preparation for the PA7 Go Live! In addition to sharing this document with you, University Human Resources (UHR) will post this on the project website as a reference for departments.

Paper Position Descriptions (PD)

In past years, some colleges and divisions have attached paper PD documents to update positions without entering the information into PeopleAdmin fields. Any attached paper PD documents (or other attachments) will not move over to PA7, but will still be available in PA5.8 until July 1, 2015.

We understand that some of you may have a need for these PDs in the future while others have outdated information that will not need to be brought into the new system. UHR is leaving the decision to migrate the information to PA7 to each unit and should be coordinated by the HR Liaison. See below for options:

Option 1: Enter information found on the paper PDs into the associated forms and fields in PA7 after September 9, 2014. The attachment will still be in 5.8.

Option 2: Do not enter the information from the paper attachments into PA7. Instead, update position descriptions to reflect current duties into PA7 after Go Live! (9/9).

UHR has placed an Excel file on the PeopleAdmin HR Liaison Workspace in Cypoint. Please go into the Excel file and locate your unit's tab at the bottom of the spreadsheet. The query we pulled is not without possibilities for error. We requested data for PDs with an attachment that also included the word "paper" somewhere in the PA fields in the PD". Both options from above will require you to determine who will be entering the information from your college/unit or department after Go Live!

For questions about this, please contact Whitney Grote 294-7567.

Change User/Supervisor Access to a Position Description

Throughout the configuration and implementation of PA7, we have heard your requests to eliminate redundant or duplicate fields on position descriptions. In PA7, we will no longer be capturing work location, unless it is outside of Ames. Additionally, each employee will automatically have access to their own PD, and with the anticipated result of fewer actions for "Change User/Supervisor Access to a Position Description" and have eliminated this workflow. As of September 9th, all modifications made will be routed through UHR.

We look forward to these improvements with PeopleAdmin 7. Please let your UHR Classification and Compensation (UHR C/C) contact know if you have any questions.

Supplemental Questions

We are excited about the enhancements for the supplemental question feature in PA7. Supplemental questions from 5.8 will not be loaded into PA7, which allows us to begin with a clean slate. In PA7, we have the ability to create categories of supplemental questions that can be specified to a type of experience or to a specific position.

For example, the Veterinary Technician has 10-15 supplemental questions that must be selected individually for each posting. In PA7, we can create a category called "Vet Tech" that contains those 10-15 supplemental questions, which can all be selected or individually selected to submit with the posting. These questions will be available to all departments.

If you have supplemental questions that you use frequently, please send those to Lisa Lee at lklee@iastate.edu so that a bank of categories and supplemental questions can be created before we go live on September 9th. If your supplemental questions are specific to a title or classification type, please indicate that on your response. You are not required to submit your supplemental questions in advance of Go Live, however, you are encouraged to do so as to not delay future postings. After Go Live!, supplemental questions will need to be approved by UHR Recruitment.

An Excel file of the current supplemental questions will be placed on the PeopleAdmin HR Liaison Workspace within the next two weeks for your reference.

Creating a Hiring Proposal for a candidate already in process on another Hiring Proposal

PA7 allows more than one hiring proposal to be created for a candidate with assistance from UHR. When a department receives the system message that a Hiring Proposal is currently outstanding for the candidate, the department should contact their college/unit HR Liaison. The HR Liaison should then contact the unit's UHR Recruitment contact for request of the system override.

Given the likelihood that applicants apply for more than one position at ISU, UHR Recruitment will override the system to allow for additional Hiring Proposals to be routed. UHR Recruitment will not disclose the information where the candidate is currently being considered, as this information should be treated confidentially. Both departments may issue an offer to the candidate and the candidate can choose the best position. Departments may ask the candidate if they are applying for other positions at Iowa State.

Beginning September 9 when two departments are considering the same candidate, UHR will run a background check and charge the first department to have their hiring proposal reviewed by UHR Recruitment. If the second department requires additional background check elements, the remaining

elements will be charged to the second department. The charges are independent of whether or not the candidate accepts the offer from the first department.

For questions about this process, please contact your UHR Recruitment contact.