

HR Liaisons,

Good morning. With the Go Live! Date (9/9) just around the corner, I wanted to provide an update on what to expect in the upcoming days in preparation and upon implementation of PA7.

1. The Help and Support line (294-1600) is live and can be used by all PA 7 users to find answers to implementation questions. If you have questions about the system, please use this number for assistance.
 - Press 1 to address questions Position Management
 - Press 2 for questions regarding a posting, applicants, or the hiring process
 - Press 3 for User/User Group questions
2. The PA7 applicant portal and ISU Classification and Hiring System will be live on the morning of 9/9. Please note that once it goes live, we will still have some internal testing to verify some of our enhancements are working. We anticipate the sites being live around the start of the workday on the morning of 9/9. UHR will send you an email when the system is ready for your first transaction!
 - UHR's homepage will be updated on the morning of the 9th with a link to the 5.8 and 7 HR Suite. Use your NETID and password to login to PA7, and your current 5.8 username and password for PA5.8.
 - Given that many transactions have been held at the department and/or college/unit level, expect to see an increase in turnaround times as UHR processes the transactions in the system while answering the help line questions.
 - If you are posting in a series for a P&S position, submit PDs for both positions.
 - You will need to update your web links from 5.8. Don't forget to utilize [Updating a Quick/Reference Letter Web Link Tool](#) which can be found on the PA7 Project website.
3. UHR will be communicating following Go Live! with users added in PA7 to share the basics of the information. We added over a thousand new users! In addition, UHR will be communicating with 5.8 users regarding their preferred group (the default when they login) and reminding them their accesses may have changed. Users can call the help line with questions; however, we may be directing them back to you if their scope has changed. Please refer to the [Understanding your Profile Information Job Aid](#) for more on user groups.
4. UHR will be adding users hired between 8/19 and 9/9 following go live. Please be patient as we get these new hires added.
5. Training sessions are still available for registration on the project website for those who have not yet attended or feel they would like to attend again.
6. We will be contacting you to work through errors that occurred during loading. For example, some active employees were tied to inactive PDs. We'll need your help to clean up many of these issues over the next few days.
7. As a reminder beginning 9/9, UHR will no longer process background checks at interview regardless of what system the posting is processed in. We will only process the check on the finalist selected for hire. Please ensure that references have been completed before requesting the hire.

We appreciate your support as we enter the next phase of the project.

Thanks,
Kristi