Interoffice Communication

Date: October 29, 2014

To: Administrative Officers
                    Human Resource Liaisons

From: Julie Nuter
                    Associate Vice President, University Human Resources

                    Jonathan Wickert
                    Senior Vice President and Provost

Subject: Electronic Letter of Intent

Following the successful launch of PeopleAdmin 7 (PA7), Iowa State's Classification and Hiring System, we continue to work on enhancements to the new hire experience. The next phase of the project is the implementation of an electronic Letter of Intent (eLOI) for positions hired in PA7. eLOI is the second of the three major initiatives within the hiring efficiency initiative; the final project, onboarding for new hires, will be launched in Winter 2015.

The eLOI project is a result of campus feedback regarding the time it takes to route paper LOIs throughout campus, and eventually to the candidate. The eLOI, built within AccessPlus, will help expedite the offer and acceptance process, standardize the routing and accuracy for LOIs, and create an impetus for an electronic record that will be the first step toward a unified document management process for personnel records.

The project team is working with HR liaisons and campus users in a final testing phase, with an expected launch date of Tuesday, December 2, 2014. The initial launch will support eLOIs for faculty and P&S hires from the PA7 system. Additional phases of the eLOI project will include term renewals and other non-competitive appointment types.

Training available for eLOI users

Similar to the PA7 launch, UHR will provide face-to-face training for eLOI originators, in addition to electronic resources including videos and step-by-step guides. These resources will be important to you as an eLOI approver, and we will share more specific information about these resources as they become available. Training sign-up will be available on the PeopleAdmin Project website.

For more information

Information and resources about the project are available at the PeopleAdmin Project website: peopleadmin.hrs.iastate.edu. For more information about the eLOI Project, contact Brenda Behling, eLOI Project Lead, 515-294-8236 or bkbehli@iastate.edu , or Kristi Darr, PeopleAdmin Project Manager, 515-294-3753 or kdarr@iastate.edu. Questions specific to training should be forwarded to Magann Orth, 515-294-8643 or morth@iastate.edu. We encourage you to share this communication with others in your unit who are involved in the hiring process.