IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Interoffice Communication

Date: March 20, 2019

To: Hiring Managers
Human Resource Liaisons

From: Kristi Darr, Interim VP for University Human Resources

Subject: Transitioning from PeopleAdmin to Workday

With the Workday go-live date quickly approaching, departments and units need to prepare for transitioning the position and hiring tasks from PeopleAdmin to Workday. This communication focuses specifically on the transition of our current hiring and classification system, PeopleAdmin.

In preparing to move from PeopleAdmin to Workday, University Human Resources (UHR) wants to share some important dates you need to be aware of during the transition, and what this change will mean for your department/college/division as it relates to job postings/positions for fill, advertisements, position updates, reclassification, and supervisor updates. Workday will exclusively support all of these needs effective July 1, 2019.

A successful launch for Workday includes a planned transition for current employees, applicants and managers. The goals for the transition are to create a process that minimizes employee and applicant impact and allows managers to make informed choices about employee movement, recruiting practices and candidate selection as we lead up to go-live. HR Liaisons will be critical to managing a successful cutover process (switching from PeopleAdmin to Workday). As a hiring manager, you are encouraged to invite your current Human Resource Liaison to department meetings or other groups to share the details about this plan.

UHR established these dates in collaboration with the Provost Office and HR Liaisons. We ask that you please take time now to work with your units in communicating this timeline and the importance of recruitment and posting planning in the months ahead. It's critically important that all hiring managers are aware of the posting deadlines noted below so they can plan and schedule accordingly. We will continue to update this plan and communicate with all of you through Workday go-live.

Important Dates

- **Now – May**: HR Liaisons clean up queue and submit needed updates and/or reclassification to UHR.
- **Wednesday, May 1**: Last day* to submit reclassification and PD updates to UHR Class/Comp.
- **Thursday, May 30**: Last day* for 30-day positions for fill/postings in PeopleAdmin (Pay Grade 37 and above, and Regular faculty, adjunct, senior lecturer and senior clinician postings).
- **Thursday, May 30 (TBD)**: Last employee data pull from legacy systems into Workday.
- **June 1 – June 30**: Respective HR Service Delivery teams enter any new hires not pulled from legacy systems into Workday.
- **Friday, June 14**: Last day* for 15-day postings in PeopleAdmin (P&S: Pay Grade 36 and below, Clinicians and Lecturers).
- **Friday, June 21**: Last day* for 10-day postings in PeopleAdmin (regular Merit positions).
- **Friday, June 28**: Last day* for waiver requests to be considered.
- **Sunday, June 30**: Last day for applicants to apply in PeopleAdmin.
- **Date TBD (end of June)**: Workday will be available for UHR users to enter positions for posting.
- **Monday, July 1**: If there are no applicants on a posting in PeopleAdmin, the posting will be closed and reopened in Workday by the HR Service Delivery Team.
    - Important Note: Positions can only be posted in one system at a time.
- **Tuesday, July 2**: Resume business as usual in Workday for all former PeopleAdmin actions (i.e., positions for fill/postings, advertisement, reclassification/promotion, and supervisor changes).
- **Monday, Sept. 30**: All postings in PeopleAdmin in a final status (i.e., Recruitment filled, withdrawn).
    - **Note**: All postings will need to have a decision at this point. For postings posted in PeopleAdmin prior to go-live and closed for candidate consideration, this is a major milestone.
- **Oct. 1 – Oct. 31**: UHR Talent Acquisition (TA) cleanup for Affirmative Action Plan (AAP) in PeopleAdmin.

* All PDs and/or positions for fill/postings must be reviewed/approved by the appropriate individuals and in UHR's queue by the deadline listed above.

Additional Information

As you and your teams plan for upcoming searches, please consider the following information:

- Please consider planning your advertising period and interview dates with the above dates in mind.
- Temporary or emergency hires should also be included in the planning during the critical cutover period in preparation for the July 1 go-live.

- Searches that are not urgent or that conflict with the dates above will be able to be submitted for entry into Workday and available for public advertisement on Tuesday, July 2.
- Pool postings or Evergreen postings should be closed out prior to the July 1 conversion and may be reposted on July 2 in Workday. These arrangements can be made in advance of the July 1 go-live.
- Note: Post Docs do not need a recruitment prior to July 1. For vacancies following July 1, postings will need to be recruited within Workday.
    - Needs identified in advance that would need to be recruited after July 1 may be submitted in advance for preparation of the posting or Evergreen requisition.
- For questions about specific postings, please contact your current HR Liaison or employment@iastate.edu for assistance.

Helpful Information & Tips

- Many of you have been doing a great job of cleaning up your old PeopleAdmin actions; however, there are several items that still have an "outstanding action" status. All applicants need to be placed in a final status (i.e., interviewed, not hired) and all postings will need to be transitioned to a final status of either "recruitment filled" or "withdrawn." UHR Talent Acquisition will be providing regular update reports to departments regarding the status of their postings.
- The data pull for PeopleAdmin to Workday is anticipated to take place in late May. At that time, data captured from PeopleAdmin will populate in Workday, along with the updates that you are providing on other spreadsheets (employee/supervisor updates).
- Position information without a current, active incumbent will not be carried over to Workday.
    - These PDs will be available in PeopleAdmin for a limited time following the migration. Please take the necessary actions to save or retain copies of these PDs.
- Based on the dates above, please start to look through current postings with no posting end dates (pool postings) and/or posting end dates that extend beyond those dates and make changes accordingly. UHR Talent Acquisition will be providing regular update reports to departments regarding the status of their postings.