Faculty and Staff:

The Office of Human Resources and Equal Opportunity (HREO) has been working vigorously on a project to enhance the existing functionality of the PeopleAdmin System (PA). The targeted implementation for phase 1 is in late June 2018. Coastal Carolina University (CCU) currently utilizes this system to manage the applicant tracking process, maintain position descriptions and process EPMS evaluations. The upgraded system will support several strategic objectives, including 3.1.2 (#4), 3.1.2 (#9) and 3.3.4. It is anticipated that the new version will:

- reduce the number of signatures required to initiate the search process and complete the hiring process;
- allow for electronic administrative approvals;
- decrease the length of time the processes take;
- establish a chain of custody associated with the tracking of transactions pending; and
- lessen the number of paper transactions.

In order for HREO to complete the implementation of the new version of PA, some processing deadlines and process hold dates have been established.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification/Compensation in PA 5.8: Position Description Updates</td>
<td>No position description updates can be updated in PeopleAdmin for a limited period. This only applies to FTE staff positions.</td>
<td>5/01/2018 HOLD</td>
<td>6/26/2018</td>
</tr>
<tr>
<td>Classification/Compensation in PA 5.8: Position Description Changes with Base Pay Related Actions</td>
<td>No position description actions such as additional duties or reclassifications can be processed in PeopleAdmin for a limited period. Any received in HREO will be held until the new version goes live in late June. Any transactions currently in process must be received in HREO with all approvals by May 14. NOTE: Supplemental pay actions, additional skills/knowledge increases and other base pay adjustment types that do not involve position descriptions may be initiated/reviewed during this period, if appropriate/necessary.</td>
<td>5/01/2018 HOLD</td>
<td>6/26/2018</td>
</tr>
<tr>
<td>Applicant Tracking Module: Current Job Postings in PA 5.8</td>
<td>Hiring officials and search teams should make every effort to close out existing searches by June 25. If that is not feasible, please contact HREO Employment area for guidance.</td>
<td>N/A</td>
<td>6/25/2018</td>
</tr>
<tr>
<td>Applicant Tracking Module: New Job Postings in PA 5.8</td>
<td>During the system transition, new searches will have to be reviewed on a case-by-case basis to assess posting feasibility through 6/15/2018.</td>
<td>6/1/2018</td>
<td>6/16/2018</td>
</tr>
</tbody>
</table>
*No positions can be submitted in PA 5.8 after 6/15/2018.

| **Applicant Tracking Module**  
| **Classification/Compensation in PA 7.0:** | Actions will be initiated electronically at the department level in PA 7.0 on or after June 27. Users must attend training. More information to follow. | 6/27/2018 | N/A |
| **Employee Performance Management System (EPMS)** | EPMS plans and evaluations may continue in PA 5.8 until further notice. *No position description updates may occur after May 14.* | N/A | N/A |

NOTE: Current job postings advertised as “open until filled” will be handled on a case-by-case basis.

In Fall 2018, HREO plans to implement two other PA system components; electronic onboarding of new hires and an improved performance management module.

If you have any questions, please contact John Dooley, Special Projects Coordinator for HREO at jdooley@coastal.edu

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