PeopleAdmin Upgrade FAQs – Summer 2023

Q: What will be different with the upgrade?
A: The upgrade is mainly impacting Hiring Proposals in PeopleAdmin. There are four things that are changing:
- The application will now have a new workflow state called “Conditional Offer.” The hiring supervisor must make a conditional offer to their final candidate before proceeding with the next steps.
- When a candidate is selected for hire, and has accepted the conditional job offer, they will securely log back into PeopleAdmin to a “2nd step application” to provide their personal information (date of birth, SSN, etc.). This step removes the need for HR or the department to contact them to obtain the personal information directly (i.e., no more “New Hire Personal Information Form” - information from the candidate in PeopleAdmin will be integrated directly into the ePAF/PeopleSoft)
- When a Hiring Proposal is created, there is now the ability to request any needed background check, drug screen, and/or education verification directly from the Hiring Proposal. This step removes the need to submit these requests via your HR Analyst or HR’s JIRA Background Check Request Form. The JIRA form will still be available to request background checks for people who are not being hired through PeopleAdmin.
- The integration of information from PeopleAdmin to PeopleSoft for the purpose of the ePAF will now occur once per hour, instead of just twice per day.

For more information about the upgrade, and to watch a brief training video and review a comprehensive training guide, please go to: https://www.hr.utah.edu/serviceTeams/PeopleAdminUpdate2023.php.

Q: Will this apply to postings and hiring proposals for faculty positions?
A: Yes, these updates will impact all position posting types:
- Benefited Staff
- Non-Benefited Staff
- Campus Faculty (Main Campus Faculty)
- Faculty (UUHA [University of Utah Health Academics] Faculty)

Q: How will the final candidate be notified to log back into PeopleAdmin to provide their personal information on the 2nd step application?
A:
- For Staff positions: Once the candidate accepts the conditional offer, their application will need to be moved to the workflow state of “Send to Collect Additional Information (move to Collect Additional Information).” Taking this action will trigger an email to be sent to the candidate which will instruct them to log back into their application and provide additional information (e.g. Date of Birth, Social Security Number, etc.) which will be used to complete the required pre-employment screenings.
- For Faculty and Campus Faculty positions: Once the candidate accepts the written offer and the Hiring Proposal is moved to the “Offer Accepted” status, an email will be sent to the candidate which will instruct them to log back into their application and provide additional information (e.g. Date of Birth, Social Security Number, etc.) which will be used to complete the required pre-employment screenings.
• When the candidate has updated and submitted their application with the additional information, the person in the “Department Admin” role for the posting/hiring proposal will receive an email informing them that the information has been received. You will notice that the Workflow State for the applicant will also be updated to **Additional Information Received**.

**Q:** What changes will be on the new Hiring Proposal (HP) form?

**A:** The HP form for all position types can request a background check, drug screen, and/or education verification. The Benefited Staff and Non-Benefited Staff Hiring Proposal form will have new workflow states:

- “Move (move to Create Offer)”
- “Transfer (move to Review Offer)”
- “Transfer (move to Extend Offer)”
- “Offer accepted (move to Offer Accepted)”

**Q:** I see new workflow states called “Transfer.” What are those used for?

**A:** On the Hiring Proposal, “Transfer” means an applicant is being moved to a workflow state where they’ve received a job offer.

**Q:** What will be needed in order to request a background check in PeopleAdmin?

**A:** Please provide the name and UID of the person making the request, select the package needed from the drop-down menu, and provide the chartfield in the correct format, like this:

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Screening/Verification Chartfield
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**Q:** What if the ePAF needs to be initiated today?

**A:** Integrations are once per hour and the ePAF can be initiated the same day.

**Q:** Is there anything departments need to do to prepare for the upgrade?

**A:** It will be helpful to review all postings in your department and move all postings to their final workflow state:

- Job postings that are still open for applications can stay in the workflow state of “Posted.”
- Job postings that are no longer open for applications, but a final candidate has not been selected yet, can stay in the workflow state of “Closed.”
- If a candidate has been hired from a job posting, that posting should be moved to the workflow state of “Filled.”
- If a decision was made to not hire any candidates from a posting, that posting should be moved to the workflow state of “cancelled.”

**Q:** To “clean up” old postings, how can I view a list of all my department’s old postings?
A: **For Staff positions:** To see a list of all old postings, log into PeopleAdmin in the role of Department Admin and search for all postings in the Workflow State of Draft, Department Admin, Department Approver, HR Representative, Comp Review, Processed for Internal to U/Dept, Processed for Later Posting, Processed for Later Posting Internal to U/Dept, Posted, and Closed. Finalize any hires. PeopleAdmin will deactivate any Benefitted Staff and Non-Benefitted Staff postings created more than six months ago. Email your HR Contact if any posting older than six months needs to remain active.

**Benefited Staff Postings**

Q: Does the department need to provide a chartfield on the Hiring Proposal to pay for the background check, or will that field pre-populate the chartfield listed on the position requisition (posting) form?  
A: The department needs to provide the appropriate chartfield on the Hiring Proposal form.

Q: (For Traditional HR Departments) Will the clear-to-hire process change for background checks now that it is possible to order background checks with the hiring proposal?  
A: The process for receiving the clear-to-hire will be the same as before. The department will be contacted by their HR Analyst when the background check, drug screen, and/or education verification is completed and cleared.

Q: Does the department still need to move the candidates through the workflow, or is it done automatically (after the successful candidate for hire is elected)?  
A: Yes, all candidates still need to be manually moved through the workflow.

Q: Is a conditional offer needed?  
A:  
- **For Staff positions:** Yes, the final candidate needs to be made a conditional job offer, then personal information can be collected from the candidate.  
- **For Faculty and Campus Faculty:** Conditional offers positions cannot be extended until AFTER the Hiring Proposal has been approved.
Q: Is a signed offer letter required to initiate a hiring proposal on a staff posting?
A: A Hiring Proposal can be created in the system after the candidate has accepted the conditional job offer and has provided the needed personal information. When the Hiring Proposal is created, the hiring supervisor will draft the Offer Letter. Offer Letter templates are available on the UHRM website here: https://www.hr.utah.edu/serviceTeams/job-offer-tools.php.

Q: What are the new workflow steps for hiring an employee?
A: To view the detailed workflow steps for Staff positions, please review Appendices A and B in the training guide, which can be found here: https://www.hr.utah.edu/serviceTeams/PeopleAdminUpdate2023.php

Q: What if a Hiring Proposal was in-process at the time of the upgrade?
A: Depending on the state the Hiring Proposal was in, it MAY require moving the Hiring Proposal back to the “Department Admin” step in order to fill out new fields.
For Hiring Proposals in the “Draft” and “Dept Admin” status, it will just require reviewing the Hiring Proposal and filling in any new required fields.
- For Hiring Proposals at the “Dept Approver” or “Dean/Org Head” for approval, the approver in those roles will need to move the Hiring Proposal back to “Dept Admin” in order to fill in the new required fields.
- For Faculty/Campus Faculty Hiring Proposals in “SVP/DFA,” “Budget Approver,” or “DFA” status, please work with your respective Office for Faculty to add information to any required fields that didn’t exist prior to the upgrade.

Q: What if my Hiring Proposal was in the “Ready for ePAF” status at the time of the upgrade?
A: The changes associated with the PeopleAdmin upgrade will not impact Hiring Proposals in “Ready for ePAF” status. However, any required background checks, drug screens, or education verifications will need to be requested by your HR Analyst or through HR’s JIRA form, since requesting through PeopleAdmin was not an option at the time the Hiring Proposal was created.

Q: What if a position is not required to be posted in PeopleAdmin? How should the background check, drug screen, and/or education verification be requested?
A: That will need to be requested by your HR Analyst or by using HR’s JIRA Background Check Request Form for positions that aren’t hired through PeopleAdmin (and for any positions that were in the final stages of the Hiring Proposal process prior to the upgrade).