

November 16, 2018

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SUBJECT: Workday Alert #4 - External Hires/Rehires

In response to UMMC's implementation of Workday, our new enterprise resource planning system (ERP), on **January 2, 2019**, additional time-sensitive information is being shared with you through this Workday Alert #4.

It is important to note that external hires during the month of December will not stop during this pause. However, in order to migrate data from PeopleAdmin and Lawson to Workday, alternate processes for external hires/rehires will be put in place during December, 2018. All external applicants hired during the month of December will be hired via PeopleAdmin/Lawson, then manually keyed into Workday. Workday will not convert applications from PeopleAdmin, and applicants may have to fill out a second application in Workday. Managers are encouraged to fill positions now, if possible. Managers are also encouraged to review open requisitions in PeopleAdmin. If you have an open requisition that you do not intend to fill, please e-mail myjob@umc.edu to void the req. Below will be the process followed for Recruiting:

- **Requisitions approved and posted in PeopleAdmin prior to 12/1/2018** – follow normal external hire process if applicant selected hiring proposal has reached “All Approvals Obtained” status prior to 12/31/2018. If no applicant found, the requisition will be copied to Workday and remaining applicants in your active queue in PeopleAdmin will be invited to apply to new requisition in Workday.
- **Requisitions approved and posted in PeopleAdmin from 12/1/2018 – 12/15/2018** – follow normal external hire process if applicant selected and hiring proposal has reached “All Approvals Obtained” status prior to 12/31/2018. If no applicant found, the requisition will be copied to Workday and remaining applicants in your active queue in PeopleAdmin will be invited to apply to new requisition in Workday.
- **Requisitions submitted and/or approved in Lawson after 12/16/2018** - follow the Lawson approval process and will be manually keyed into Workday for posting after 1/1/2019.
- **Requisitions with an Active Hiring Proposal that have not reached “All Approvals Obtained” Prior to 12/31/2018** – follow the PeopleAdmin approval process and candidate will be manually keyed into Workday once “All Approvals Obtained” status reached.

There is every intention to restart these business processes by Thursday, **January 3, 2019 for the pay period December 30, 2018 forward**. The implementation team will assess progress to determine if the pause can be lifted sooner.

Also, beginning January 2, 2019 all new faculty hires will begin with a job requisition in Workday. Managers and administrative partners will be trained on this process as part of the scheduled Workday manager training.

As any additional business process pauses are determined, you will be notified as quickly as possible.

Thank you in advance for your support of a successful transition to Workday.

For more information about Workday, please visit www.umc.edu/DIS/Workday.html.

Thank you.