Dear PeopleAdmin Users,

As a follow-up to the recent notification of the new fully integrated HR and Payroll system, UKG Ready, we are happy to report the first phase is in progress. During this phase, which will take place over early summer, the following PeopleAdmin modules will be replaced:

- Position/Posting management
- Applicant Tracking
- Onboarding system

There will be an impact to the posting of new faculty, staff and student jobs. In our continuing effort to improve service and efficiency, Pace University’s Talent Acquisition team will be partnering with area hiring managers to streamline the hiring process during the transition from PeopleAdmin to UKG Ready.

Additional details about the transition and training will follow. In the meantime, it is critical that all open postings are reviewed, and applicants are updated via PeopleAdmin to confirm their final status in the hiring process by June 30, 2023 (see attached instructions).

Look for more information about what’s changing and when on the dedicated HR News and Events webpage.

Share your questions or feedback here: HRWorks@pace.edu.
Updating the Workflow State of Applicants

- Visit careers.pace.edu/hr
- Click SSO Authentication link to log in with Pace credentials
- Ensure your user group is Search Chair in upper right-hand corner (below your name)
- Navigate to Postings and select the type of post
- Choose the posting you’d like to status the applicants of
- Click Applicants
• Click checkmark next to the applicant’s name you’d like to status

• Click the Action Button

• Then click “Move in Workflow”
  • If you don’t see this option, please refer to page 3 to move your applicants through the workflow.

• Select the desired workflow state of the candidate and click “Save changes”
When reviewing an application, you can also individually change an applicant’s workflow state by clicking “Take Action on Job Application”
Updating the Workflow State of Applicants (Staff)

- Visit careers.pace.edu/hr

- Click SSO Authentication link to log in with Pace credentials
- Ensure your user group is Applicant Reviewer in upper right-hand corner (below your name)

- Navigate to Postings and select the type of post

- Choose the posting you’d like to status the applicants of
- Click Applicants
• Click checkmark next to the applicant’s name you’d like to status

• Click the Action Button

• Then click “Move in Workflow”
  • If you don’t see this option, please refer to page 3 to move your applicants through the workflow.

• Select the desired workflow state of the candidate and click “Save changes”
When reviewing an application, you can also individually change an applicant’s workflow state by clicking “Take Action on Job Application”