

Sent May 18, 2023

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.

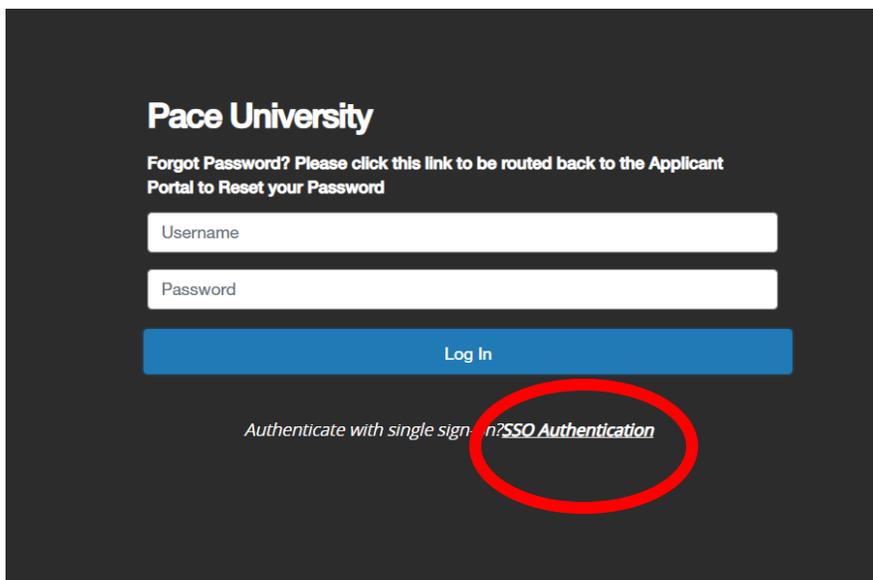
Additional details about the transition and training will follow. In the meantime, it is critical that all open postings are reviewed, and applicants are updated via PeopleAdmin to confirm their final status in the hiring process by June 30, 2023 (see attached instructions).

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 7

- Visit careers.pace.edu/hr



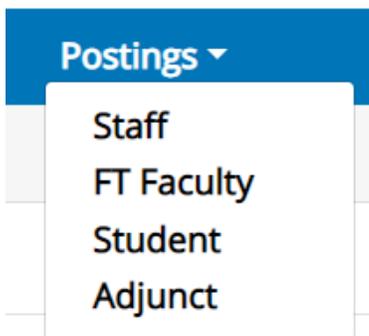
The image shows the Pace University login page. It features a dark background with the text "Pace University" at the top. Below this, there is a link for "Forgot Password? Please click this link to be routed back to the Applicant Portal to Reset your Password". There are two input fields: "Username" and "Password". A blue "Log In" button is positioned below the fields. At the bottom, there is a link for "Authenticate with single sign-on? SSO Authentication", which is circled in red.

- Click SSO Authentication link to log in with Pace credentials
- Ensure your user group is 0 # in upper right-hand corner (below your name)



The image shows a "User Group:" label above a dropdown menu. The dropdown menu is currently set to "Search Chair" and has a downward arrow icon on the right side.

- Navigate to Postings and select the type of post



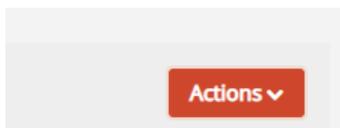
The image shows a "Postings" dropdown menu. The menu is currently set to "Staff" and has a downward arrow icon on the right side. The dropdown menu is open, showing the following options: Staff, FT Faculty, Student, and Adjunct.

- Choose the posting you'd like to status the applicants of
- Click Applicants

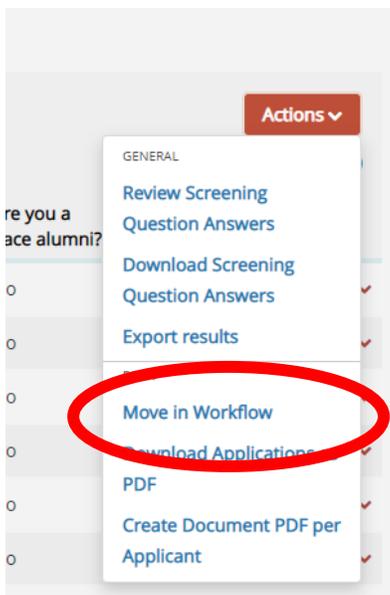
- Click checkmark next to the applicant's name you'd like to status

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Are you a Pace alumni?	Are you currently a Pace employee?	(Actions)
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Resume, Cover Letter	S01624P	Review by Department	October 17, 2022 at 08:56 AM	No	No	Actions ▾

- 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"

Applicant	Current State	New State	Reason
[Redacted]	Review by Department	Select a workflow state... Select a workflow state... Not Interviewed, Not Hired Internal - Email at Filled Request for Interview Not Interviewed, Not Hired External - Email at Filled	

When reviewing an application, you can also individually change an applicant's workflow state by clicking "Take Action on Job Application"



Job application: [Redacted] (Staff)

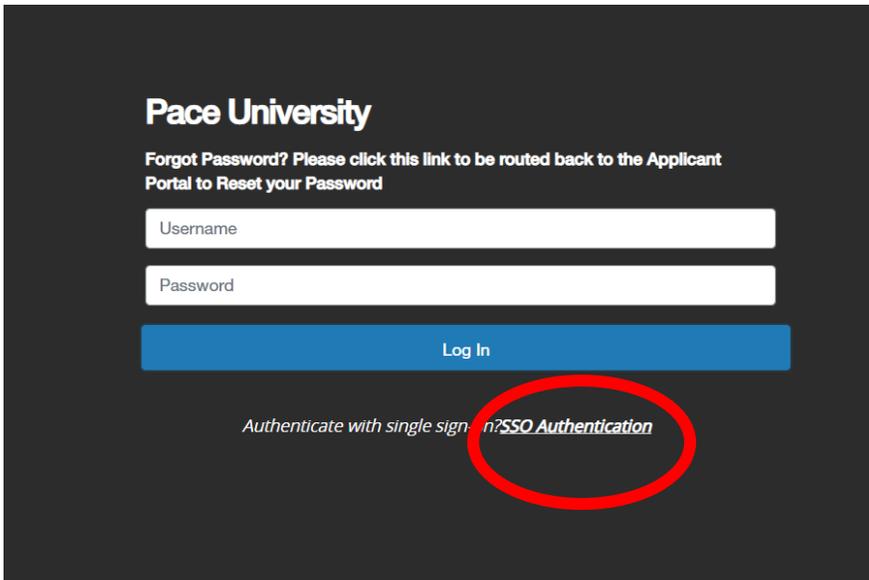
Current Status: Review by Department
Application form: Application

The screenshot shows a dropdown menu titled "Take Action On Job Application" with a downward arrow. The menu is highlighted with a red circle. It contains the following options:

- Keep working on this job application
- WORKFLOW ACTIONS
- Select (move to Not Interviewed, Not Hired Internal - Email at Filled)
- Select (move to Request for Interview)
- Select (move to Not Interviewed, Not Hired External - Email at Filled)

Updating the Workflow State of Applicants (Staff)

- Visit careers.pace.edu/hr



Pace University

Forgot Password? Please click this link to be routed back to the Applicant Portal to Reset your Password

Username

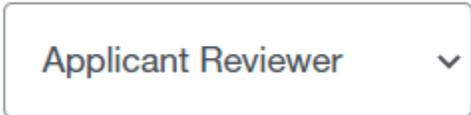
Password

Log In

Authenticate with single sign-on? **SSO Authentication**

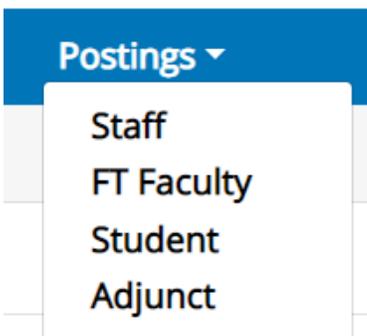
- Click SSO Authentication link to log in with Pace credentials
- Ensure your user group is Applicant Reviewer in upper right-hand corner (below your name)

User Group:



Applicant Reviewer ▼

- Navigate to Postings and select the type of post



Postings ▼

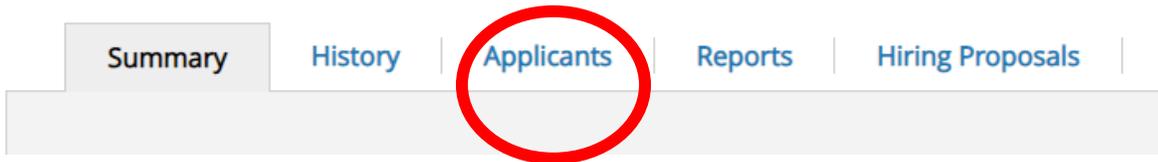
Staff

FT Faculty

Student

Adjunct

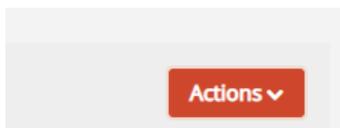
- Choose the posting you'd like to status the applicants of
- Click Applicants



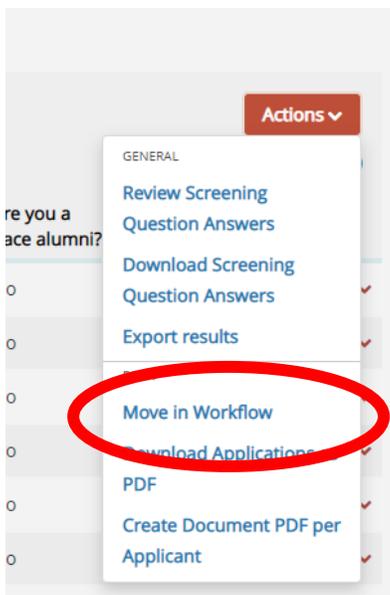
- Click checkmark next to the applicant's name you'd like to status

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Are you a Pace alumni?	Are you currently a Pace employee?	(Actions)
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Resume, Cover Letter	S01624P	Review by Department	October 17, 2022 at 08:56 AM	No	No	Actions ▾

- 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"

Applicant	Current State	New State	Reason
[Redacted]	Review by Department	<div style="border: 1px solid #ccc; padding: 2px;"><p>Select a workflow state...</p><p>Select a workflow state...</p><p>Not Interviewed, Not Hired Internal - Email at Filled Request for Interview</p><p>Not Interviewed, Not Hired External - Email at Filled</p></div>	

Save changes Cancel

When reviewing an application, you can also individually change an applicant's workflow state by clicking "Take Action on Job Application"



Job application: [Redacted] (Staff)

Current Status: Review by Department
Application form: Application

The screenshot shows a dropdown menu titled "Take Action On Job Application" with a downward arrow. Below the title is the option "Keep working on this job application". Underneath, there is a section labeled "WORKFLOW ACTIONS" containing three options: "Select (move to Not Interviewed, Not Hired Internal - Email at Filled)", "Select (move to Request for Interview)", and "Select (move to Not Interviewed, Not Hired External - Email at Filled)". A red circle is drawn around the entire dropdown menu.