

Sent June 13, 2023

Dear PeopleAdmin Users,

You are receiving this notice to inform you of the first phase of the *HR Works for You!* Training. This will prepare you for the transition from PeopleAdmin to the UKG Ready system. We are pleased to announce the following training options on the Recruitment and Onboarding modules:

1. Virtual instructor-led training sessions will be held throughout the summer. Please [register here](#) for one of these sessions.
2. Online training videos and user guides providing an overview of the UKG Ready system, including navigation, will be available in the coming weeks.
3. Virtual office hours/drop-in sessions will be scheduled within the first few weeks of go live in early August. More information will follow on how to access these sessions.

Additional sessions will be scheduled as the *HR Works for You!* initiative progresses.

As a reminder, it is critical that all open postings are reviewed, and applicants are updated (“stated”) via PeopleAdmin to confirm their final status in the hiring process by June 30, 2023. Please refer to the documentation sent May 18, 2023.

Look for more information about what’s changing and the timeline on the dedicated [HR News and Events webpage](#).

Write to HRWorks@pace.edu to share your questions or feedback.

Best regards,

HR Works Project Team