From: HRWORKS <HRWORKS@PACE.EDU>
Sent: Thursday, June 29, 2023 11:29 AM
To: KRONOSMANAGERS-L@LIST.PACE.EDU
Subject: Important Dates - UKG Ready Transition

Dear PeopleAdmin Users,

As a follow-up to the transition notice dated May 18th, we are pleased to share that we are on target to go live with three UKG Ready modules on August 1st. The following modules will be available on that date:

- Position/Posting management
- Applicant Tracking
- Hiring/Onboarding

This will impact the posting of new faculty, staff and student jobs. To facilitate the transfer of all required data by the August 1st go-live date, the timeline of activities listed below will be followed:

- **Monday, July 10th** – Last day to submit any new postings for all position types.
- **Tuesday, July 11th – Sunday, July 23rd** – Blackout period (a pause on submitting new posting and position description requests). Hiring managers will only be able to work on existing postings in PeopleAdmin. Applicants will still have access to apply to open postings.
- **Monday, July 24th – Monday, July 31st** – PeopleAdmin will **NOT** be available. During this period, the Pace careers page will be transferred over to the UKG Ready. Applicants will not have access to apply.

As a reminder, 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. Training sessions will be held in July and August. Please view the dates and register for one of the sessions on the HR Works Training Registration site.

Look for more information on the dedicated HR News and Events webpage.

Please submit questions or feedback to HRWorks@pace.edu.

Best regards,

HR Works Project Team