

**From:** HRWORKS <HRWORKS@PACE.EDU>  
**Sent:** Monday, July 10, 2023 12:43 PM  
**To:** KRONOSMANAGERS-L@LIST.PACE.EDU  
**Subject:** REMINDER: Important Dates - UKG Ready Transition

This is a reminder email in regards to the important dates for the UKG Ready Transition outlined in the below email sent out on June 29<sup>th</sup>. **Please note today is the last day to submit any new postings for all position types.**

**From:** HRWORKS  
**Sent:** Thursday, June 29, 2023 11:29 AM  
**To:** [KRONOSMANAGERS-L@LIST.PACE.EDU](mailto:KRONOSMANAGERS-L@LIST.PACE.EDU)  
**Subject:** Important Dates - UKG Ready Transition

Dear PeopleAdmin Users,

As a follow-up to the transition notice dated May 18<sup>th</sup>, we are pleased to share that we are on target to go live with three UKG Ready modules on August 1<sup>st</sup>. 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 1<sup>st</sup> go-live date, the timeline of activities listed below will be followed:

- **Monday, July 10<sup>th</sup>** – Last day to submit any new postings for all position types.
- **Tuesday, July 11<sup>th</sup> – Sunday, July 23<sup>rd</sup>** – 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 24<sup>th</sup> – Monday, July 31<sup>st</sup>** – 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](mailto:HRWorks@pace.edu).

Best regards,

HR Works Project Team