

iPAWS Upgrade Project

BAAF

October 24, 2017

Why Upgrade?

- Based on campus feedback we have determined the current iPAWS [5.8] staff hiring system should be upgraded to the latest PeopleAdmin version [7.6].

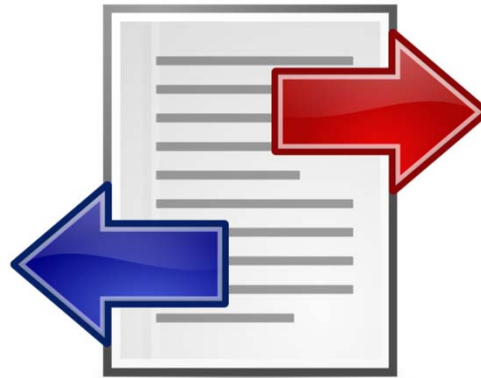


- The result of this upgrade will not only align iPAWS with FacultyJobs, but will prepare the university community for the new HCM PeopleSoft System.

What is Changing?

Position Management Classification

- Modify Positions
- Evaluate Positions
- Create Positions



Applicant Tracking Recruitment

- Posting Positions
- Managing Applicants
- Hiring Proposals

Position Management

The screenshot shows the top navigation bar of the PeopleAdmin system. On the left is the University of Georgia logo. On the right, there are links for 'Inbox', 'Watch List', and 'PeopleAdmin'. Below these is a 'POSITION MANAGEMENT' dropdown menu. The main navigation bar includes 'Home', 'Position Descriptions', 'Classifications', 'My Profile', and 'Help'. Below the navigation bar, a message states 'LINDSEY SESSIONS, you have 0 messages.' followed by a dropdown menu set to 'Initiator' and a 'logout' link.

Inbox 26

Displaying items for group "Initiator".

Postings (10+) Hiring Proposals (5) Position Requests (3) Special Handling Lists (0)

Job Title	Type	Current State	Owner
Student Test1	Student	Initiator	Initiator
Program Coordinator II	Staff	Initiator	Initiator
Sample Test	Staff	Initiator	Initiator

Shortcuts

- [View Document Conversions Report](#)
- [Create New Staff Posting](#)
- [Create New Temporary Posting](#)
- [Create New Affiliates Posting](#)

My Links

Useful Links

- [Applicant Portal](#)

Will provide units with the functionality to create, evaluate, or modify positions electronically. This platform will also include the job evaluation packet as a part of the online process when reclassifying or creating new positions.

Applicant Tracking

The screenshot shows the top navigation bar of the PeopleAdmin system. On the left is the University of Georgia logo. On the right, there are links for 'Inbox', 'Watch List', and a dropdown menu for 'APPLICANT TRACKING'. Below the navigation bar, a user profile for 'Kay Larson-Hays' is shown with a message count of 0 and a dropdown menu set to 'Initiator'. A 'logout' link is also present.

Inbox 14

Displaying items for group "Initiator".

Postings (7)	Hiring Proposals (2)	Position Requests (5)	Special Handling Lists (0)
Job Title	Type	Current State	Owner
Temporary Posting	Temporary	Initiator	Initiator
Administrative - Temporary	Temporary	Initiator	Initiator
Sample Test	Staff	Initiator	Initiator

Shortcuts

- [Create New Staff Posting](#)
- [Create New Temporary Posting](#)
- [Create New Direct Hire Posting](#)

My Links

- Useful Links
- [Applicant Portal](#)

Will provide units with the functionality to collect references, add supplemental and/or pre-qualifying questions, include search committee review and participation, and ensure the unit is meeting the needs of state and federal compliance hiring regulations.

iPAWS Transition Schedule

- 11/08/2017** No more actions submitted in iPAWS 5.8
- 11/19/2017** All iPAWS 5.8 postings close; Applicants can no longer apply
- 11/20/2017** iPAWS lock out until Go Live
(*Week of Thanksgiving*)
- 11/28/2017** **Go Live!**



How to Prepare?

- As of August 2017, there were 400 active posting within iPAWS.
- To reduce the transitional workload for our units, the decision was made not to transition any open positing from the current 5.8 system to the upgraded 7.6 system.
- Your HR Employment team will work on your unit's behalf to manually make changes in the new system, specifically if any hiring proposal was processed and completed in the 5.8 system after go-live.



Contact Information

Lindsey Sessions

706-583-5513

lfsessions@uga.edu

Matthew Reiter

706-542-3283

mreiter@uga.edu

Project Feedback:

staffjobs@uga.edu

Website:

<http://hr.uga.edu/supervisors/employment-administration/ipaws-upgrade/>



The screenshot displays the Human Resources website for the University of Georgia. The header features the university's logo and the text "Human Resources UNIVERSITY OF GEORGIA". Contact information is provided: "215 S. Jackson St. Athens, GA 30602 Tel (706) 542-2222 Email: hrweb@uga.edu". A search bar is located in the top right corner. The main navigation menu includes "Home", "Employees", "Students", "Retirees", "Applicants", "Supervisors", and "Contact Us". The main content area is titled "Applicants" and features a large image of a smiling woman. Below the image, there are links for "UGA Staff Vacancies", "UGA Faculty Vacancies", "UGA Search Group Position Vacancies", "Pre-employment Background Investigations", and "Other Employment Resources". The "iPAWS" logo is prominently displayed, with the tagline "Integrated Position, Applicant, & Workforce System".