

# HSC Faculty Contracts Office

HSC Faculty UNMJobs Transition  
Schedule

## UNMJobs 2.0 set to Go Live 4/3/17

- HSC FCO will not accept non-competitive postings in current UNMJobs with a start date later than **4/30/17**
- Wait to process these in the new system on **4/3/17**

(Current Through) Friday March 10, 2017

- Starting now:
  - Competitive Postings for regular faculty and TPT's will be considered on a case by case basis only **through Friday March 10th**
  - Dependent upon recruitment timeline
  - These Postings will have a **4/3/17 for best consideration (FBC) date**
  - **No new Faculty Postings in current UNMJobs system from 3/10/17 - 4/3/17**



## Friday March 17, 2017

- HSC FCO deadline to ensure approved Postings are up current UNMJobs system
- HSC FCO will work with OEO in order to meet this 3/17/17 Posting deadline in current UNMJobs

## UNMJobs 2.0 System OPEN

### Monday April 3rd, 2017

- Applicants will be directed to either current UNMJobs or new UNMJobs to apply for positions during the transition
- Required on line training (via Learning Central) will be available as well as open walk in computers labs at the beginning of April



## Monday April 17<sup>th</sup>, 2017

- All faculty and TPT postings closed and removed from the web in current UNMJobs
- Applicants will no longer be able to apply for postings in current UNMJobs



# FRIDAY MAY 12<sup>th</sup>, 2017

- is the last day for Departments to submit current UNMJobs Hiring Proposals to the HSC FCO approval queue
- All postings without HP's in process should be canceled



Thursday June 8<sup>th</sup>, 2017

- Current UNMJobs will be deactivated



HSC FACULTY			
<i>Dates apply to both current and new postings</i>			
Date	Action	Groups Impacted	Misc/Notes
Effective Immediately	Will not accept any non-competitive postings in PeopleAdmin with a start date later than 4/30/17.		
<i>Tuesday, February 28, 2017</i>	<i>CORNERSTONE SYSTEM READY</i>		
(current through) Friday, March 10, 2017	Deadline for competitive postings for regular faculty and TPTs will be considered on a case by case basis, dependent upon recruitment timeline with a 4/3/17 best consideration date	HSC	Must commit to complete hire in PeopleAdmin. HSC is starting this on the 10th due to OEO approval time needed.
Friday, March 17, 2017	Deadline for postings to be posted in PeopleAdmin		
<i>Monday, April 3, 2017</i>	<i>CORNERSTONE GO LIVE</i>		
Monday, April 3, 2017	Activate webpage to direct applicants to PeopleAdmin or CSOD/TMS. (Develop language to explain this)	Departments, HSC Faculty employment area	
Monday, April 17, 2017	Turn off webpage that allows applicants to choose and remove PeopleAdmin applicant portal access. Send applicants directly to CSOD/TMS. External Applicants will go to the new UNMJobs (CSOD).		
Monday, April 17, 2017	All postings closed and removed from PeopleAdmin. Applicants will no longer be able to apply for postings in PeopleAdmin. Employment Areas will still be able to access PeopleAdmin.	Departments, HSC Faculty employment area	PA not available for Applicant perspective
Friday, May 12, 2017	Last date to submit PeopleAdmin HPs to EA queue		All postings without HPs in process should be canceled.
Wednesday, May 31, 2017	Last day for EA to give final PeopleAdmin approval of HPs		All postings should be closed/cancelled/filled in PeopleAdmin
<i>Thursday, June 8, 2017</i>	<i>DEACTIVATE PEOPLEADMIN</i>		<i>Current PeopleAdmin postings, attachments, and applicant pools will be available via HR Reports</i>



Any Questions?