

MAIN FACULTY			
Date	Action	Groups Impacted	Misc/Notes
<i>Tuesday, February 28, 2017</i>	<i>CORNERSTONE SYSTEM READY</i>		
<i>Monday, March 13, 2017</i>	<i>ONLINE TRAINING GO-LIVE</i>		
Current to Friday, March 17, 2017	Competitive postings will be considered on a case by case basis	Main/Branch Academic Departments	Must commit to complete hire in PeopleAdmin
Friday, March 17, 2017	Deadline to submit any PeopleAdmin actions.		Will not accept any non-competitive postings in PeopleAdmin with a start date later than April 30
<i>Monday, April 03, 2017</i>	<i>CORNERSTONE GO-LIVE</i>		
Monday, April 03, 2017	Activate webpage to direct applicants to PeopleAdmin or CSOD. (Develop language to explain this)	Departments, 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. [Applicant perspective]		
Monday, April 17, 2017	All postings closed and removed from PeopleAdmin. Applicants will no longer be able to apply for postings. [Employment Area perspective]	Departments, Faculty Employment Area	PA not available for Applicant perspective
Friday, May 12, 2017	Last date to submit PeopleAdmin HPs to Employment Area queue		All postings without HPs in process should be canceled.
Wednesday, May 31, 2017	Last day for Employment Area to give final PeopleAdmin approval of HPs		All postings should be closed/cancelled/filled in PeopleAdmin
<i>Thursday, June 08, 2017</i>	<i>DEACTIVATE PEOPLEADMIN</i>		

**QUESTIONS?**

**Faculty - Main Campus & Branch Campus - 505.277.4528 or [faculty@unm.edu](mailto:faculty@unm.edu)**

STAFF			
Date	Action	Groups Impacted	Misc/Notes
<i>Tuesday, February 28, 2017</i>	<i>CORNERSTONE SYSTEM READY</i>		
<i>Monday, March 13, 2017</i>	<i>ONLINE TRAINING GO-LIVE</i>		
Friday, March 17, 2017	Last date to submit PeopleAdmin postings to employment area.	Departments and delegated agreements	
Friday, March 24, 2017	Deadline for employment area to get postings up on PeopleAdmin that were submitted on or before 3/17/17. No new PeopleAdmin postings will be accepted by employment area.	Staff employment area and delegated agreements	
3/27 - 5/22	Department will have this time to interview, finalize offers, etc.	Departments	
<i>Monday, April 03, 2017</i>	<i>CORNERSTONE GO-LIVE</i>		
Monday, April 03, 2017	Activate webpage to direct applicants to PeopleAdmin or CSOD. (Develop language to explain this)	Departments, Staff employment area and delegated agreements	
Monday, April 03, 2017	<b>UNMTemps</b> - All actions must be submitted by 5 pm. PeopleAdmin Action must be completed and all approvals must be included.		
Friday, April 07, 2017	Last date for best consideration date on all PeopleAdmin postings	Departments, Staff employment area and delegated agreements	
Friday, April 14, 2017	<b>UNMTemps</b> - All postings closed and removed from PeopleAdmin.		
Monday, April 17, 2017	Turn off webpage that allows applicants to choose and remove PeopleAdmin applicant portal access. Send applicants directly to CSOD. [Applicant perspective]		
Monday, April 17, 2017	All postings closed and removed from PeopleAdmin. Applicants will no longer be able to apply for postings (allows one week after for best consideration date for any last minute applicants). [EA perspective]	Departments, Staff employment area and delegated agreements	PA not needed for Applicant perspective
Monday, May 22, 2017	Last day for departments to submit PeopleAdmin hiring proposals	Departments	
Wednesday, May 31, 2017	Last day for employment areas to issue offer letters from PeopleAdmin. All hiring proposals submitted.	Staff employment area and delegated agreements	
Wednesday, May 31, 2017	<b>UNMTemps</b> - Last day to issue offer letters.	Staff employment area and delegated agreements	
<i>June 8 (Thr)</i>	<i>DEACTIVATE PEOPLEADMIN</i>		

### QUESTIONS?

Staff - 505.277.6947 or UNMJobs@unm.edu

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.
<i>Monday, March 13, 2017</i>	<i>ONLINE TRAINING GO-LIVE</i>		
Friday, March 17, 2017	Deadline for postings to be posted in PeopleAdmin		
<i>Monday, April 03, 2017</i>	<i>CORNERSTONE GO-LIVE</i>		
Monday, April 03, 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). Applicant perspective]		
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. [Employment Area perspective]	Departments, HSC Faculty Employment Area	PA not available for Applicant perspective
Friday, May 12, 2017	Last date to submit PeopleAdmin HPs to Employment Area queue		All postings without HPs in process should be canceled.
Wednesday, May 31, 2017	Last day for Employment Area to give final PeopleAdmin approval of HPs		All postings should be closed/cancelled/filled in PeopleAdmin
<i>Thursday, June 08, 2017</i>	<i>DEACTIVATE PEOPLEADMIN</i>		<i>PeopleAdmin postings and applicant info will be available via HR Reports.</i>

### QUESTIONS?

Faculty - Health Sciences Center - 505.272.4231 or HSCFCO@salud.unm.edu

**STUDENT**

Date	Action	Groups Impacted	Misc/Notes
ASAP after this schedule is approved.	Add verbiage to PeopleAdmin landing page to indicate UNM Student employment is not accept applications for student jobs from March 25 to April 4. Please check back on April 3.		HRIT to submit a ticket to PA to have verbiage added
<i>Tuesday, February 28, 2017</i>	<i>CORNERSTONE SYSTEM READY</i>		
Friday, March 10, 2017	Last date to submit a posting and copy positions in PeopleAdmin by 5 pm (MST). Posting must be created and approved by the department and submitted to the Student Employment queue by 5 pm (MST).	Departments	
<i>Monday, March 13, 2017</i>	<i>ONLINE TRAINING GO-LIVE</i>		
Wednesday, March 15, 2017	All jobs posted by Student Employment Office in PeopleAdmin.	Departments	
Monday, March 20, 2017	Latest Best Consideration Date.	Departments	
Friday, March 24, 2017	All student postings closed and removed from PeopleAdmin (closes at midnight MST).	Departments and applicants	
Friday, March 24, 2017	Applicants will no longer be able to apply for PeopleAdmin postings (allows one week after for Best Consideration Date for any last minute applicants). Departments will be able to view applicants and continue with the hiring process through 4/3/17.	Applicants	
Friday, March 31, 2017	Department deadline to submit hiring proposals by 5pm (MST).	Depts. and Student Employment Area	
Friday, March 31, 2017	Off-campus work study contract renewals due for summer postings or extensions. (Can submit earlier and forward to Student Employment Area to post on new CSOD.)	Off campus work study and employment area	
<i>Monday, April 03, 2017</i>	<i>CORNERSTONE GO-LIVE</i>		
Friday, April 07, 2017	Workstudy contract renewals due for fall.	Off campus work study and Student Employment Area	
Monday, April 17, 2017	Begin accepting summer paperwork. (extensions and transfers)	Depts. and Student Employment Area	
Monday, April 17, 2017	Last day for students to submit paperwork for PeopleAdmin jobs by 5 pm (MST).	Depts. and Student Employment Area	Summer and fall registration begins by appointment dates.
Tuesday, April 18, 2017	Department will be notified of pending HPs for students who did not complete hiring paperwork. Decision to cancel or or provide more time will be determined on a case by case basis.	Departments	
Friday, April 21, 2017	Job development officer (off campus workstudy) last day.	Student Employment Area	
Monday, May 01, 2017	Summer paperwork due for any student with a start date during 2R11 (May 13th - May 26th) (new hire extensions, and transfers). Students must complete all hiring paperwork by 5pm (MST)	Students and Student Employment Area	
Friday, May 12, 2017	Spring semester ends.	Students and Student Employment Area	
<i>Thursday, June 08, 2017</i>	<i>DEACTIVATE PEOPLEADMIN</i>		

**QUESTIONS? 505.277.3511 or [stuemp@unm.edu](mailto:stuemp@unm.edu)**

**TRAINING / EOD**

Date	Action	Groups Impacted	Misc/Notes
Friday, February 10, 2017	SOPs due		
<i>Tuesday, February 28, 2017</i>	<i>CORNERSTONE SYSTEM READY</i>		
Monday, February 13, 2017	Simulation Recording: Faculty		
Tuesday, February 14, 2017	Simulation Recording: Student		
Thursday, February 16, 2017	Simulation Recording: Staff		
Monday, February 20, 2017	Simulation Recording: HSC Faculty		
Friday, February 17, 2017	Simulation Recording: UNM Temps		
Monday, February 20 - Friday, February 24, 2017	Simulation Editing		
Friday, February 17 - Wednesday, March 1, 2017	Online Training Testing		
Thursday, March 2 - Friday, March 3, 2017	Final Online Training Edits		
<i>Monday, March 13, 2017</i>	<i>ONLINE TRAINING GO-LIVE</i>		
TBD by each Employment Area	Employment Area Core Offices will be training their own areas and department administrators.	Core Offices, Branches, Departments	
TBD by each Employment Area	Branch campus training is being discussed, may do Skype training or travel to Branches.		
<i>Monday, April 03, 2017</i>	<i>CORNERSTONE GO-LIVE</i>		
<i>Thursday, June 08, 2017</i>	<i>DEACTIVATE PEOPLEADMIN - PeopleAdmin postings and applicant info will be available via HR Reports.</i>		

**QUESTIONS?**

EOD - 505.277.1555 or eod@unm.edu

**COMMUNICATION TIMELINE (Schedule is subject to change)**

Date	Communication Details	Audience (meeting, email, etc.)
<b>2015</b>		
Thursday, November 19	"New UNMJobs Talent Management Solution Underway"	Newsletter LISTSERV
<b>2016</b>		
Thursday, March 3	UNMJobs 2.0 Update	HR Agents Meeting
Tu, April 12 & Th, April 14	UNMJobs 2.0 Update	HR Forums Meeting
Thursday, June 9	UNMJobs 2.0 Demo and Timeline Report	HR Agents Meeting
Thursday, November 3	UNMJobs 2.0 Progress Report	HR Agents Meeting
<b>2017</b>		
Thursday, February 2	UNMJobs 2.0 Go-Live Schedule Announcement	HR Agents Meeting
Tuesday, February 7	UNMJobs 2.0 Go-Live Schedule Announcement and Demos	HR Forums Meeting
Tuesday, February 14	Approval of PeopleAdmin to CSOD timeline by all Employment Areas	Executive Team
Friday, February 17	UNMJobs 2.0 System Transition Schedule	UNMJobs LISTSERV
Wednesday, February 22	Campus-wide Announcement and Go-Live date - Coming Soon	Newsletter Article
Monday, February 27	Training Demo to Champions (Option 1 of 4)	UNMJobs Champions
Tuesday, February 28	Training Demo to Champions (Option 2 of 4)	UNMJobs Champions
Wednesday, March 1	Training Demo to Champions (Option 3 of 4)	UNMJobs Champions
Thursday, March 2	Training Demo to Champions (Option 4 of 4)	UNMJobs Champions
<b>Tuesday, February 28</b>	<b>UNMJOBS 2.0 SYSTEM READY FOR FINAL TESTING</b>	
Friday, March 10	Important Deadlines for current UNMJobs	UNMJobs LISTSERV
Tuesday, March 14	Invite UNMJobs Users to UNMJobs 2.0 Demos	UNMJobs LISTSERV
<b>Wednesday, March 15</b>	<b>ONLINE TRAINING GO-LIVE &amp; BAR ROLES ACTIVE</b>	
Wednesday, March 15	Announce Training to UNMJobs Users Reminder about Demos and Student Open Labs	UNMJobs LISTSERV, HR Agents & Forum Attendees
Thursday, March 16	Reminder for Important Deadlines for current UNMJobs	UNMJobs LISTSERV, HR Agents & Forum Attendees
Monday, March 20	UNM Newsroom announcement ( <a href="http://news.unm.edu/news/human-resources-to-implement-new-talent-management-system-called-unmjobs-2-0">http://news.unm.edu/news/human-resources-to-implement-new-talent-management-system-called-unmjobs-2-0</a> )	UNM community
Wednesday, March 22	UNMJobs Demo Option 1 at North Campus 10-11:30	UNMJobs LISTSERV, HR Agents & Forum Attendees
Wednesday, March 22	UNMJobs Demo Option 2 at North Campus 1:30-3:00	UNMJobs LISTSERV, HR Agents & Forum Attendees
Friday, March 24	UNMJobs Demo Option 3 at Main Campus 12:30-2:00	UNMJobs LISTSERV, HR Agents & Forum Attendees
Wednesday, March 29	UNMJobs Demo Option 4 at Main Campus 12:30-2:00	UNMJobs LISTSERV, HR Agents & Forum Attendees
Wednesday, March 29	Announcement that system will go live Monday, April 3, 2017	UNMJobs LISTSERV, HR Agents & Forum Attendees, Newsletter LISTSERV
Wednesday, March 29	Announcement that system will go live Monday, April 3, 2017	Newsletter Article
<b>Monday, April 3</b>	<b>UNMJOBS 2.0 GO-LIVE</b>	
Monday, April 3	Announce HR Reports Menu adjusted to include PA and CSOD	UNMJobs LISTSERV

<b>Monday, April 3</b>	<b>Campus-wide email, UNMJobs 2.0 Go-Live Today</b>	<b>Newsletter LISTSERV</b>
Monday, April 3	Activate 'directional webpage' to direct users to PeopleAdmin and CSOD for dual system management during transition.	Request to HRIT and IT
<b>Tuesday, April 4</b>	<b>Update on job posting availability in new system.</b>	<b>Newsletter LISTSERV</b>
<b>2017</b>	<b>Post Go-Live</b>	
Monday, May 1	Deactivate PeopleAdmin UNMJobs Training in Learning Central	EOD
Wednesday, May 31	Remove PA links from 'directional webpage'.	
<b>Thursday, June 8</b>	<b>DEACTIVATE PEOPLEADMIN</b>	
<b>QUESTIONS? VHPR Admin - 505.277.1195 or hrinfo@unm.edu</b>		