

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 3, 2017</i>	<i>CORNERSTONE GO-LIVE</i>		
Monday, April 3, 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 8, 2017</i>	<i>DEACTIVATE PEOPLEADMIN</i>		

QUESTIONS?

Faculty - Main Campus & Branch Campus - 505.277.4528 or 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 3, 2017</i>	<i>CORNERSTONE GO-LIVE</i>		
Monday, April 3, 2017	Activate webpage to direct applicants to PeopleAdmin or CSOD. (Develop language to explain this)	Departments, Staff employment area and delegated agreements	
Monday, April 3, 2017	UNMTemps - All actions must be submitted by 5 pm. PeopleAdmin Action must be completed and all approvals must be included.		
Friday, April 7, 2017	Last date for best consideration date on all PeopleAdmin postings	Departments, Staff employment area and delegated agreements	
Friday, April 14, 2017	UNMTemps - 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	UNMTemps - 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

Dates apply to both current and new postings

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 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). 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 8, 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 People Admin by 5 pm (MST). The 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).	Departments 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 3, 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)	Departments and Student Employment Area	
Monday, April 17, 2017	Last day for students to submit paperwork for PeopleAdmin jobs by 5 pm (MST).	Departments and Student employment area	Summer registration begins 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 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 8, 2017</i>	<i>DEACTIVATE PEOPLEADMIN</i>		

QUESTIONS?

Students - 505.277.3511 or 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 3, 2017</i>	<i>CORNERSTONE GO-LIVE</i>		
<i>Thursday, June 8, 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