



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 1, 2018

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 18-30

Distributed via Campus Email

To: Hiring Supervisors & Initiators

From: Corey S. Bradford 
Senior Vice President for Business Affairs

Re: Close-out of the PV TALENT System – Effective February 22, 2018

The implementation of *Workday* has eliminated the need for the PV TALENT System, the University's legacy position management and applicant tracking system. Close out activities for the PV TALENT System will begin in March.

After February 22, 2018, all posting, hiring and onboarding processes must be fully completed in *Workday* for all categories of hires to include faculty, adjunct faculty, staff, temporary staff (causal/temp workers), student workers, interns and graduate assistants.

Please see the key points for close out actions in PV TALENT below.

- The February 22, 2018 hire date is the last hire date a Hiring Proposal can be processed by a hiring department in PV TALENT.
- Postings that remain unfilled after February 22, 2018 will be withdrawn. Departments impacted will be contacted by the Office of Human Resources.
- Applicants will be notified regarding a job posting's withdrawal via system-generated email (from the PV TALENT System) and will be referred to the new career site for available employment opportunities.
- In addition, the legacy system (PV PATH) used for Graduate Assistant applications will also be closed out.
- User access to the PV TALENT System will be deactivated after February 22, 2018. Departments are encouraged to retrieve any position description data that may be needed from PV TALENT to enter a position into *Workday* prior to this date. The Office of Resources will not have the availability to obtain/retrieve documents on the department's behalf.

Office of Business Affairs

P.O. Box 519; MS 1300 Prairie View, Texas 77446

Phone (936) 261-2150 Fax (936) 261-2159

Hiring departments impacted by close out activities in PV TALENT will need to take the following actions in Workday:

- If an **unfilled job posting** is withdrawn, the department will be required to create and post the position in Workday.
- As a reminder, **new and vacant positions** did not convert to Workday. The "Create Position" process will need to be completed before the position can be posted in Workday.
- Graduate Assistant positions will be required to be posted in Workday after the February 22, 2018 hire date. Graduate Assistants being hired for the February 27, 2018 hire date onwards must apply for an available Graduate Assistant position in Workday.

Utilizing *Workday* to process hiring and onboarding functions will improve the operational cycle of our processes by minimizing processing time and maximizing efficiency of departmental hiring actions to better serve our faculty, staff and students as we create a better *Workday* across our campus!

Further details related to the hiring and onboarding process in *Workday* are available in the Hiring Guidelines published on the internal HR website. Access to the website is available at: <http://www.pvamu.edu/workday/> with your login credentials.

Thank you for your partnership as we continue to fully transition to *Workday*. Should you have any questions regarding the close out process, please contact the employmentteam@pvamu.edu.

xc: Ruth Simmons, President
Radhika Ayyar, Executive Director, Human Resources