



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 20, 2018

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY19-16
Distributed via Campus Email

To: Faculty & Staff

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

Re: Revised Staffing Process

The implementation of Workday has created significant administrative change upon our campus. After review of current Workday processing requirements, the Office of Human Resources (OHR) has developed a blended process which will streamline and improve the efficiency and timeliness of our faculty, staff, adjunct, graduate assistant and undergraduate student hires.

The revised staffing process implements the use of two electronic form submissions. Effective, **Thursday, December 13, 2018**, the Position and Requisition Form and the New Hire Selection Form will be initiated by the department and routed to the OHR for further administrative action. The OHR will transact all create position, create requisition, and hire/change job staffing actions within Workday on behalf of the department. The revised process will also allow the OHR to maintain ongoing communication with the applicant and the department during the hire process.

The Office of Human Resources will be offering training sessions on the new hiring process to all our campus community. These sessions have been designed to provide employees with the knowledge to successfully transact departmental staffing operations in an efficient manner while decreasing the staffing life cycle and maximizing hiring efficiency to departments. All department administrative support staff, managers, deans, department heads, and vice presidents are strongly encouraged to attend one of the available training sessions below:

The following Revised Hiring Process training sessions will be available:

Date	Location	Time
Monday, January 7, 2019	A.I. Thomas Auditorium	1:00 p.m. to 2:30 p.m.
Wednesday, January 9, 2019	A.I. Thomas Auditorium	1:00 p.m. to 2:30 p.m.
Monday, January 14, 2019	A.I. Thomas Auditorium	1:00 p.m. to 2:30 p.m.
Wednesday, January 16, 2019	A.I. Thomas Auditorium	1:00 p.m. to 2:30 p.m.

If you have any questions, please contact Bill Rohrman Jr., the University's Project HR Lead, by email at HRWorkdayTeam@pvamu.edu.

xc: Radhika Ayyar, Executive Director of Human Resources
Bill Rohrman Jr., Human Resources Manager, Office of Human Resources