**From:** UGA Administrative Memos [mailto:adminmem@UGA.EDU]
**Sent:** Tuesday, May 15, 2018 11:35 AM
**To:** ADMNDIRECTORS-L@LISTSERV.UGA.EDU
**Subject:** iPAWS and FacultyJobs Consolidation Timeline and System Outage

TO:                         Vice Presidents, Deans, Department Heads and Directors

FROM:                  Juan Jarrett, Associate Vice President for Human Resources

                                Sarah Covert, Associate Provost for Faculty Affairs

                                Janyce Dawkins, Director, Equal Opportunity Office

                                Robin Catmur, Director, Immigration Services

RE:                         iPAWS and FacultyJobs Consolidation Timeline and System Outage

On July 9, 2018, Human Resources will complete the consolidation of UGA’s two applicant tracking systems, iPAWS and FacultyJobs, into one unified application system for the university. The new consolidated applicant tracking system will be named UGAJobs. The initial announcement of the consolidation of iPAWS and FacultyJobs was sent out on March 30, and Human Resources has been working with all of the institutional partners to ensure that the university is ready for the update.

The consolidation will eliminate the need to use two separate instances of the applicant tracking software and ensure the processes for posting positions and applying for jobs at UGA are uniform and consistent, allowing UGA to continue to meet its compliance requirements for its hiring process. The consolidation also is a vital step necessary to allow new hire employment data to be sent directly from UGAJobs into the new OneUSG Connect HR/payroll system, which UGA will implement in December 2018. This direct “feed” process will streamline the university’s onboarding process for new hires.

**Planning for UGAJobs Go Live on July 9th**UGAJobs will go live for all UGA positions on July 9, 2018. We strongly encourage you to plan your faculty position management and recruitment strategy according to the timeline below. Posting positions before May 29th or after July 9th will minimize the need to navigate both systems as part of your search. Waiting until July 9th also will allow you to take advantage of all the benefits provided by the consolidation, such as one system for all UGA positions, position management, and organizational hierarchy. As of July 9th, all new faculty vacancies must be posted using UGAJobs.

**System Consolidation Schedule**

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| --- | --- |
| **5/29/18** | 31 days to FacultyJobs blackout. EOO requires that faculty searches be posted for 31 days, so no new postings will take place in FacultyJobs after this date. Rare and unusual exception requests should be submitted tofacultyjobs@uga.edu.  NOTE:  Faculty Direct Hires that do not require a search can continue to be processed in FacultyJobs through 6/29/18. |
| **6/29/18** | FacultyJobs blackout period begins (6/29-7/9/18; through week of the July 4th holiday). No transactions (postings or applicants) in FacultyJobs during blackout period.All postings in FacultyJobs close; note that postings of less than 31 days will require re-posting in UGAJobs on 7/9/2018 as “New” postings. Applicants can no longer apply to FacultyJobs.NOTE:  There will be no impact to hiring proposals within FacultyJobs during the blackout period. |
| **7/9/18** | **UGAJobs Go Live!** All UGA positions will now be available in UGAJobs. |

To reduce the transactional workload for our units, the decision was made to not routinely transfer open postings from the current FacultyJobs system to the new UGAJobs system. Central HR will work on your unit’s behalf to close unfilled postings in FacultyJobs and create new postings in UGAJobs if recruitment needs to continue.

Please note there will be no impact to iPAWS vacancies, postings, or hiring proposals other than being available on UGAJobs rather than iPAWS on July 9, 2018

**Reminder:**

Hiring proposals for faculty with August 1, 2018 start dates should be submitted to FacultyJobs by June 1 in order to ensure completion of the candidate’s background investigation by July 1, when the hiring proposal is due in the Office of Faculty Affairs. Hiring proposals with pre-contract start dates should be submitted immediately.

**Training & Resources:**

It is very important for anyone who will use UGAJobs on a regular basis to complete training before the launch date. Training for faculty and staff will be available through instructor-led sessions and online instructional resources. Visit the [UGAJobs System Consolidation](https://hr.uga.edu/supervisors/employment-administration/post-a-uga-faculty-position/system-consolidation/) site for upcoming information on training and how to close out your postings.

**Contact Us:**

We will provide more information to the campus community as we proceed with this project. If you have any questions in the meantime, please contact Mike Gorman at 706-542-7332 or

mgorman@uga.edu.

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*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at**sfahmy@uga.edu**.*