



UNIVERSITY OF NORTH CAROLINA
WILMINGTON

PeopleAdmin 7: Important Updates

UNCW is live with PeopleAdmin 7 (PA 7) as of February 17, 2015. Any new classifications, modifications, or new postings will need to be completed in the new system. If you have not attended a PA 7 training, please see the list below and contact HR to reserve a seat. If you have attended the training, please begin any new actions in PA 7. Feel free to contact HR if you have questions along the way.

Human Resources understands that there are outstanding actions in PeopleAdmin 5.8 (PA 5.8). We will work with departments to finish out those outstanding actions in the old system. Any classifications or minor modifications in PA 5.8 will be transferred to PA 7 for posting. No new postings will be initiated in PA 5.8.

We strongly recommend attending a training session prior to working the new system.

Additional Training Dates:

- Wednesday, February 25: 1pm – 3pm, HO 249
- Thursday, March 5: 9am – 11am, HO 249
- Tuesday, March 10: 2:30pm – 4:30pm, HO 249

Please contact Deanna Tirrell at 2-7355 or via email at tirreld@uncw.edu to reserve a seat. An Outlook invitation will be sent to you once you have been assigned a time.

Space is limited to 12 people per training session. Training is designed to move you through the creation of positions, application review, hiring proposals, and the approval process.

NEW: Express Hours Available

If you have attended training and find that you need additional support, HR has set up Express Hours each week. Please contact Ashley McNeil (mcneila@uncw.edu) to set up a 30 minute session in the HR office located in Friday Annex.

Express Hours:

Tuesdays from 2pm – 4pm

Wednesdays from 10am – 12pm

Thursdays from 2pm – 4pm

HUMAN RESOURCES

601 SOUTH COLLEGE ROAD · WILMINGTON, NORTH CAROLINA 28403-5960 · 910-962-3160 · FAX 910-962-3840