



# HR LIAISON NETWORK NEWS

November 13, 2017 | **SPECIAL NETWORK NEWS MESSAGE**

## Job Postings and the Transition to Workday – GOOD NEWS!

As the *Go Live* date for Workday approaches and System-wide implementation plans become solidified, we received GOOD NEWS that will allow job openings to be posted much sooner in Workday than previously announced. HROE Recruitment and Workforce Planning staff will facilitate the posting of job requisitions (postings) on behalf of departments which will allow potential candidates to apply prior to the Workday Go Live date. Please see the dates and details below:

- **Tuesday, November 28 (changed from Thursday, December 7)** – Last date for open positions to be submitted to HR for posting in PATH or HSC Jobs. Please note any job posted at this time will only be open for five days. Open positions received by HR after this date will be held and posted in Workday during the soft launch period opening December 6.
- **Tuesday, December 5 (changed from Friday, December 15)** – All PATH and HSC Jobs postings are placed on hold. Departments may complete their hiring selection from the applicants to their open positions in PATH or HSC Jobs, but the postings will be closed to additional applicants.
- **Wednesday, December 6** – First day that job requisitions can be entered and prepared by TAMU and HSC HR staff. Once posted, job openings will appear for candidates on the System Member Workday external jobs site(s). Departments will not be able to view potential candidates in Workday during this period, but external candidates can apply to any open jobs.
- **Monday, December 18** – First business day Workday is open for job requisitions to be submitted. HR Liaisons and Managers can access requisition/applicant data in Workday.

Departments should consider this timing as it relates to their hiring needs to determine how to proceed with open positions during this transition. Postings will either be allowed in PATH/HSC Jobs or Workday, not both (no concurrent job postings). Postings submitted through PATH/HSC Jobs will need to be completed (filled or canceled) before the same posting can be submitted in Workday.

For questions related to PATH postings, contact Rita Bowden at [rbowden@tamu.edu](mailto:rbowden@tamu.edu) or 979.862.1015.  
For questions related to HSC postings, contact Kim Johnson at [kimjohnson@tamu.edu](mailto:kimjohnson@tamu.edu) or 979.458.3051.



Division of Human Resources  
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**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: [employees.tamu.edu/liaisons](http://employees.tamu.edu/liaisons)

HR LIAISON  
NETWORK  
MEETINGS:

TBD