January 17, 2013

The Human Resources department asks that you please share the following important information with hiring supervisors and staff within your department.

A decision has been made to move the planned March 1 launch date for implementation of PATH (Portal Access for Total HR) System -- the significant upgrade to the Online Employment, Position Description & Performance Evaluation System, (aka TAMU Jobs on the Single Sign On menu). The launch date has been changed to April 4, 2013 to enable additional changes that will meet customer needs and promote a successful implementation.

Human Resources will be migrating limited data from TAMU Jobs to the new system so we can take advantage of more robust and comprehensive functionality in PATH. This impacts the important transition dates and deadlines for filling positions and submitting position actions in TAMU Jobs. There are certain pending activities in the current system that will need to be completed and closed out according to the schedules below.

   Monday, February 25 is the last day for departments to submit NOVs for posting to the TAMU Jobs system. Applicants will have the ability to view and apply to any open postings until April 2. On April 3, all open postings will be placed on hold. Departments have until April 30 to complete the hiring process for all TAMU Job postings. If a department has not filled a position from the TAMU Jobs NOV by April 30, the NOV will be cancelled and the department must create and submit a posting in PATH. Positions may not be posted in both systems at the same time.

   Departments are strongly urged to consider waiting to post their vacancy until PATH is available on April 4. Here are some considerations for departments in determining whether to post in TAMU Jobs or wait for PATH:
   A. Can you wait until April 4 or later to begin advertising the position and accepting applications? If yes, post with PATH once it launches.
   B. Will you be able to complete every step of the hiring process no later than April 30? If no, post with PATH once it launches.

   Monday, February 25 is the last day for departments to submit requests for new positions, reclassifications or position description updates in the TAMU Jobs system. A transition period is needed for Human Resources to complete all pending requests in TAMU Jobs so that the most current positions, titles and information can be migrated to PATH for the April 4 site launch. HR staff will also be heavily involved in final preparations and training for the new system.
3. Performance Evaluation Functions in Development

The performance evaluation functions and features in PATH are still in development, and are not yet scheduled for testing. As such, the launch date for the performance module within PATH will be around mid-April. As development progress continues we will keep you informed.

We will continue updating the project page (http://employees.tamu.edu/PATH) with news, important dates, training plans and a Project Deadline Calendar for your convenience. We hope you will encourage your supervisors and management to periodically reference this page as needed.