Faculty Coordinators and BAs,

As we prepare for the transition to Interfolio and Workday, we wanted to communicate several important dates and deadlines for PeopleAdmin **that may affect your department’s hiring process regarding PMCs**. The information below is currently up to date, but subject to change.

Please note, FAPD does not have any additional information or guidance about PMC hiring in Workday at this time. We recommend you connect with your departments contacts about how this process may happen in Workday, and ensure that you are scheduled to receive proper access and training when the time comes.

- 06/03/2019 - Last date to enter job requisitions in HR manager
- 06/10/2019 - Last day for final Requisition Approval in HR Manager
- 6/14/2019 - Creating hiring proposals
- 06/17/2019 - Hiring freeze begins – all start dates must be 7/1/19 or later
- 07/01/2018 - Hiring freeze ends – all new positions will be created in Workday

Thank you,
Erin

Erin S. Rossello
Director, Faculty Affairs and Professional Development
Perelman School of Medicine at the University of Pennsylvania
295A John Morgan Building
3620 Hamilton Walk
Philadelphia, PA 19104-6112
T: 215-898-6865
erinro@upenn.edu
http://www.med.upenn.edu/fapd