Good Afternoon Colleagues,

Human Resources is excited to announce, as of May 30, 2017, we have completed the upgrade to Loyola’s enhanced employment applicant system, PeopleAdmin 7.6!

A few important items to note:

1. PeopleAdmin 5.8 (PA5.8)
   - Information in PA5.8 did NOT transfer to PeopleAdmin 7.6.
     - Applicants and Hiring Managers/Deans/Administrators must login to PA5.8 in order to view job postings, pending position requests, and applicant information.
   - PA5.8 links:
     - Hiring Manager/Dean/Department Head: https://pa254.peopleadmin.com/hr
     - Applicants: https://pa254.peopleadmin.com/

2. PeopleAdmin 7.6 (PA7.6)
   - Moving forward, all new postings and staff position requests should be created in PA7.6.
   - Access to PA7.6 for Hiring Managers/Deans/Department Heads is available via https://www.careers.luc.edu/hr/
   - Applicants can visit the Careers website in order to view and apply for a position at Loyola via https://www.careers.luc.edu
3. PA7.6 Training and Documentation
   
   o End-user materials are available online for Hiring Managers and applicants.
   
   o PA7.6 FAQs are available online
     
     Please visit the EMERGE website to learn more about upcoming PeopleAdmin 7.6 trainings.

Should you have questions regarding the upgrade (or PeopleAdmin 5.8), please feel free to reach out to Human Resources via careers@luc.edu.

Thank You,
Danielle

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