PEOPLEADMIN PHASE 2 TRAINING REQUIREMENTS

PeopleAdmin Phase 2 training classes will be held March 8–16 at the Health Sciences Library and the Administrative Office Building (click on underlined building names for directions). **You only need to attend one session.**

The second phase of PeopleAdmin (which will include EPA Non-Faculty permanent and Visiting/Part-time Faculty [temporary faculty] positions) will launch March 19.

Training is **mandatory** for anyone who will initiate EPA Non-Faculty postings and who did not attend the Temporary Position Posting training. Access to PeopleAdmin will not be granted until training is complete. While training is not required for individuals who attended the Temporary Position Posting training, we strongly encourage individuals to enroll since the workflows for our permanent positions are more complex. **Facilitators should ensure this message is forwarded to appropriate individuals in their offices.**

To view the full schedule and register for training, please visit the training registration website ([http://www.training.unc.edu](http://www.training.unc.edu)). Click on Training Catalog, and then select the HR Policy and Processes category and look for “PeopleAdmin Training – Permanent EPA Non-Faculty.”

If you are unable to attend one of these training sessions, please notify Corrie Mimms at corrie_mimms@unc.edu or 843-0501, or Rudy Jones at rudy_jones@unc.edu or 962-2990, and we will work to accommodate your scheduling needs. Please also contact us if you have any questions.