

New Recruiting System Cutover

Human Resources is pleased to share important information and key dates regarding the transition timeline from UW's current Taleo Recruiting system to the new Oracle Recruiting Cloud (ORC). This change will affect all administrative, staff, faculty and non-benefited recruitment.

We recommend you either note these important dates on your calendar or retain this email (or visual representation, attached) for continued reference.

Our *Go Live* date for the new ORC system is **Monday, March 8, 2021**.

In order to ensure a smooth transition from Taleo to ORC, there can be no processing of new hires or start dates where a requisition has not been initiated during our Transition Week, which is March 1st through March 7th.

Key Dates for Campus Recruitment:

- **Feb 19:** Last day to create a new requisition in Taleo Recruiting
- **Feb 24:** Last day to initiate benefited offer in Taleo Recruiting
- **Feb 26:** Last day to initiate non-benefited offer in Taleo Recruiting
- **Feb 28:** End hiring manager access to Taleo Recruiting; last day for candidates to apply for jobs in Taleo Recruiting
- **March 1-7 (Transition Week):** No employees may start during this week (March 7th is start of next pay period)
- **March 3, 4 pm:** HR will be unable to make any additional changes in Taleo Recruiting
- **March 8:** ORC is live and all recruiting activities resume

*If a requisition has not been initiated in Taleo, the candidate may not start work until after a requisition has been initiated and approved in ORC.

Cutover Plan Visual

Key Campus Dates for Taleo Recruiting -> Oracle Recruiting Cloud Cutover		
Key Task	Admin, Staff & Faculty	Non-Benefited
Last day to create a new requisition in Taleo Recruiting*	February 19, 2021	
Last day to initiate offers in Taleo Recruiting	February 24, 2021	February 26, 2021
End hiring manager access to Taleo Recruiting; last day for candidates to apply for jobs in Taleo Recruiting	February 28, 2021	
Transition Week: No employees may start during this week*	March 1 – 7, 2021	
HR will be unable to make any additional changes in Taleo Recruiting	March 3, 3:00pm – March 7, 2021	
ORC is live and all recruiting activities resume	March 8, 2021	

*If a requisition has not been initiated in Taleo, the candidate may not start work until after a requisition has been initiated and approved in ORC.