

Talent Acquisition Winter Closedown Plan 2023

In preparation for the [2023 Winter Closedown](#), the HR Talent Acquisition team will implement the following deadlines related to hiring all positions (excluding Division of Industry and Defense Programs). This will provide a more positive experience for candidates, while ensuring positions are posted and employees are hired successfully prior to the shutdown.

For posting Benefit Eligible positions or conducting a search:

- PAR Forms: last day to be submitted to marketbasedcomp@wichita.edu is Monday, **December 11, 2023**.
- PAR Forms: last day to be fully approved and submitted to employment@wichita.edu is Wednesday, **December 13, 2023**.
- Approved PAR postings: last day to be entered into PeopleAdmin and submitted to HRIS reviewer is **noon** on Thursday, **December 14, 2023**.
- Intake meetings: last day to be completed is Friday, **December 15, 2023**, and job post wording will be approved by hiring manager so Talent can post job by end of day on Monday, **December 18, 2023**.
- The first New Hire Orientation (NEO) in 2024 will be held on Tuesday, **January 9, 2024**. To attend this session:
 - Verbal offer(s) must be accepted by Tuesday, **January 2, 2024**.
 - Candidate(s) must be clear for hire by HR by noon on Friday, **January 5, 2024**.
 - To be clear for hire, a candidate will have completed all onboarding tasks, including online paperwork, satisfactory background check result, I-9 appointment.
 - Candidates who are not clear for hire by the deadline will have their start date rescheduled and may attend the next NEO on **January 23, 2024**.
- Any pending position descriptions or requests for posting received after **December 14, 2023**, will be handled following the 2023 Winter Closedown. **Any offers that are accepted after January 2, 2024, will be able to start in NEO on or after January 23, 2024.**

For hiring Non-Benefit Eligible Positions (i.e., Student/Grad, Lecturer, Temp):

- Non-Benefit Eligible Hire Request forms: last day to be submitted to employment@wichita.edu is **noon** on Friday, **December 15, 2023**, to be processed prior to the shutdown.
- Onboard checklists and ePAFs: last day to be completely approved is **noon** on Friday, **December 15, 2023**, to be processed prior to the shutdown.

- Onboarding includes but is not limited to completion of all onboarding tasks, including online paperwork, satisfactory background check result, and I-9 appointment.
- ePAFs for employees who have not completed the onboarding process by noon on Friday, **December 15, 2023**, will be returned and departments will resubmit the ePAF for the next available payroll period (**January 7, 2024**).
- ePAFs will not be approved, and Non-Benefit Eligible Hires will not be processed during the holiday shutdown (**December 19, 2023 -January 2, 2024**).
- **Employees cannot start working until after their ePAF is fully approved.**

If you have any questions, please email the Talent Acquisition team at employment@wichita.edu.