


**STATE OF NORTH CAROLINA  
OFFICE OF STATE HUMAN RESOURCES**

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DIRECTOR

August 1, 2025

**TO:** Human Resources Directors  
**CC:** Talent Acquisition Consultants  
**FROM:** Kristen Bierline, Chief Deputy   
**RE:** Workday Transition Timeline

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As part of our Human Capital Management (HCM) implementation, we are preparing for the official transition to Workday. Attached is a timeline with key dates around cutover activities and is intended to improve system integration, reduce impact on your recruitment needs, and enhance the experience for you, your teams, and candidates. Please review and share the timeline to ensure a smooth transition.

**What We Recommend Prioritizing Now:**

- Finalize all pending revisions to job descriptions in PeopleAdmin on or before **August 31**.
- Close all NEOGOV postings on or before **October 7**.
- Ensure all interviews and hiring decisions for NEOGOV candidates are completed as quickly as possible and within the designated timeframes.
- Audit your agency's E-Verify account and close out cases as appropriate.
- Notify your recruiters of any agency-specific cutover plans and identify postings that will need to be entered into Workday on **October 8**.
- Identify your agency's Point of Contact (POC) for the Workday transition on **October 6 - 7**.

**Additional considerations:**

- Evaluate proper retention of information in NEOGOV.
  - Copies of prior postings could be a helpful resource when creating new postings in Workday.
  - Candidate documentation may need to be uploaded or transferred to the employee personnel files.
- Plan for more extended posting periods once you are posting in Workday. Please consider that candidates will need more time to create a profile and familiarize themselves with the new process.
  - As a reminder, existing candidates in NEOGOV will receive an email from our office regarding the transition.

- We will explain the transition and outline the actions needed to establish a profile, build an application, and set up job alerts. Please note that these actions cannot occur any earlier than **October 8, 2025**.
- No candidate information will be converted from NEOGOV to Workday. All candidates will need to re-establish their job alerts and their profiles. We strongly encourage you to consider extending your posting period to accommodate this additional commitment from your candidate pools.
- We encourage you to monitor your candidate pools closely and continue offering support along the way to help them establish their new Workday accounts. We are committed to working with you to create the best candidate experience.

Our project team will continue to provide support throughout this transition through resources, training, and updates. If you have any questions, please reach out to the Workday Talent Acquisition Team, [workdaytateam@nc.gov](mailto:workdaytateam@nc.gov).

**Signature:** J. Kristen Bierline  
J. Kristen Bierline (Aug 1, 2025 17:11:18 EDT)

**Email:** kristen.bierline@nc.gov







# HCM Timeline Memo

Final Audit Report

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