HRMS Upgrade and Updates
February UL Meeting

Feb 18, 2015
Agenda

• HCM Upgrade 9.2 – Matt Rose
• eRecruit Changes – Katie McCollum
• Time and Labor Changes – Melissa Kokenakes
• Use of Supervisor ID – Jim Mettlach & Denise Stegall
• PAR – Denise Stegall
HCM Upgrade 9.2

• Current Timeline
  – Hard freeze on enhancements and current Production changes June 1, 2015
  – Dress Rehearsal: June 12th - June 14th

• Go-Live Outage window
  – Shutdown Thursday June 25th at 5pm
  – Go-live Monday June 29th at 7am
HCM Upgrade 9.2

• Look and feel of Version 9.2 - New Style Sheet
• Website
  http://www.mais.umich.edu/hrms/upgrade/
• Newsletters – HRMS Updates
• Upgrade Interchanges – Spring
eRecruit Changes – Applicant Portal

• More secure password requirements;
  – Must contain 9 characters, 1 uppercase, 1 lowercase and 1 number

• Cannot register more than once with the same email address
  – This will help reduce the number of duplicate applicant profiles
eRecruit Changes – Applicant Portal

• Added “train stop” functionality that displays progression of the application
• New look and feel to applicant home page
COVER LETTERS must be combined into a single document with your resume. They cannot be submitted separately. Please provide us with your resume/cover letter using one of the options below.

In the File Attachment window, to select a resume file without using the mouse, move to the browse button and activate with the space bar.

Resume Options

Attach Resume

(Cover letters must be combined into a single document with your resume)
eRecruit Changes – Recruiting Home

• A collection of pagelets are available that provide users a central dashboard for launching and performing recruiting activities
eRecruit Changes – Recruiting Home

- Quick Links to Common Pages
- Your job openings and number of applicants applied
- Pending Job Opening and Job Offer Approvals
eRecruit Changes – Job Opening 360

• Onboarding status displays from the Manage Applicants page using the “select action” drop down menu

• One click applicant disposition for Interview, Reject and Review from the Manage Applicants page
# eRecruit Changes – Job Opening 360

## Manage Job Opening

<table>
<thead>
<tr>
<th>Select</th>
<th>Applicant Name</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Student</th>
<th>RIF</th>
<th>SRC</th>
<th>Disposition</th>
<th>Resume</th>
<th>Application</th>
<th>Mark Reviewed</th>
<th>Mark Interview</th>
<th>Forward Applicant</th>
<th>Reject</th>
<th>Other Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicant, Test</td>
<td>11396</td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td>Reviewed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **One-Click Disposition**
- **Onboarding Status Navigation**

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**INFORMATION AND TECHNOLOGY SERVICES**

UNIVERSITY OF MICHIGAN
eRecruit Changes – Onboarding Status

This page explains where applicant is in onboarding process.

Applicant ID: 49230
Applicant Name: Test Applicant

Onboarding Status: Employee Needs Active Uniqname

There is no uniqname in M-Pathways. This employee was hired at 05:03 PM on 4/8/2014 and the uniqname setup email was scheduled to be sent on 4/9/2014 at 4:00 pm. Please call 764-HELP if the uniqname setup email has not been received by 4:00 pm on 4/9/2014. Remember to have the employee check their Spam/Trash folders for any missing messages.
eRecruit Changes – Job Opening Search

- Job Opening status defaults to “blank”
- Search includes Career Interests
- No need to filter on job opening status when searching for a job to cancel
eRecruit – Job Opening Search
eRecruit Changes – Clone Job Opening

- Provides link directly to newly created job opening from the clone page
Time and Labor Changes

• Supervisor ID will be the primary method to approve time
• The WorkCenter is designed to provide a central area for users to access key components of Time & Labor
  ─ Reduces the need to navigate to different pages
  ─ Users will have the ability to personalize the WorkCenter for additional user efficiency
Current Approval Process

- 6,800 Approvers
- 38,483* Biweekly Time Reporters
- 11,368 Monthly Time Reporters
- 530,000 Approvals per month

- Role based security allows Time Approvers and Timekeepers to approve time for any Employee in the system
- ITS sends 2 generic emails prior to each payroll cutoff to remind all approvers and timekeepers of the payroll cutoff whether they have time that is entered and/or approved.

*This count is higher during the Fall and Winter semesters due to students with multiple jobs.
HCM Time & Labor 9.2 Approval Process

• Supervisor ID on Job will be the Primary Time Approver
  – Each Primary Approver can enter up to 5 delegates to approve their employee’s time
    • This is a dynamically assigned role, therefore no OARS request is required
  – Improved time approval security
    • Only supervisors and their delegates can approve the employee’s time. Timekeepers will no longer be able to approve time unless they are a delegate or a supervisor.
    • Workflow allows for easier auditing of approvals
Approval Monitor

Timesheet

Approval Monitor

M_TL_SUPERVISOR_DELEGA_Stage10

 Reported Time Approval for HOL on 2014-12-26: Approved
Route Supvr and Delegat

Approved
Melissa Kokenakes
Get apv/super and delegates
02/10/15 - 3:33 PM

 Reported Time Approval for SEA on 2014-12-26: Pending
Route Supvr and Delegat

Pending
Multiple Approvers
Get apv/super and delegates

<table>
<thead>
<tr>
<th>Approver #1</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Scot Yoas</td>
<td></td>
</tr>
<tr>
<td>User ID:</td>
<td>SCOTYOAS</td>
<td></td>
</tr>
<tr>
<td>Empl ID:</td>
<td>45517782</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>Yoas</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>Scot</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver #2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Melissa Kokenakes</td>
<td></td>
</tr>
<tr>
<td>User ID:</td>
<td>MKOKO</td>
<td></td>
</tr>
<tr>
<td>Empl ID:</td>
<td>54048322</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>Kokenakes</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>Melissa</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver #3</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Mark McManamay</td>
<td></td>
</tr>
<tr>
<td>User ID:</td>
<td>MARKMCAN</td>
<td></td>
</tr>
<tr>
<td>Empl ID:</td>
<td>84298367</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>McManamay</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>Mark</td>
<td></td>
</tr>
</tbody>
</table>

Close
9.2 Approval Process

- Enhanced Approve Time functionality via the Time and Labor Workcenter
- Save for Later button
- Notifications
  - “Missing Time” and “needs approval”
  - eNotifications can be sent directly to the Supervisor
  - New email functionality (direct to approver) to be implemented at a later time, TBD
Survey
Current Usage of Supervisor IDs in M-pathways HCM

- 949 Surveys were returned from 7,409 people, including:
  - Department Managers
  - HRMS ULs with either the Time Approver or Timekeeper access roles
Survey Results Summary

• The highest use of Supervisor ID is to enable Time Approvers to use the Approve Time link on Wolverine Access. This is a good indicator that many units won’t need to change current time approval processes drastically. They may only need to enter delegates for the current approvers.

• Of the units that currently use Supervisor IDs, the Supervisor ID field is most commonly populated with the direct supervisors of the individuals, followed by the Department Manager.

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>Response</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The direct supervisor of the individual</td>
<td>318</td>
<td>70%</td>
</tr>
<tr>
<td>2</td>
<td>Department Manager associated with the Department ID</td>
<td>102</td>
<td>23%</td>
</tr>
<tr>
<td>4</td>
<td>Other (please specify)</td>
<td>33</td>
<td>7%</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>453</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>
Time and Labor WorkCenter

Reported Time

Employee Selection

Change View

View By: All Time After

Date: 12/21/2014

Show Schedule Information

Employees for Melissa Kokonowsky. Time Needing Approval After 12/21/2014

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Employee ID</th>
<th>Emp Record</th>
<th>Job Title</th>
<th>Hours To Be Approved</th>
<th>Job Code</th>
<th>Supervisor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>Jack</td>
<td>19291891</td>
<td>0</td>
<td>Business Administrator Inter</td>
<td>48.0000</td>
<td>100123</td>
<td>54946322</td>
</tr>
<tr>
<td>Eljamal</td>
<td>Melissa</td>
<td>62917008</td>
<td>0</td>
<td>Business Administrator Assoc</td>
<td>56.0000</td>
<td>100122</td>
<td>54946322</td>
</tr>
<tr>
<td>Estherman</td>
<td>Jennifer</td>
<td>92876398</td>
<td>0</td>
<td>Business Administrator Senior</td>
<td>80.0000</td>
<td>100125</td>
<td>54946322</td>
</tr>
<tr>
<td>Fallert</td>
<td>Mary</td>
<td>15894452</td>
<td>0</td>
<td>Bus Admin Staff Specialist</td>
<td>64.0000</td>
<td>100126</td>
<td>50886911</td>
</tr>
<tr>
<td>Fassman</td>
<td>Doreen</td>
<td>37311830</td>
<td>0</td>
<td>Business Administrator Lead</td>
<td>48.0000</td>
<td>100124</td>
<td>54946322</td>
</tr>
<tr>
<td>Gray</td>
<td>Judith</td>
<td>41132697</td>
<td>0</td>
<td>Business Administrator Inter</td>
<td>64.0000</td>
<td>100125</td>
<td>54946322</td>
</tr>
<tr>
<td>Hathaway</td>
<td>Paula</td>
<td>47008784</td>
<td>0</td>
<td>Program Evaluation Specialist</td>
<td>56.0000</td>
<td>103516</td>
<td>54946322</td>
</tr>
<tr>
<td>McManaway</td>
<td>Mark</td>
<td>84290367</td>
<td>0</td>
<td>App Sys Analyst/Programmer Jr</td>
<td>8.0000</td>
<td>101907</td>
<td>54946322</td>
</tr>
</tbody>
</table>

Approval

Select All  Deselect All  Approve  Deny  Push Back
Supervisor ID Today

- Student Temp Hiring
- eRecruit
- Supervisor ID Batch Load
- Submittal Form (PAR)
Supervisor ID Drives

- Manager Desktop
- Enotification Reports
  - Probationary Period Ending
  - Probationary Period Mid-Point
- UMHS MLearning
- Org Charts via Business Objects
- My LINC Manager mode
- Time approvals
Supervisor ID Effective Date

• The effective date (Job Effdt) in the Supervisor ID Upload file is limited to within 7 days of the current date at the time of upload
• By restricting the timeframe, errors caused by future-dated Job rows are minimized, and manual entry by unit and central office administrators is significantly reduced
Supervisor ID Action Item for ULs

• Take a look at how Supervisor ID is used in your unit
• Determine action plan for changes
• March UL meeting – data management tools to make any supervisor ID changes, including demo
Supervisor ID Action Item for ULs Reports

- Supervisor ID data selection (HR PAR Updater or HR Appt Viewer)
  - Uploading Employee Supervisor Information
    https://maislinc.umich.edu/mais/pdf/HR_UAW_supv1D_RD.pdf

- Supervisor ID Reports (HR PAR Updater or HR Appt Viewer)
  - Run Supervisor ID Reports
    https://maislinc.umich.edu/mais/pdf/HR_UAW_SupervisorIDLinks_Report_SS.pdf

- Org chart DW report (HR01 access)
  - Creating Organization Charts
    https://maislinc.umich.edu/mais/pdf/HR_OrgChartCreation_SS.pdf
PAR – What is Changing?

• What will change from current PAR to PAR phase 2
  – The submittal form will be retired
  – Eliminate dual data entry on the majority of transactions

• Confirm June 29, 2015 date which coincides with HCM Upgrade

• View All Job Effective Dates
  – Replaced with Workforce Job Summary
Workforce Job Summary
PAR – Change Management

• How change management will be different;
  – Step by steps for all transactions available in My LINC
  – Simulations and e-Learning courses available post upgrade (date TBD)
  – No labs prior to implementation
  – Detailed job aids are being created to supplement other materials
Questions?