UL/URC Meeting
Friday, April 16, 2010
Agenda

• Updates
• Training and registration
• Implementation information
• April/May readiness work
• Questions?
Updates

• “Go” decision made 3/29/2010
• UHR eRecruit website under construction
• Unit Readiness Status
  – On track – Green!
  – Some Units with tasks carrying over
• PeopleTools coming in May
• UHR Leadership to email Unit Leadership with project update
Security Update

- Spreadsheets due **today** to eConsultant
- Nearly 70% received as of Tuesday, April 13
- Firm deadline – security directly impacts training
- Confirmation email to users night of May 3
- MTokens delivered by eConsultant before go-live
Training Overview

• Training is required for all roles
• Email template, training plan/calendar will be emailed by eConsultant and stored on CTools
• Suggest you review training calendar now for planning purposes
• MYLINC open for registration on Tuesday, May 4
Training Courses

• HR EMP RESUME VIEWER role:
  – eLearning course HRE114 (30 min)
  – Guided and practice simulations
  – Step-by-steps and quick reference sheets
  – Webcast, May 10, 2010 @ 1:00 p.m. (optional)
  – Large group overviews in May (optional)
  – Production Labs after go-live (optional)
Training Courses

• HR EMP JOB OPEN UPDATER role
  – eLearning courses HRE114 & 116 (1.5 - 2 hrs)
  – Guided and practice simulations
  – Step-by-steps and quick reference sheets
  – Webcast, May 10, 2010 @ 1:00 p.m. (optional)
  – Large group overviews in May (optional)
  – Production Labs after go-live (optional)
Training Courses

• HR EMP UNIT USER
  – eLearning courses HRE114 & 116 (1.5 - 2 hrs)
  – Guided and practice simulations
  – Step-by-steps and quick reference sheets
  – Classroom training HRC206 (3 - 4 hrs)
  – Webcast, May 10, 2010 @ 1:00 p.m. (optional)
  – Large group overviews in May (optional)
  – Production Labs after go-live (optional)
Other Tools

- Job Opening Checklist
- Job Offer Checklist
- Screening Guidelines
- Applicant Disposition Guide
- Others ….
Applicants

- Responding to feedback from eMploy
- 4 large group Overview Sessions
- Internal and external applicants
- Preview new applicant site
- Splash page on eMploy site in May
Conversion Highlights

• All eMploy job requisitions and related information will convert to eRecruit
• Converted job requisitions keep their original #s (e.g. job req 32009)
• New job openings created in eRecruit start with # 50000
• Applicants who have applied for posted jobs in eMploy will be converted
eMploy Cleanup

• Review report provided by eConsultant

• Close “OPEN” job reqs
  – >6 months old for staff positions
  – >2 years old for faculty positions
  – any without active search underway

• Close or open “PENDING” job reqs
  – Use above guidelines to CLOSE
  – OR change status to “OPEN” and post
Implementation

- Implementation Plan and Calendar coming soon

- Highlights:
  - Last day for eMploy job offers Thursday, May 27
  - Likely system downtime starting June 1
  - Orientation as normal: Tuesday, June 1 and Monday, June 7
  - Conversion weekend is June 3 – June 6 (Thursday night – Sunday night)
  - Monday, June 7, eRecruit up and running
April/May Readiness Work

- Complete security role assignments
- Communicate to your Unit users
- Test business processes
- April scorecard to Leadership
- Cleanup eMploy job reqs
- Schedule and attend training
- May UL meeting: implementation details, applicant dispositions
Questions or Suggestions?