

Get the Facts on HR Direct: Discover What's Changing in the Human Resource module

Enhancing the HR Application

The HR Direct Project is working on a major University initiative to advance the Human Resource Management System (HRMS) to the most current application release. The following plans are underway:

- Introduction of Commitment Accounting and Employee Self Service
- Upgrade of Core HR functionality, Base Benefits, Payroll, Talent Acquisition Management, and Time & Labor.
- Planned pilots of Manager Self Service and Time & Labor Employee and Manager Self Service

During the upgrade, **Human Resources** will receive a few minor enhancements.

Updates to Core HR Functionality

The HR Direct project has realized several beneficial updates to the Human Resources module during the Spring 2009 upgrade. Here are a few of the key new enhancements you'll notice:

- Introduction of the "Person Model" in the Hiring Process
- Improved capability for tracking state job titles and job family.
- Added Military Discharge Date
- Enhanced reporting capabilities

This document provides details on a few of the upcoming changes. More information will be provided during training.

Note: There will be *navigation changes* for some key business processes (i.e. Citizenship Status). These changes will be addressed in training.



The New Person Model

The new release of the HR application will introduce a person model. This model defines three organization relationships that can be

assigned to a person during the Hiring Process: employee, contingent worker, and person of interest. Please see the Person Model Fact Sheet for more details. This new model provides us with improved capability to track and report all three types of relationships from the HR Direct database.

Your New Person Search Functionality

When you start the hiring process, you may want to double check that a new hire does not already have existing job records in the application. When you first get to the "Add a Person" page, you'll notice the Search for Matching Persons link. Using this feature will help insure early in the process that you are not wasting time entering duplicate data. If you find that the person is already in the database, you can simply add the appropriate new relationship and update personal and/or job information.

Important New Fields

State Title – Added so state titles can be tracked in this field instead of the Job Family field.

Job Family – This will be used to categorize a job code into a more general grouping. For example, all faculty-related positions might be grouped into a job family called Faculty.

Military Discharge Date – Required field when capturing an employee's discharge data within a 365 day period for VETS100 Reporting. You can complete this field by clicking on the Employment Data shortcut on the Job Data page.

Tracking Your Human Resources Data

Several reports will be offered to human resource administrators in order to track HR data, including:

- Load Automatic Step Report
- Personal Actions History Report
- Department Action Notices Report

All reports will be reviewed during the Human Resources training course.

Training: Courses, Online Tutorials, & More!

The HR Direct Training team has developed training courses, online tutorials, and training documentation (e.g. manuals, job aids). Details regarding the training courses and schedule are forthcoming.