

The New Person Model

Introduction and Overview

December 2008

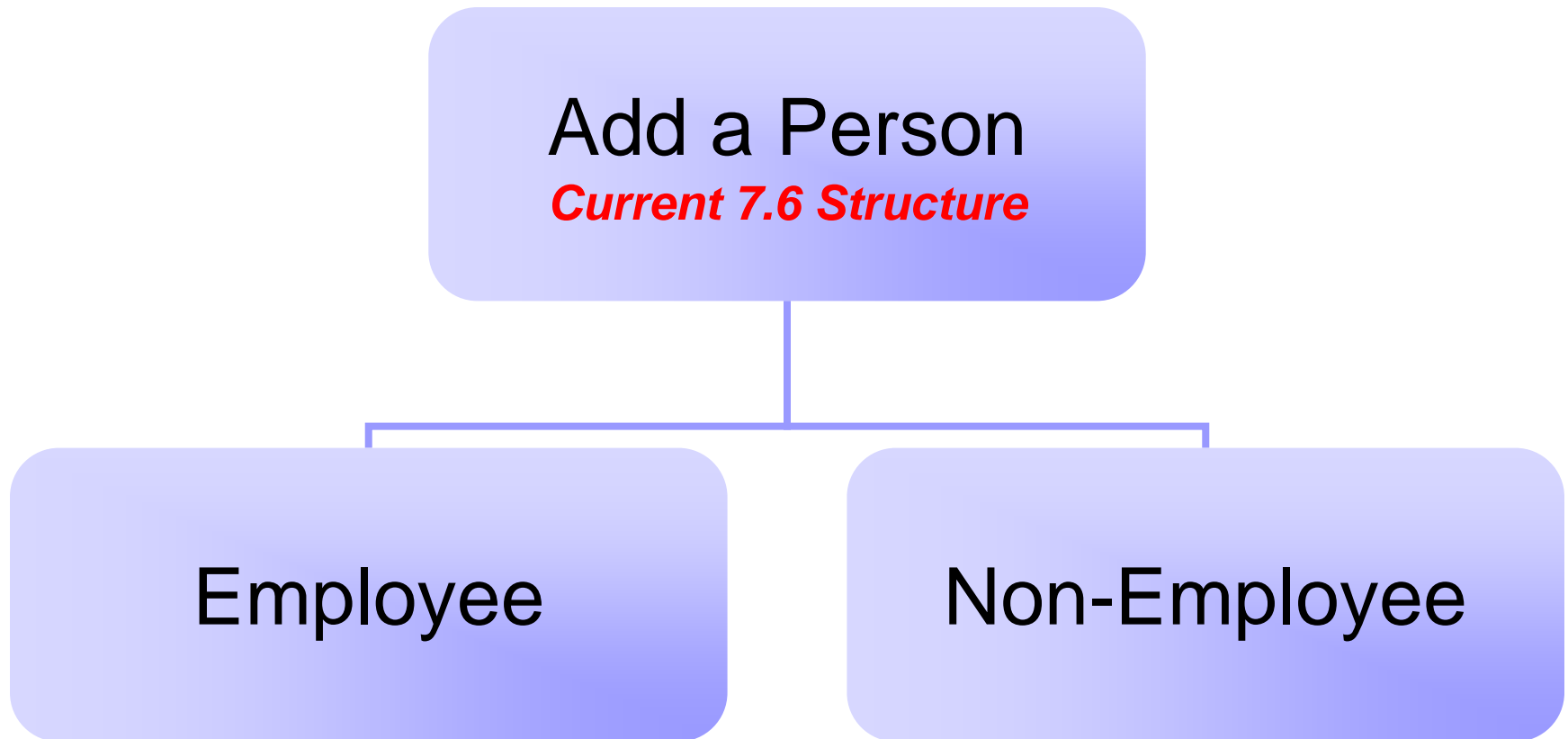
Agenda

- What is HR Direct?
- Adding a Person in 7.6
- Introducing the Person Model in 9.0
- Person “Types” – What are They?
- Hiring a Person
- Viewing a Person’s Organizational Relationships
- Change Impact
- Understanding HR Direct: Online Tutorials & More
- Questions

What is HR Direct?

- New software release of our Human Resources application
- Continues to provide a single database for all HR information
- Adds several self service features
- Adds several new features for HR/Payroll administrators including the Person Model

Adding a Person in 7.6



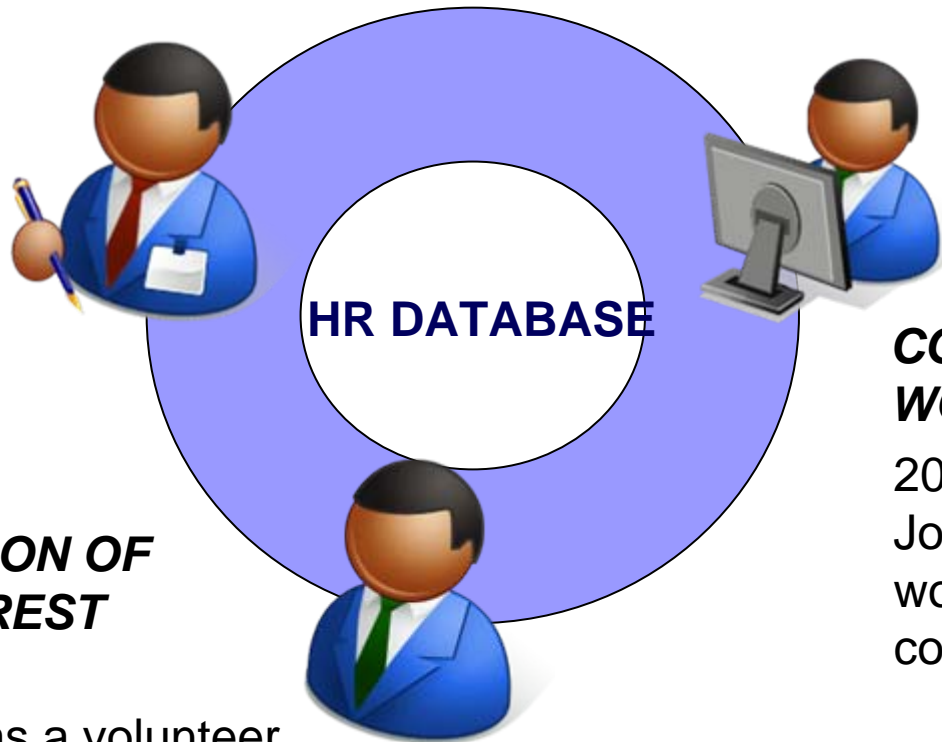
Introducing the Person Model in 9.0

The Person Model provides a new and efficient way to track all instances and types of a person's relationship to UMass.

EMLOYEE

2008:

Joe is a full time instructor



PERSON OF INTEREST

2004:


Joe was a volunteer

CONTINGENT WORKER


2006:

Joe was a contract worker on another company's payroll

Person “Types” - What Are They?












- **Employees** (EMP) *same as today*: people who are hired and receive compensation to provide services to UMass on a full or part time basis.
- **Contingent Workers** (CWR):  people who provide services to UMass but do not have an official employee relationship and are not paid on the UMass payroll
 - Can be tracked in Time & Labor but will not be paid through Payroll
 - Examples: Vendor employees such as cafeteria workers from Sodexo or Aramark.

Person “Types” - What Are They?

- **Person of Interest (POI):** 
 - Not an employee or a contingent worker, but is of interest to UMass.
 - Volunteers, Honorary Alumni
 - Campus Solutions persons for Student Refunds
 - External Trainees and Instructors (used with Enterprise Learning module)
 - Reminder:
 - Emergency contacts, dependents, beneficiaries and health and safety physicians are not Persons of Interest. They should continue to be entered as they are currently.

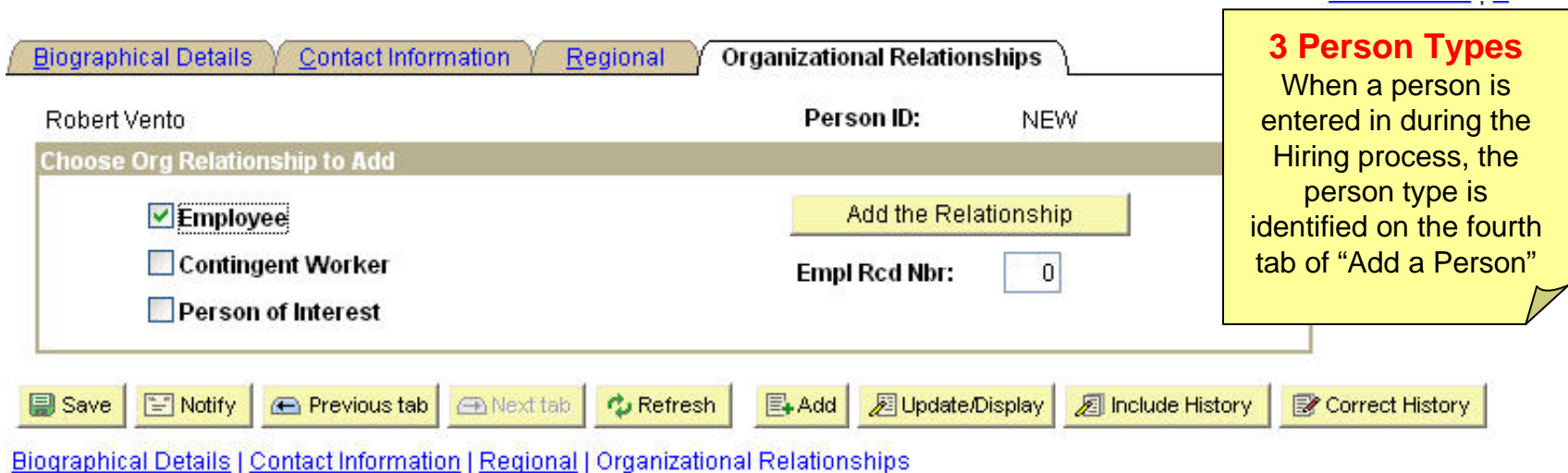
Hiring a Person

- When a new person starts with the University, they are hired using the “Add a Person” pages.
- The Hiring Process is similar for all three person types – what varies is the amount and type of data that is additionally entered.

Types of Hire Data	Employees	Contingent Workers	Persons of Interest
Biographical Details			
Contact Information			
Citizenship (“Regional”) Information			
Job/Position			
Payroll			
Benefits			

How to Add a Person

A major difference is entering the person's Organizational Relationship. ***You will always need to identify the person's relationship to the University (EMP, CWR, or POI).***



The screenshot shows the 'Add a Person' form with the following elements:

- Navigation tabs: [Biographical Details](#), [Contact Information](#), [Regional](#), **Organizational Relationships**
- Name: Robert Vento
- Person ID: NEW
- Section: Choose Org Relationship to Add
 - Employee
 - Contingent Worker
 - Person of Interest
- Buttons: Add the Relationship, Empl Rcd Nbr: 0
- Footer: Save, Notify, Previous tab, Next tab, Refresh, Add, Update/Display, Include History, Correct History
- Bottom navigation: [Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Organizational Relationships](#)

3 Person Types
When a person is entered in during the Hiring process, the person type is identified on the fourth tab of "Add a Person"

Viewing Person History

Person Org Summary

Robert Redford Person ID: UM002

Employment Instances Find | View All First 1 of 1 Last

ORG Instance: 0 Last Hire: 01/07/2008 Termination Date:
 HR Status: Active Payroll Status: Active

Assignments Customize | Find | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
0	Home	Active	Active	07/06/2008	US001	11000	01/07/2008	

Contingent Worker Instances Find | View All First 1 of 1 Last

ORG Instance: 1 Last Start: 07/13/2008 Termination Date:
 HR Status: Active Payroll Status: Active

Assignments Customize | Find | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
1	Home	Active	Active	07/13/2008	US001	11000	07/13/2008	

Person of Interest Instance Customize | Find | First 1 of 1 Last

Person of Interest Type	Empl rcd#	Status	Begin Date/	End Date

A Person's History
 The Person Org Summary page provides you with the history of a person's relationship with the University.

Multiple Relationships
 A Person can have multiple relationships with the University.

Change Impact

The Person Model is a major change within the HR Hiring Process. Here are a few key impacts to keep in mind:

- All 7.6 non-employee data will be converted to the 9.0 Person Model types
- Reports may be impacted by this change. Those with access to impacted reports should have an understanding of what this change means.
- Forms and paperwork should be reviewed and updated based on the new Person Model (i.e., New Employee Roll on Forms)

Understanding HR Direct: Online Tutorials & More

- You will have access to the following training tools:
 - Training Courses (Classroom)
 - Online Tutorials
 - Job Aids
 - Direct help within the HR Direct Application, click the Help link.

Questions

