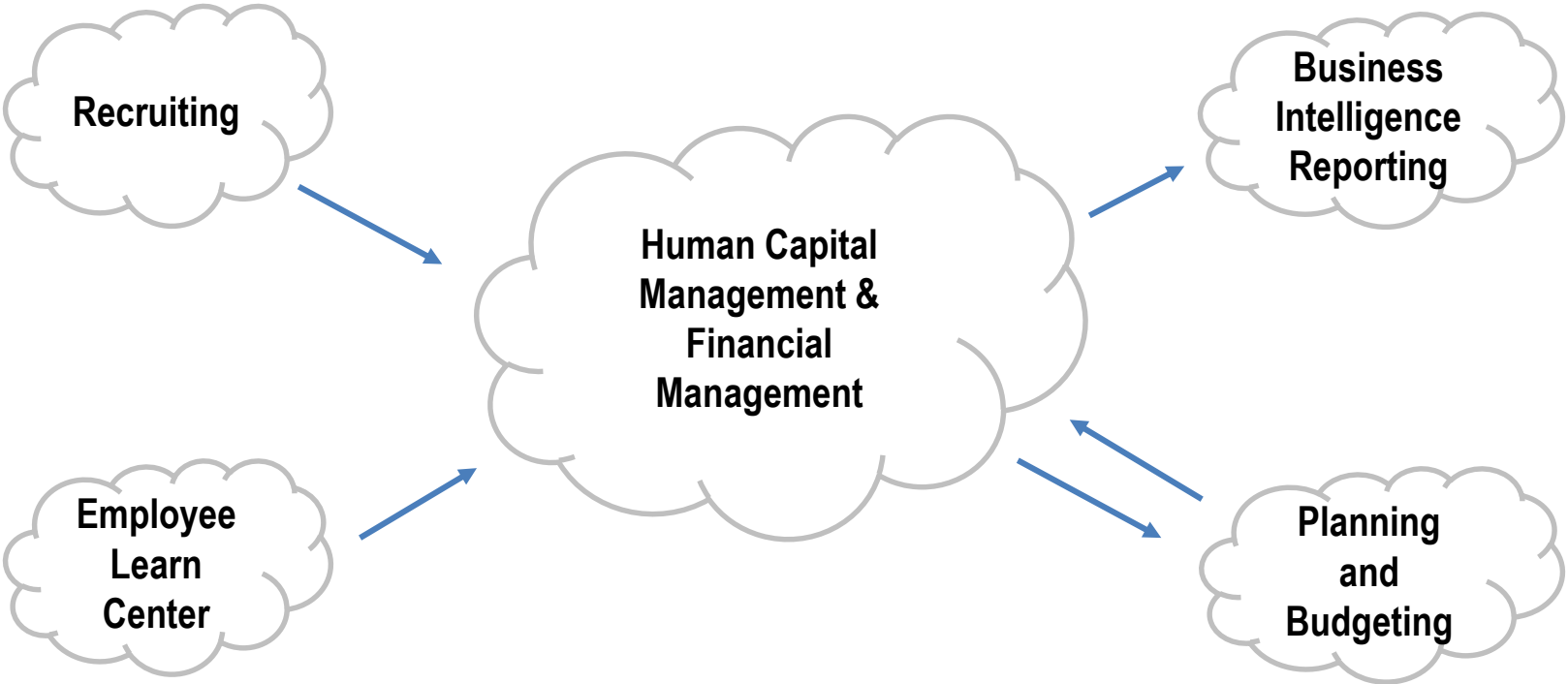




Foundational HCM Concepts Deep Dive

November 2, 2018

Once HCM goes live, finance & human resources will share the same system; changes in one area can affect another.



Key Terms

- **Taleo** = HCM Recruiting
- **Requisition** = Request to fill and post a job all-in-one
- **Requisition Type** = Benefited Staff/Admin, Academic, Non-Benefited, and Graduate Assistant
- **Requisition Template** = Job title
- **Job Template** = Generic job description and pay range for job advertisement
- **Candidate Selection Workflow (CSW)** = Determines the steps, requirements and approvals during the hiring process
- **WyoCloud Position** = Position number
- **Questionnaire** = Standard application questions on criminal history, work eligibility and veteran status
- [Position Initiation and Modification Form](#)

Who is on my Search Committee?

- **Hiring Manager** = Vacant position's supervisor
- **Hiring Manager Assistant** = Designee that helps track requisition updates for records purposes (for example may be a Business Manager or Staff Assistant within area)
- **Collaborators** = Search Committee Chair and Search Committee Members
- **Recruiter** = HR Staffing Partner based on requisition type

Owners		
Recruiter		Hiring Manager
Marutzky, Deborah Maria		Thorsness, Peter E.
		Hiring Manager Assistant
		Bercheni, Karyn
Collaborators		
First Name	Last Name	Email
John	Oakey	joakey@uwyo.edu
Jesse	Gatlin	jpgatlin@uwyo.edu
Daniel	Levy	dlevy1@uwyo.edu
Mark	Gomelsky	gomelsky@uwyo.edu
Jason	Gigley	jjigley@uwyo.edu

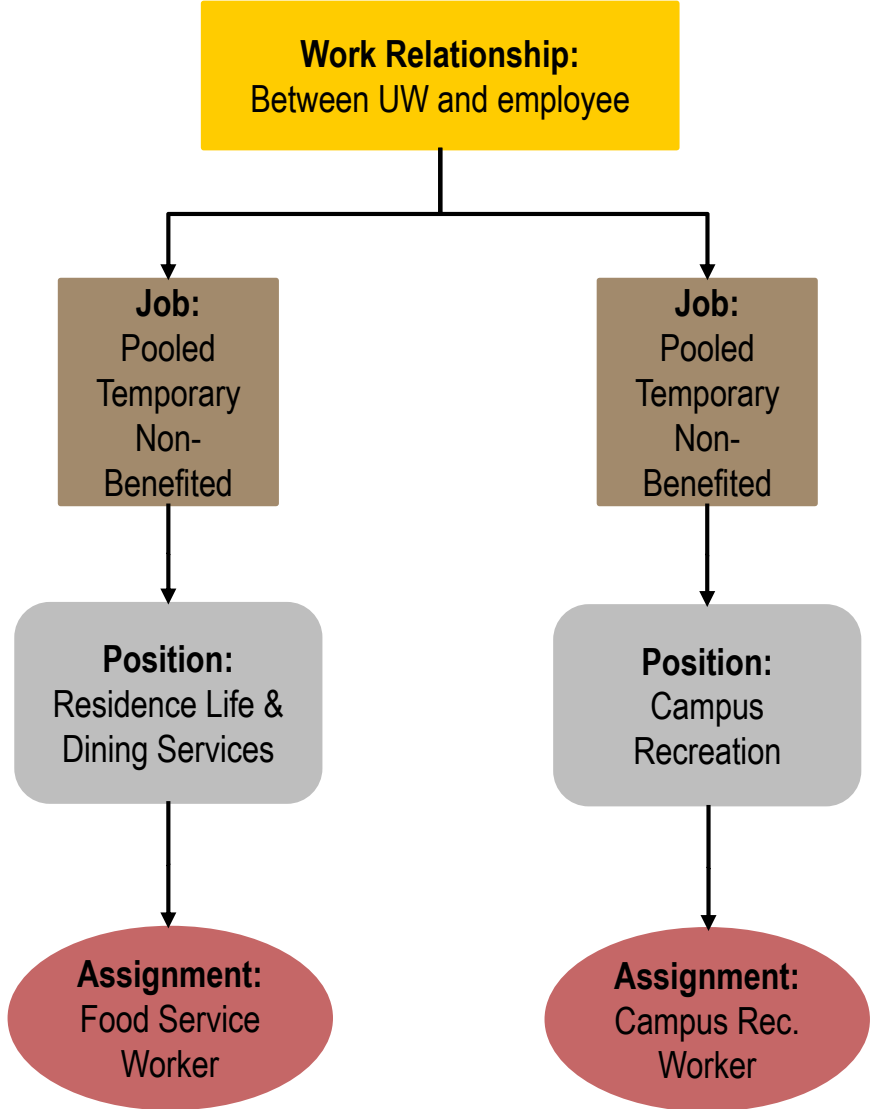
Work Relationship vs. Assignment

Work Relationship: an association between a person and a legal employer, where the worker type determines whether the relationship is a nonworker, contingent worker, or employee work relationship. (For UW this means employment with UW. Everyone has one working relationship with UW, but can have one or more assignments.)

Job: a generic role that is independent of any single department or location.

Position: a specific occurrence of one job that is fixed within one department. Often restricted to one location.

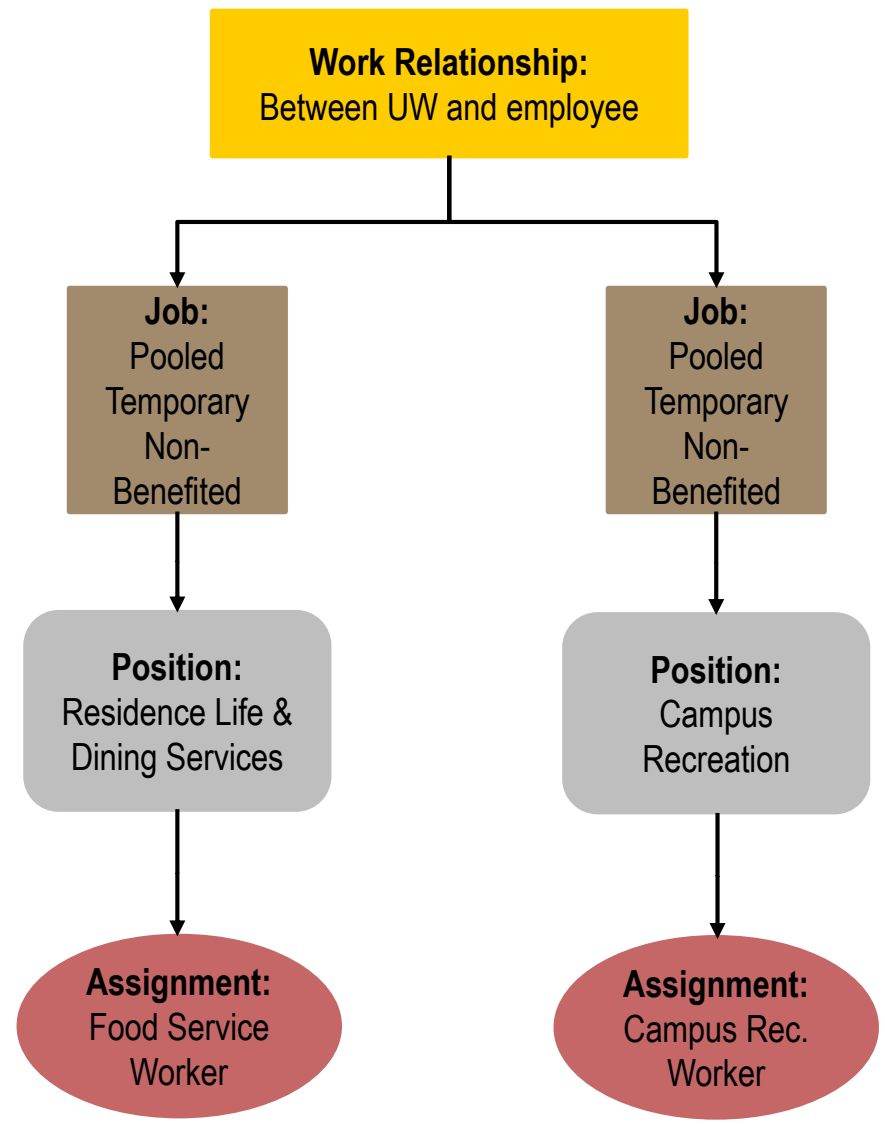
Assignment: a set of information, including job, position, supervisor, working hours, and work location.



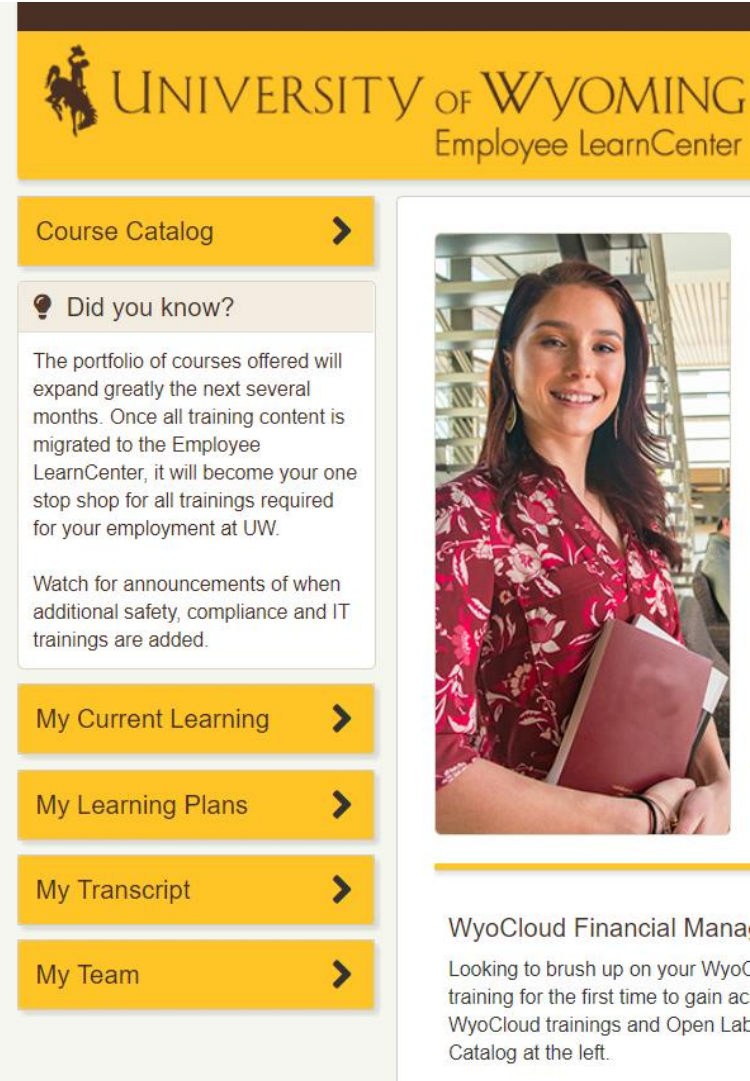
Work Relationship vs. Assignment

Why is this important?

As a Decentralized HR Rep or a Manager, when you terminate an employee, always start with terminating the ASSIGNMENT—never start with terminating the work relationship. Terminating the work relationship will terminate the employee’s full relationship with the University, including all other assignments. If there is only one assignment, it will then lead you to terminate the work relationship. HR is involved in this process and will be made aware.



- My Current Learning:** Lists all the trainings in EmployeeLearn for which you are currently registered.
- My Learning Plan:** Learning Plans are groupings of learning offerings assigned based upon your job role and/or responsibilities.
- My Transcript:** A record of your training history.
- My Team:** The training records for all individuals in your line of supervision.



The screenshot shows the top of the Employee Learn Center page. It features the University of Wyoming logo and the text 'UNIVERSITY OF WYOMING Employee LearnCenter'. Below this is a navigation menu with buttons for 'Course Catalog', 'My Current Learning', 'My Learning Plans', 'My Transcript', and 'My Team'. A 'Did you know?' section contains text about course expansion and safety training announcements. On the right, there is a photo of a woman holding a folder and a partially visible text block for 'WyoCloud Financial Mana'.

WyoCloud Financial Mana
Looking to brush up on your WyoC training for the first time to gain ac WyoCloud trainings and Open Lat Catalog at the left.

Salary vs Compensation

Salary: a consistent, monetary payment made to an employee by an employer.



Compensation: includes salary/wages, cost of living adjustments, bonuses, and benefits (social security, worker's compensation, FMLA, health insurance, PTO, retirement plans, etc).



What are competencies?

- A measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform their role successfully.
- Specifies “how” an individual will do a job well instead of “what” they need to do the job well.

Why are we using competencies?

- Foundational element in several modules within WyoCloud.
- Long established employment best practice.
- The competency dictionary that we are using has been developed and vetted by the Society of Human Resources Management and Development Dimensions International.

What are competencies used for?

- Assessing & selecting candidates for a job
- Assessing & managing employee performance
- Workforce planning
- Employee training & development

Information Technology Computer Programming Competency Example:

To effectively write a computer program a person needs competencies in analysis, collaboration, and consistency, and ability as well as the skill to write the program in a specific language.

So, learning Java, C++, SQL, is a skill. But underlying the ability to use that skill effectively the person also needs the appropriate competencies.

Separate Time & Labor and Absence Modules

Your use of these modules will depend on your employee appointment(s)

Hourly Non-Benefited
(*with or without
multiple assignments)

Salaried Non-Exempt
with **multiple**
assignments

Benefited Non-Exempt
with **single** assignment

Benefited Salaried
Exempt

Time and Labor or
TimeClock Plus

Time and Labor
*for time **and**
absence

Time and Labor

~~Time Labor~~

~~Absence~~

~~Absence~~

Absence

Absence




Entering Time in HCM Time and Labor

Hourly, non-benefited employees **MUST** enter their time.

Edit Time Card: Report Time Save Save and Close Cancel

Person Information

	Name Employee Name	Person Number 00001
Assignment Number E00001	Position Pooled Position Limited Tempor	Job Pooled Position Limited Tempor
Location Old Main	Department Office of Sponsored Programs	Manager Manager Name

Time Card Details

Time Card Period 9/9/2018 - 9/22/2018
 Day Start Time 12:00 AM
 Status Saved
 Resubmission Status
 View Approval Comments

Time Card Comments
 Resubmission Reason

Time Entry | Time Totals

Reported Hours 36.00 Absence Hours 0.00 Scheduled Hours 80.00

Actions View Format Add Row Below Freeze Detach Wrap

* Assignment Number	Time Reporting Code	Department	Rate	Days														Comments
				Sunday, September 09	Monday, September 10	Tuesday, September 11	Wednesday, September 12	Thursday, September 13	Friday, September 14	Saturday, September 15	Sunday, September 16	Monday, September 17	Tuesday, September 18	Wednesday, September 19	Thursday, September 20	Friday, September 21	Saturday, September 22	
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1	E00001	Hourly Hour	Office of Sp	11.25		4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00		
Daily Totals					Hours:4.00	Hours:4.00	Hours:4.00	Hours:4.00	Hours:4.00			Hours:4.00	Hours:4.00	Hours:4.00	Hours:4.00			

Hourly employees must enter their time (either in HCM or via TimeClock Plus) and supervisors must approve time (in HCM) or **EMPLOYEES WILL NOT BE PAID.**

Goals and Performance Documents

- Staff and Administrative/At Will employees are evaluated on **Competencies and Goals**.
- There are 4 types of **Performance Goal Plans**, but Academic Plans and Evaluations are completed outside the HCM system.
- All goal plans are accessible throughout the review period.
- Employee Goals and Competencies feed into Performance Documents.
- Two **Feedback Sessions** are provided a year to discuss Competencies and Goals.
- Employees may conduct a **Self-Evaluation**.
- Supervisors have the option to add **Participant(s)** to an evaluation.

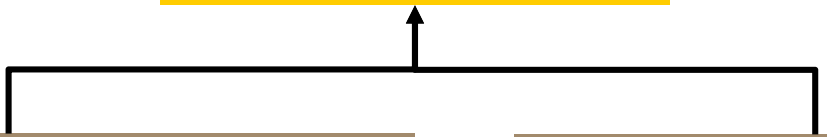
Performance Documents:

- Staff Annual Evaluation
- Administrative Evaluation
- Probationary Evaluation

Goal Plans:

- Organizational Goals (*For a Department*)
- Team Goals (*For a Supervisor's Team*)
- Employee goals (*Add own Performance Goal*)

Competencies



Definition:

- Chosen staff within a college or department who have access to HCM to initiate actions previously accomplished through the Job Data Change Form.

Purpose of this Role:

- To assist managers within each unit
- Initiate key HR transactions
- Access and run specific HR reports

What can be viewed?

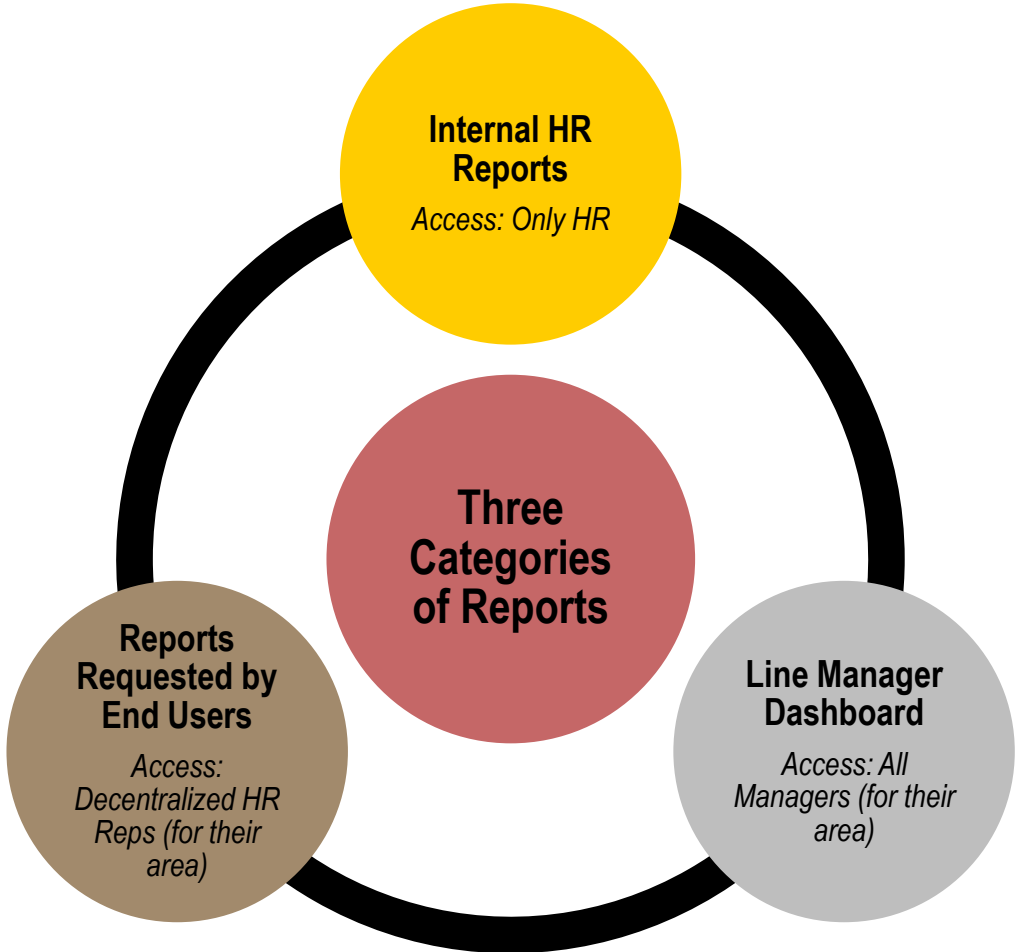
- HR related information within the Area of Responsibility (AOR)

Area of Responsibility (AOR) Example:

College of Business Decentralized HR can view everyone within the College of Business if they have college level access. A DHR Representative in the COB may also only have access to one department (i.e. Management and Marketing).

Please Note:

The Decentralized HR Representative (DHR) role is **separate** from the recruiting process. The individual who **happens** to be a DHR could be involved in the hiring process if the individual is **separately** listed in Taleo Recruiting as the hiring manager, the hiring manager assistant, or collaborator.



Line Manager = Supervisor