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.
Recruitment

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

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<tr>
<th>Owners</th>
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<tbody>
<tr>
<td>Recruiter</td>
<td>Marvinsky, Deborah Maria</td>
<td>Hiring Manager</td>
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<tr>
<td>Hiring Manager Assistant</td>
<td>Barchonsi, Karyn</td>
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<tr>
<th>Collaborators</th>
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<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
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<td>John</td>
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**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.
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.
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).
# From PDQ’s to Profiles and Competencies

## 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

Absence

Absence

Absence
Hourly, non-benefited employees MUST enter their time.
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)
Decentralized Human Resource Representative

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.
Internal HR Reports
Access: Only HR

Three Categories of Reports

Reports Requested by End Users
Access: Decentralized HR Reps (for their area)

Line Manager Dashboard
Access: All Managers (for their area)

Line Manager = Supervisor