

HCM 9.2 Non-Person Profiles

HR Advisory Meeting – July 10, 2014

Welcome

- Overview and Common Terms
- Profile (Person and Non-Person)
- Non-Person Profile Demo
 - As delivered
 - Under review for use with each employment group

Terminology

Applications

HCM – Human Capital Management (upgraded PeopleSoft HRMS)

Taleo – Oracle's Cloud recruitment, applicant tracking and onboarding solution, will replace PeopleAdmin/Jobs at CU

University Relationships

- Person of Interest – POI – A person who has a relationship with the University (but no job record)
- Employee – EMP – A person who has one or more job records.

Profile Types

- Person Profile – A repository of an employee's skills, competencies, accomplishments, development goals and performance ratings
- Non-Person Profile – A repository of position related data: min qualifications, responsibilities, tasks, competencies of a certain position, job code, or job family

Overview

Current State: PeopleAdmin

Used to create positions and post vacancies.

Future State: HCM Position, Profiles and Taleo

- Positions are created in Position Management
- Each position will be tied to a non-person profile
- Elements (to be identified) within the non-person profile will feed to Taleo for recruitment

Examples of benefits when using non-person profiles include:

- Data flows to ePerformance
- Employee Career Development
- Succession Planning

Please note, our assumption regarding the benefits of using Non-Person Profile are for specific employment groups (may exclude Students, GRA, Professional Temps, potentially Research Faculty.)

Non-Person Profile

- ▶ Sample of University and/or Classified Staff Non-Person Profile
- ▶ Position will have been created/updated in Position Management and a Non-Person Profile will be created.

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Basic Search Criteria

Profile ID

Type

Profile Name


Status

Legacy Profile ID

[Advanced Search](#)

We can further breakdown our non-person profile types into Classified, University Staff, Faculty, etc.

✓ Your search has returned 1 results.

Profile Search Results				Personalize Find View All  
Profile ID	Profile Type	Profile Name		Le
500004	Univ/Classified Position	Business Analyst	Active	

Non-Person Profile

Non-person Profile

Profile ID 500004

Profile Type CU_PROFILE Univ/Classified Position

*Profile Status Active

*Description Business Analyst




Short Description Analyst

 Print  Comments

Profile Actions [Select Action]



Position Review | Position Summary | Duties | Minimum Qualifications | Required Training | 


Position Review (Requires Approval)  [Personalize](#) | [Find](#) | [View All](#) |  | 

ID	Filled or Not Filled	Type of Review
FILLED	Position Filled	Reclassification

Non-Person Profile

▶ Position Review Detail:

Details


Filled or Not Filled	FILLED	Position Filled
Type of Review	Reclassification	
HR Consultant	<input type="text" value="100001"/>	Minnie Mouse
Full/Part Time	<input type="text" value="1"/>	Full Time
Exemption Statute	<input type="text" value="PROFESSIONAL"/>	Professional Positions
If Filled, Incumbent Name	<input type="text" value="100012"/>	Marky Mark
If Part Time, Percent of Time	<input type="text"/>	
	<input checked="" type="checkbox"/> Electing Exemption?	
	<input checked="" type="checkbox"/> Update Incumbent?	
Additional Information	<input type="text" value="Marky would like his position reviewed to see if it meets the Exemption Criteria"/>	

Non-Person Profile

▶ Position Summary

Position Review | **Position Summary** | Duties | Minimum Qualifications | Required Training | ▶

Position Summary Personalize | Find | View All | [Icons] | First 1 of 1 Last


Position Title	Position Summary
Business Analyst	Markey will be developing a succession planning model for Employee Services 

▶ Duties

Position Review | Position Summary | **Duties** | Minimum Qualifications | Required Training | ▶

ID	Duties	*Effective Date	Percent of Time
FA01	Report preparation and analysis	06/26/2014	50.00
D03	Manage special projects/tasks as assigned	06/26/2014	

Details

*Effective Date: 

Duties: FA01 Report preparation and analysis

Percent of Time:

Regular/On-going Decisions:

Typical Problems/Challenges:

Sample of Work: Advising students regarding academic requirements and options for completing them. Must have excellent interpersonal skills. Must be knowledgeable of continually changing curricula, university development policies and how to apply to students.

Non-Person Profile

- ▶ Competencies, Qualifications, Experience, Language, etc.

Position Review | Position Summary | Duties | **Minimum Qualifications** | Required Training | ▶

Core Competencies							Personalize	Find	View All	First	1-5 of 6	Last
ID	Core Competency	Rating Model	Description	Proficiency Level	Required?	Preferred?						
CC05	Ethics/Integrity	PSCM	Competency Management Scale	5-Expert	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
CC04	Diversity/Inclusion	PSCM	Competency Management Scale	4-Very Good	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
CC06	Relationship Building	PSCM	Competency Management Scale	3-Good	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
CC02	Collaboration	PSCM	Competency Management Scale	3-Good	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
CC01	Accountability	PSCM	Competency Management Scale	4-Very Good	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

+ Add New Core Competencies

Degrees					Personalize	Find	View All	First	1-2 of 2	Last
ID	Degree	Required?	Preferred?							
MBA	Master of Business Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
BBA	Bachelor of Business Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>							

+ Add New Degrees

Experience					Personalize	Find	View All	First	1-2 of 2	Last
ID	Years of Experience	Required?	Preferred?	Experience Description						
EXPER 2	One to three year of relevant work experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Governmental Accounting and Professional HR Experience						
EXPER 1	Zero to one year of relevant work experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Experience in developing succession plans in a higher education environment						

Non-Person Profile

▶ Training

Position Review	Position Summary	Duties	Minimum Qualifications	Required Training	▶
Training					Personalize Find View All
ID	Training Title				
U00063	IT Privacy and Security - User Responsibilities				
U00067	Discrimination and Harassment				
A00029	HRMS - Fundamentals				
F00001	Fiscal Code of Ethics				

▶ Essential Functions

◀	Duties	Minimum Qualifications	Required Training	Essential Functions	Additional Information
General Physical Demands					Personalize Find View All
ID	General Physical Demands				
GEN03	Heavy				
+ Add New General Physical Demands					
▶ Physical Demands Specific					
+ Add New Physical Demands Specific					
Mental Functions					Personalize Find View All
ID	Mental Functions				
MEN02	Communicating				
MEN01	Analyzing				
+ Add New Mental Functions					
Enviornmental Conditions					
There are currently no Enviornmental Conditions for this profile. Please add one if required.					
+ Add New Enviornmental Conditions					
Hazardous Material					

Non-Person Profile

▶ Additional Information

◀ Duties Minimum Qualifications Required Training Essential Functions **Additional Information**

▼ **Additional Information** Personalize | Find | View All |  

ID	Additional Work Requirements
SHIFT	Shift Work
ESS SVS	Essential Services

+ Add New Additional Information

▼ **Background Check** Personalize | Find | View All |  

ID	Background Check Type
BC01	Criminal

Non-Person Profile


▶ Sample of Faculty Non-Person Profile

Non-person Profiles

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Basic Search Criteria

Profile ID 

Type

Profile Name

Status

Legacy Profile ID

[Advanced Search](#)

✔ Your search has returned 1 results.

Profile Search Results			Person
Profile ID	Profile Type	Profile Name	
101010	Faculty Position	Associate Professor	

Non-Person Profile

▶ Position Summary

Could build in an Approval Requirement Tab in needed

Position Summary			Faculty Effort	Education	Required Training
▼ Position Summary			Personalize Find View All [Print] [Calendar] First 1 of 1 Last		
Position Title	Incumbent (If Filled)	Field of Study			
Associate Professor	Dr. Abraham Lincoln	An accomplished performer (Tenor or Bass) and teacher of voice for graduate and undergraduate voice performance programs.			

▶ Faculty Effort

Position Summary		Faculty Effort		Education	Required Training
▼ Faculty Effort		Personalize Find View All [Print] [Calendar] First 1-3 of 3 Last			
ID	Faculty Effort	Rating Model	Description	Proficiency Level	Description of Work
CREATIVE	Creative Work	PSCM	Competency Management Scale	3-Good	Maintain an active performing and/or scholarly and creative career;
SERVICE	Leadership/Service	PSCM	Competency Management Scale	4-Very Good	Serve on graduate committees; advise students in curricular matters and career development opportunities; participate in other College and University service activities, including recruiting.
TEACHING	Teaching	PSCM	Competency Management Scale	4-Very Good	Teach applied voice and related courses in vocal literature or pedagogy.

▶ Education

Position Summary		Faculty Effort		Education		Required Training
▼ Degrees		Personalize Find View All [Print] [Calendar]				
ID	Degree	Required?	Preferred?			
PHE	Doctor of Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
PHD	Doctor of Philosophy	<input type="checkbox"/>	<input checked="" type="checkbox"/>			



Questions?



Next Meeting – August 14, 2014