Human Capital Management: WAVE 3B Release 1 Differences

HCM updates for Wave 3B Release 1 encompass the following changes:

- Removal of ePAR for creating and maintaining persons of interest (POIs) – Replaced with Add a Person, Add a POI Relationship, and Maintain POI Relationship delivered functionality.

- Removal of ePAR for transferring an employee to another department or campus – Replaced with configured functionality.

Person of Interest (POI)—Current vs. Future

Current		Future
ePAR POI ePAR POI Add or Maintain POI's Add Modify Inquiry Users create and maintain POIs through non-pay action ePAR POI.		**Add a Person** Create a POI through Add a Person using delivered functionality: HCM Community Users> Non-Pay Actions> Personal Information> Add a Person

Current		Future
Current	→	**Future**
Personal Information ^		Personal Information ^
Modify a Person		Add a Person
Person Organizational Summary		Modify a Person
Maintain POI Relationship		Add POI Relationship
Emergency Contact		Maintain POI Relationship
		CU Person Org Summary
		Emergency Contact
Maintain POIs		**Add POI Types and Maintain POIs**
POIs maintained through Non-Pay Actions> Personal Information> Maintain POI Relationship		Add POI types and maintain POI exit date and sponsors through Organizational Relationships • HCM Community Users> Non-Pay Actions> Personal Information> Add POI Relationship • HCM Community Users> Non-Pay Actions> Personal Information> Maintain POI Relationship

In the Future: Add a Person

Biographical Details	Contact Information	Regional	CU Personal Data	CU Personal Data I9	Organizational Relationships

Person ID NEW

Name   Find | View All   First ◄ 1 of 1 ► Last

*Effective Date 03/05/2018 × 📅   ➕ ➖

*Format Type English

Display Name   [Add Name]

Biographic Information

Date of Birth [____] 📅   Years 0   Months 0

Birth Country USA 🔍   United States

Birth State [____] 🔍

Birth Location [_____]   ☐ Waive Data Protection

Biographical History   Find | View All   First ◄ 1 of 1 ► Last

*Effective Date 03/05/2018 📅   ➕ ➖

*Gender Unknown

*Highest Education Level A-Not Indicated

*Marital Status Unknown   As of [____] 📅

Language Code [____]

Alternate ID [____]

☐ Full-Time Student

▼ **National ID**   Personalize | Find | View All | 🔲 | 📊   First ◄ 1 of 1 ► Last

*Country	*National ID Type	National ID	Primary ID	
USA 🔍	Social Security Number	[____]	☑	➕ ➖

[💾 Save] [✉ Notify] [🔄 Refresh]   [➕ Add] [✎ Update/Display] [📄 Include History]

Tabs:

- **Biographical Details:** Name, Date of Birth, and other personal information.

- **Contact Information:** Addresses and phone numbers.

- **Regional:** Optional tab for Ethnic Group, Military Status, if applicable.

- **CU Personal Data:** Background check information, if applicable.

- **CU Personal Data I9:** Social Security Number and indicator for U.S. Citizen or Legal Permanent Resident. (Required for Security and Pre-Employment POIs without an SSN).)

- **Organizational Relationships:** Business Unit, Department, Sponsor and planned exit date.

In the Future

Before you add a person, run CUES_HCM_JOB_LIST query to make sure person is not already in the system. If a person already exists, the Empl ID field provides a Related Content link that lets you view action and reason codes to determine whether to continue adding the person.

The system prevents you from adding a POI instance to an existing employee who is not eligible for rehire.

Do not make up SSNs. Allow the system to provide a default value of XXX-XX-XXXX.

After you save, the system assigns a Person ID (same as Empl ID).

Transfer Employee – Current vs. Future

Current		Future
ePAR Transfer ePAR Transfer Transfer from one Department to Another Add Modify Inquiry Release Three-stage process using pay action ePAR Transfer: 1. Initiate Request. 2. Retrieve, review and approve transfer request (Release employee). 3. Requestor updates transaction and Submits for approval.	➡	**Transfer Employee** **Template Based Transaction (TBT)** Similar to the ePAR, TBTs are configured to offer streamlined data entry by reducing the current data entry process through the Personal Data and Job Data pages. Gaining department submits one transaction. When selecting employee, requestor can select from entire campus or another campus. Related content lets you view current job data of the transferring employee. Upon approval, job data is updated and the Initiator and employee are notified via email. **Document Collection** Job Information Position Management Time Collection Employee Pay Data CU PETs and Funding Template Based Transactions Transaction Status

Select Template and click **Create Transaction**. There will be a Transfer template and a Transfer into New Contract Position template.

In the Future: Display Related Content

Template Based Transactions   `SIED000017 Database: HCMSP2`

Related Content ▾ | New Window | Help | Personalize Page | 🔳 «

- Position Information
- Position Funding
- Transaction Query

Template Based Transactions

Select a template and press Create Transaction.

Transaction Template ❓

Transaction Type [All ▾]

Select Template [_____] 🔍   [Create Transaction]

Transaction Type [All ▾]   [Refresh]

Transactions in Progress ❓

You do not have any transactions in progress.

Go To   Transaction Status

📧 Notify

Choose an option and enter search parameters to view more information about a position.

Manage Transactions query lets you access the Manage Hire Details page, from which you can view the template.

In the Future: Enter Transaction Information

The position should already be prepared, including funding information.

You can enter additional pay components, if needed.

Save and Submit to forward the request for approval.

Once approved, the system sends you and the employee an email notification.

In the Future: View Transaction Status

Select	Transaction Type	Effective Date	Transaction Status	Name	Person ID	Action
☐	Change Personal and Job Data	02/28/2018	Action Required			
☐	Change Personal and Job Data	03/05/2018	Action Required			

Transaction Status ?   Personalize | Find | ⧉ | 🔢   First ◄ 1-2 of 2 ► Last

Actions

View Approval Chain

Select All   Deselect All

Delete Selected Transactions

Right-click the Related Actions indicator ◣ to see where your transaction is in the approval process.

View Approval Chain   [x]

Help

TBT Transaction Approval Status

Request ID	5307	**Request Status**	Hired
Template Sequence	10	**Template Status**	Action Required

Transfer Approval

▼ HIRE_REQUEST_ID=5307: Approved

Campus = Systems (USYS)

Approved

✔ Frakes, Ashley Marie
University Staff
03/01/18 - 1:36 PM

Save   Cancel   Return to Search   Notify