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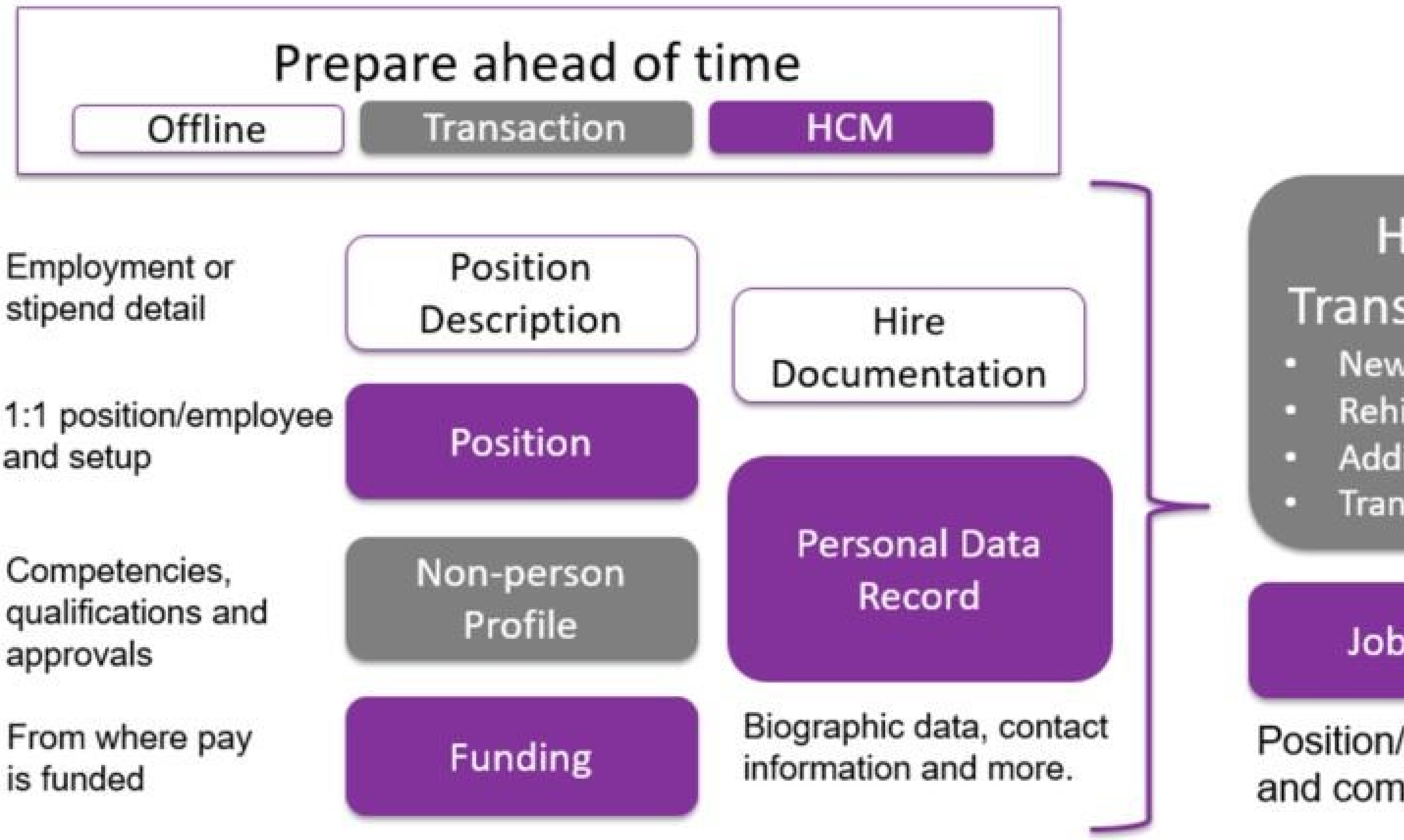
What's changing with Hire, Rehire and Additional Job processes? [1]

October 11, 2018 by Employee Services [2]

The HCM upgrade [3] arrives this December. Get an overview of how Hire, Rehire and Additional Job processes will be changing.

What will stay the same?

Tasks and information needed prior to completing a hire will not change with this upgrade. Before transactions are initiated, users must ensure the position and funding are prepared. Review what's needed for a hire in the graphic below.



What will be affected by the upgrade?

The upgrade will affect the following processes:

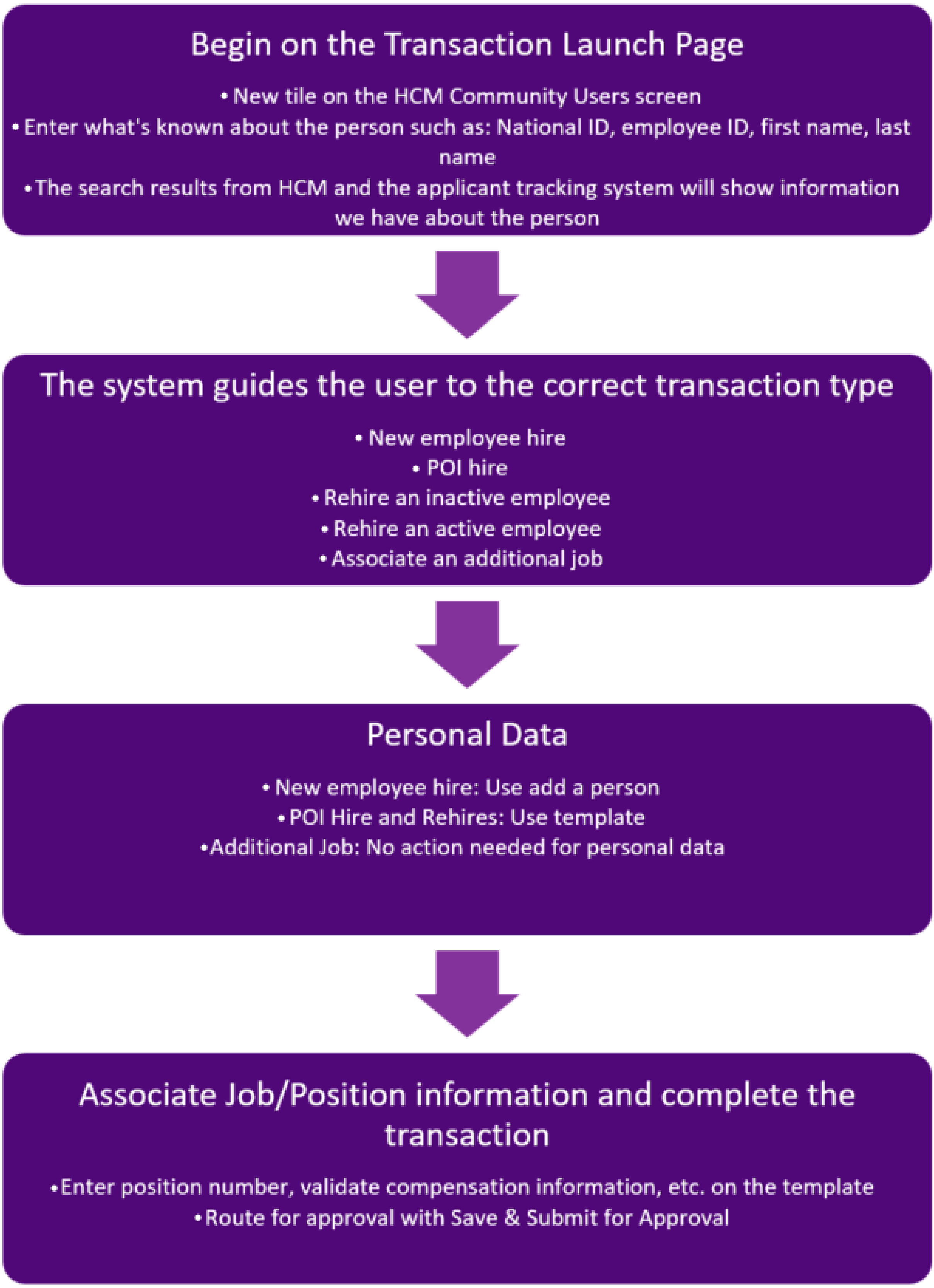
- The current Hire ePAR form will be removed.
- A new Transaction Launch Page will guide users to the correct template.
- The Transfer transaction will be updated to maintain alignment with Hire, Rehire and

Additional Job.

New features for users

- A different look and feel
- Streamlined navigation for faster transaction time
- Position information will populate automatically when the Position number is entered in the template
- A Transaction Launch Page that takes users to templates
- Attachments can be added to the templates
- Expanded use of the Related Content functionality
- Integration with applicant tracking systems Taleo and Avature (used by CU Boulder) for information gathered during recruiting
- Comments (Job Notes) go to Job Data
- System validations to prevent contract set-up errors (such as an overlapping contract) before the transaction is saved
- An updated Transfer template that matches Hire, Rehire and Additional Job

Preview the new Hire, Rehire and Additional Job processes



HCM development [4], HCM project [5], Hire [6], Rehire [7], Additional Job [8]

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