HCM

Human Capital Management

Workshop Summary

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

ELEVATE

Contents:

Summarized content from the following workshops:

HCM Overview (concepts)

Non-Person Profile

CU Careers

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

8/14/2015

ELEVATE

Employee Services

2

We Heard You

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

8/14/2015

ELEV▲TE

Employee Services

3

Why Change?

Current Struggles

- Legacy maintenance
- Falling behind
- Unable to attract employees
- Changes pushed through
- Errors in data

Opportunities

- As delivered enables updates
- Transaction pages improve quality
- Approvals ensure accuracy
- More agile environment

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

8/14/2015

ELEVATE

Employee Services

4

HRMS and HCM

Today

- Department Users or HR Staff enter data
- Tables reflect changes immediately

Tomorrow

- Employees or Managers can initiate data transactions
- Department Users and HR review and approve changes
- Tables reflect only approved changes
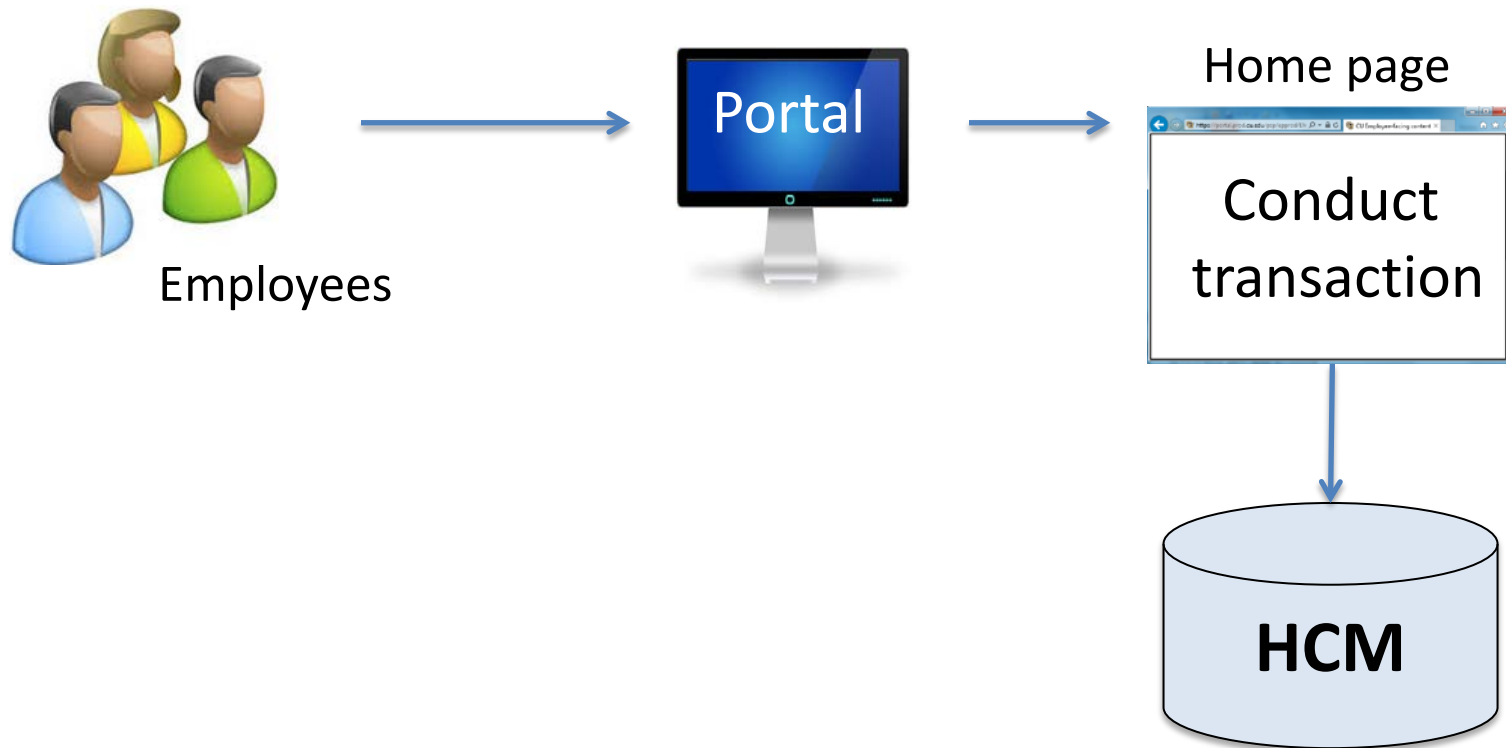- HR helps get the data right

Example of Change

Currently:

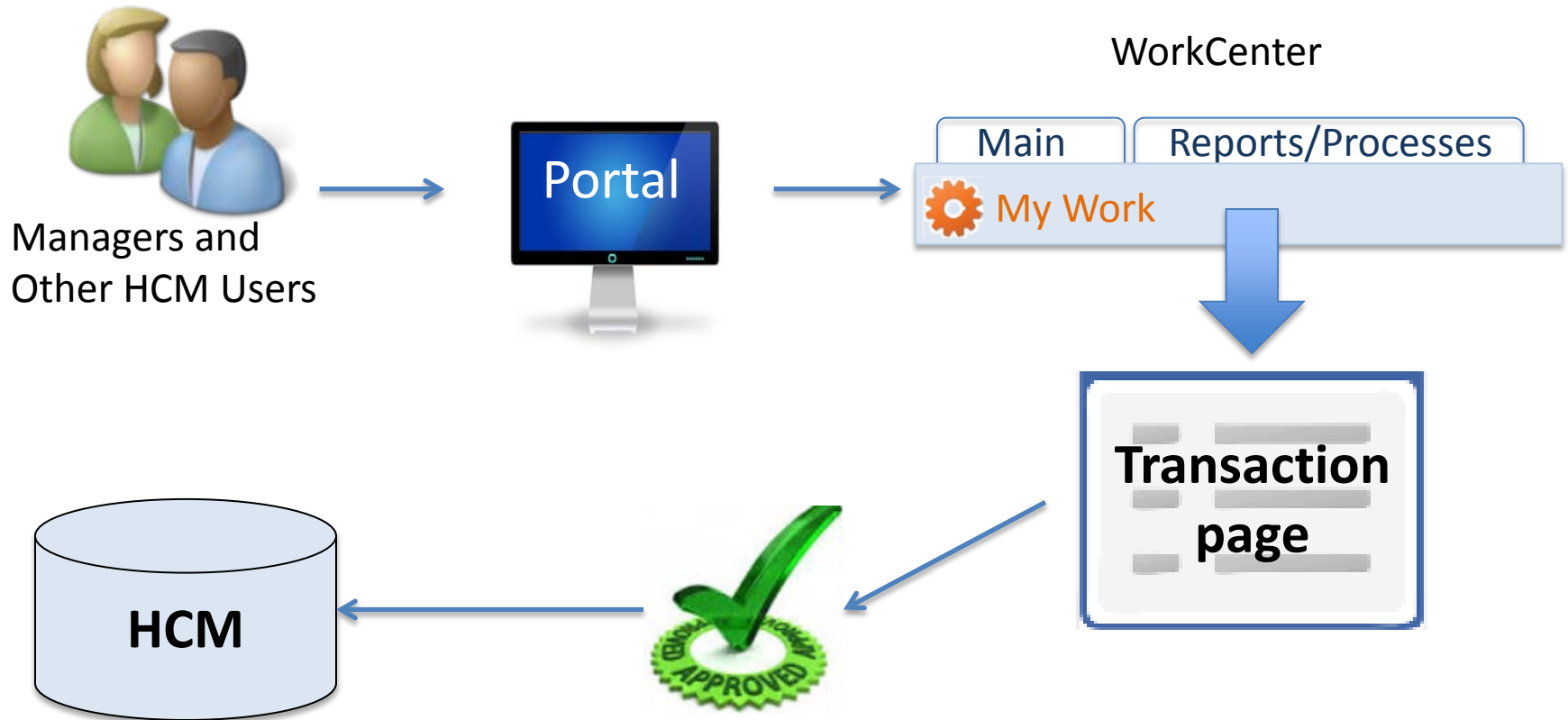- Requests are email, paper-based, verbal
- Justification not included

Future:

- Managers initiate change
- HR reviews/approves
- Streamlined; more complete

Employees Access

Employees

Portal

Home page

Conduct transaction

HCM

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

8/14/2015

ELEVATE

Employee Services

7

Managers and HCM User Access

Managers and
Other HCM Users

Portal

WorkCenter

Main	Reports/Processes

⚙ My Work

Transaction page

HCM

APPROVED

New Concepts: Transaction Pages and Approval Workflows

Transaction pages

- Multiple changes on single transaction page.
- Submitted changes are routed for approval.
- Tables are updated after approval.

Approval Workflows

- Review, reject, or approve requests.
- Eliminates paper and email-based approvals.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

8/14/2015

ELEVATE

Employee Services

9

Example of Transaction Page—Position Change

Create ePAR Position Request

Step 3 of 4: ePAR Position - Change

Transaction Details

PAR Action:	Position	Action:	Position Change	Document ID:	ePAR Position
Request ID:	NEXT	Reason Code:	Department Change	Document Instance:	0
ePAR Status:	Initial	Effective Date:	06/15/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

▶ **Position Detials**
▶ **Position Data**
▶ **Job Information**
▼ **Work Information**

See Current Value

Open fields where users can change data

	Current Value		New Value	
Department:	51000	Employee Services	52000 🔍	Employee Services
Company:	CU	University of Colorado	CU	University of Colorado
Location:	5UCA	Office of the President	5UCA	Office of the President
Reports To:	00706444	Business Services Senior Prof	00█████44	████████████
Appointing Authority:				

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

Example of Workflow Progression

New Concepts: WorkCenters

Main	Reports/Processes

⚙ **My Work**

▶ Approvals

🔗 **Links**

Transaction Area
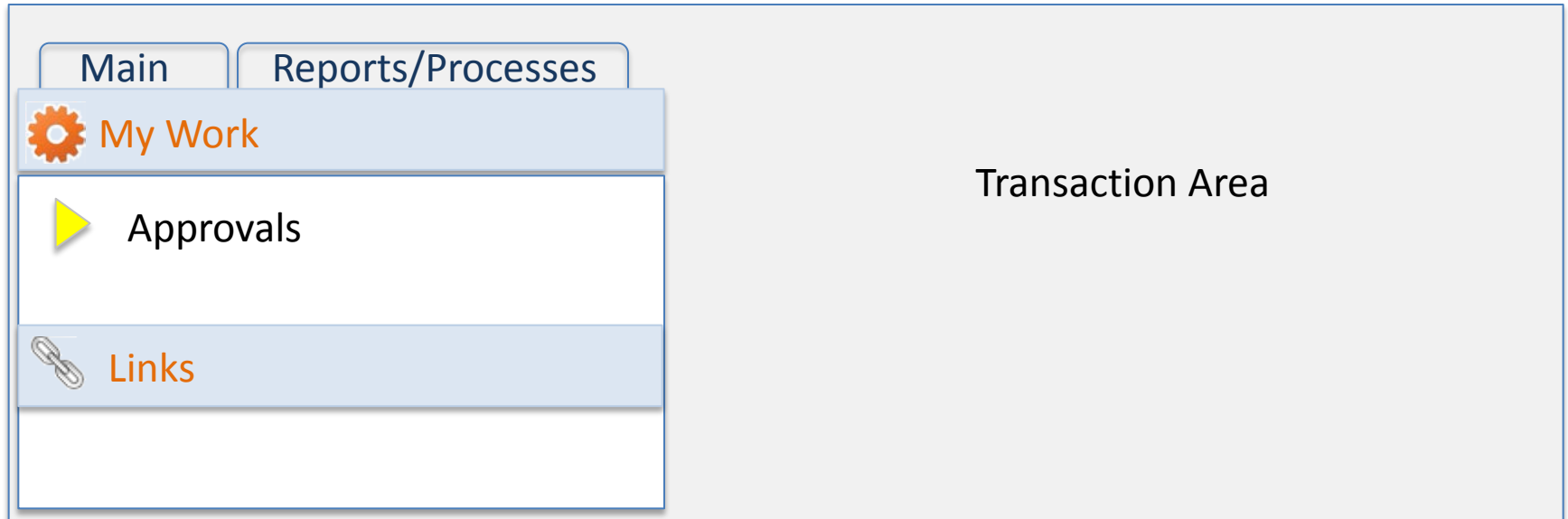
- Personalized work items.
- Links to applications and web pages.
- Access to role based queries.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

8/14/2015

ELEVATE

Employee Services

12

What Types of Changes Can be Submitted to HCM?

Employees

Managers and
Other HCM Users

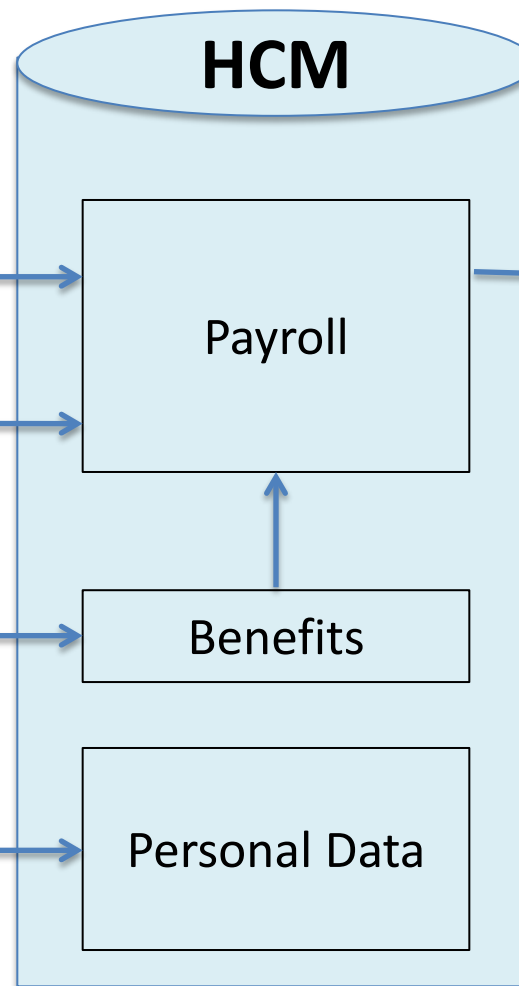# Employees (self)

Time Worked
Leave Used

✔ Manager Approval

Direct Deposit
W-4

Benefit Elections

Demographic data:
- Address
- Phone
- Email

HCM

Payroll

Benefits

Personal Data

- Paycheck
- W2
- Job/Salary

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

8/14/2015

ELEVATE
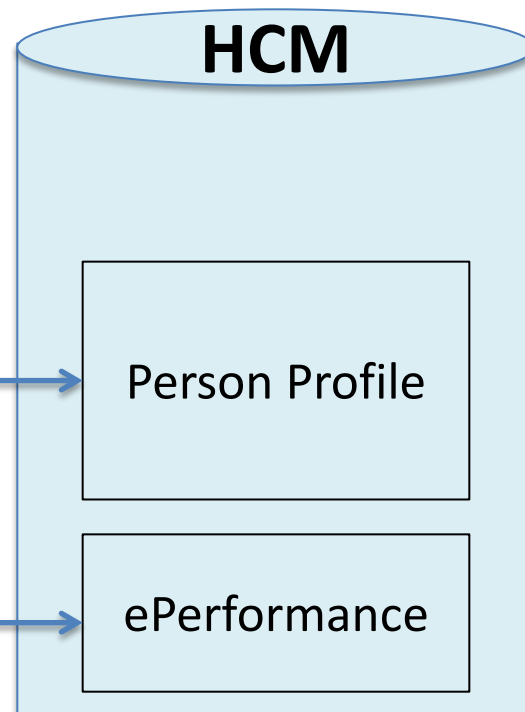
Employee Services

14

Employees (self)

HCM

NEW! Person Profile:
- Education
- Competencies
- Training Completions

Person Profile

NEW! Evaluation data:

ePerformance

New Concepts:
Person Profiles and ePerformance

Person Profile

- A **person's** skills, competencies, education.

- Employees can update their own person profile.

ePerformance

- Streamlines performance appraisals.

- Collaborate on performance goals.

- Review performance history.
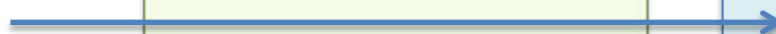
- Monitor the process and timelines.

Managers and HCM Dept. Users

NEW!

Update Performance Data

Update Non-Person Profile Data
- Job Description
- Competencies
- Required Training

Update Time
- Corrections
- One-Time Pays

Higher Level Approver
HR Office Approval

✓ ┄┄┄┄

✓ ┄┄┄┄

✓ ┄┄┄┄

HCM

ePerformance

Non-Person Profile

Payroll

New Concept: Non-Person Profile

Job Description

Non-Person Profile
(aka: Position description)

Position ID:
Summary: Skills:
Competencies:
Responsibilities:

What are Non-Person Profiles?

Current Job Description

In HCM – Non-Person Profile

Non-Person Profile ▼

Title

Duties

Competencies

Qualifications

Requirements

Position Profile: Where Data Came From
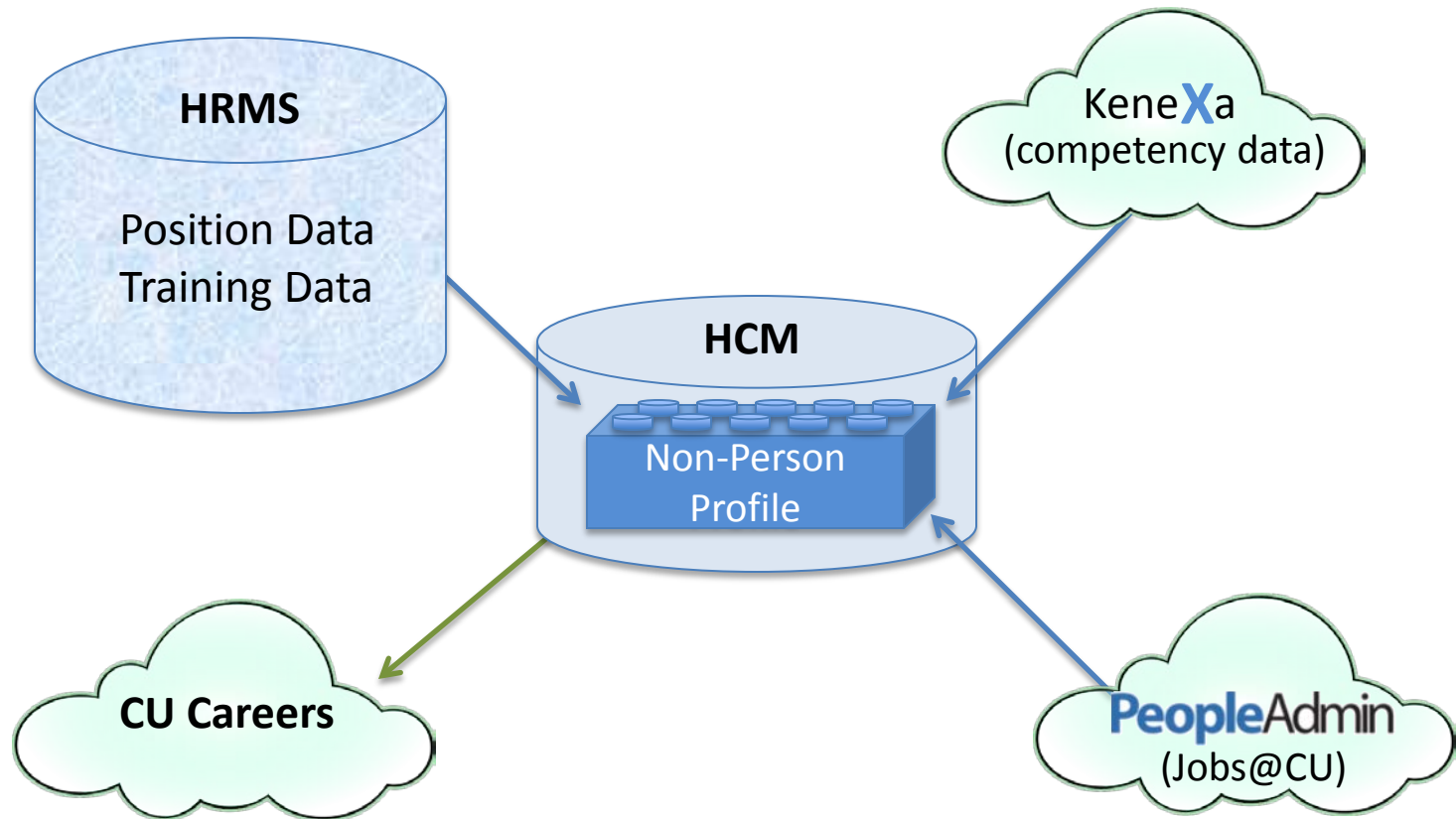
Position Data

HRMS Today

POSITION

- Job Code
- Supervisor (Reports to)
- Salary plan/grade
- Department
- FLSA Status

- HIPPA
- Hazardous materials
- Officer code

HCM Tomorrow

POSITION

- Job Code
- Supervisor (Reports to)
- Salary plan/grade
- Department
- FLSA Status

Still part of Position

NON-PERSON PROFILE

- HIPPA
- Hazardous materials
- Officer code

Now part of Non-Person Profile

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

ELEVATE

Creating Positions Today

Jobs@CU
PeopleAdmin

Create/Modify position

Recruit and approve selection

Approve

HRMS

Only Position data is updated

Hire, Approve (data entered manually)

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

ELEVATE
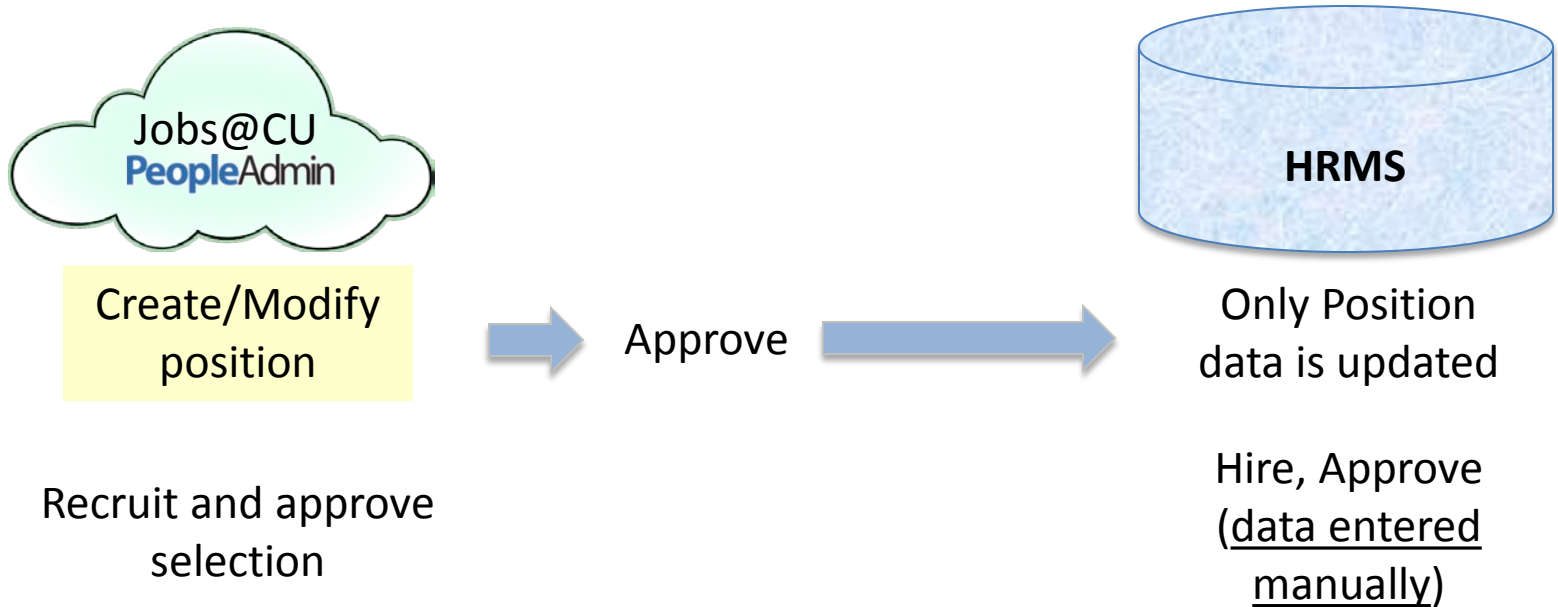
Creating Positions in the Future

HCM

CU Careers

Transaction Page → Approve → **Non-Person Profile** → HCM data populates requisition in CU Careers

- Create/modify position
- Define funding
- Create Non-Person Profile

- Approve
- Complete Hire

← **Personal Data to HCM**

- Recruit / Hire
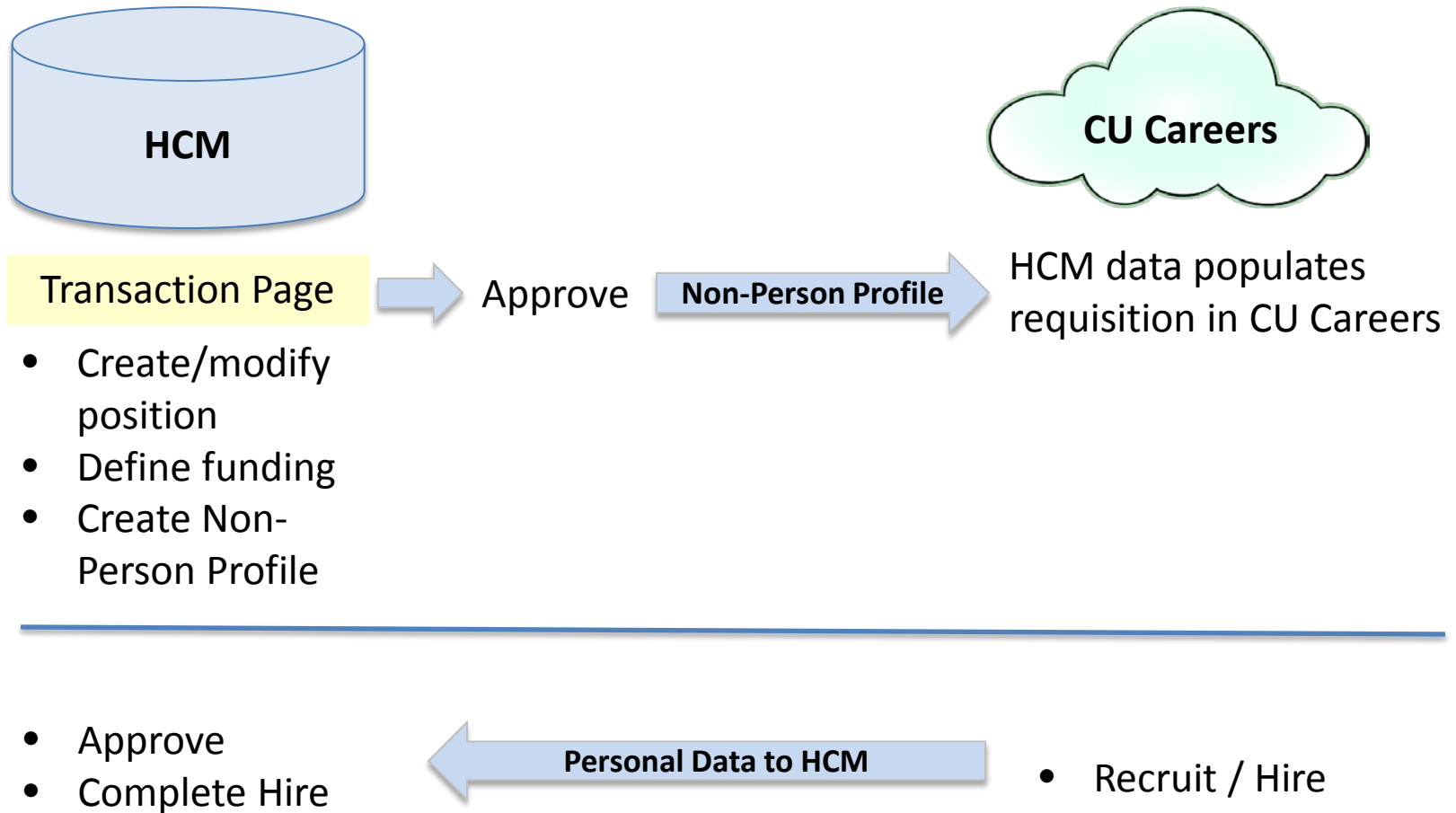
Non-Person Profile Interactions
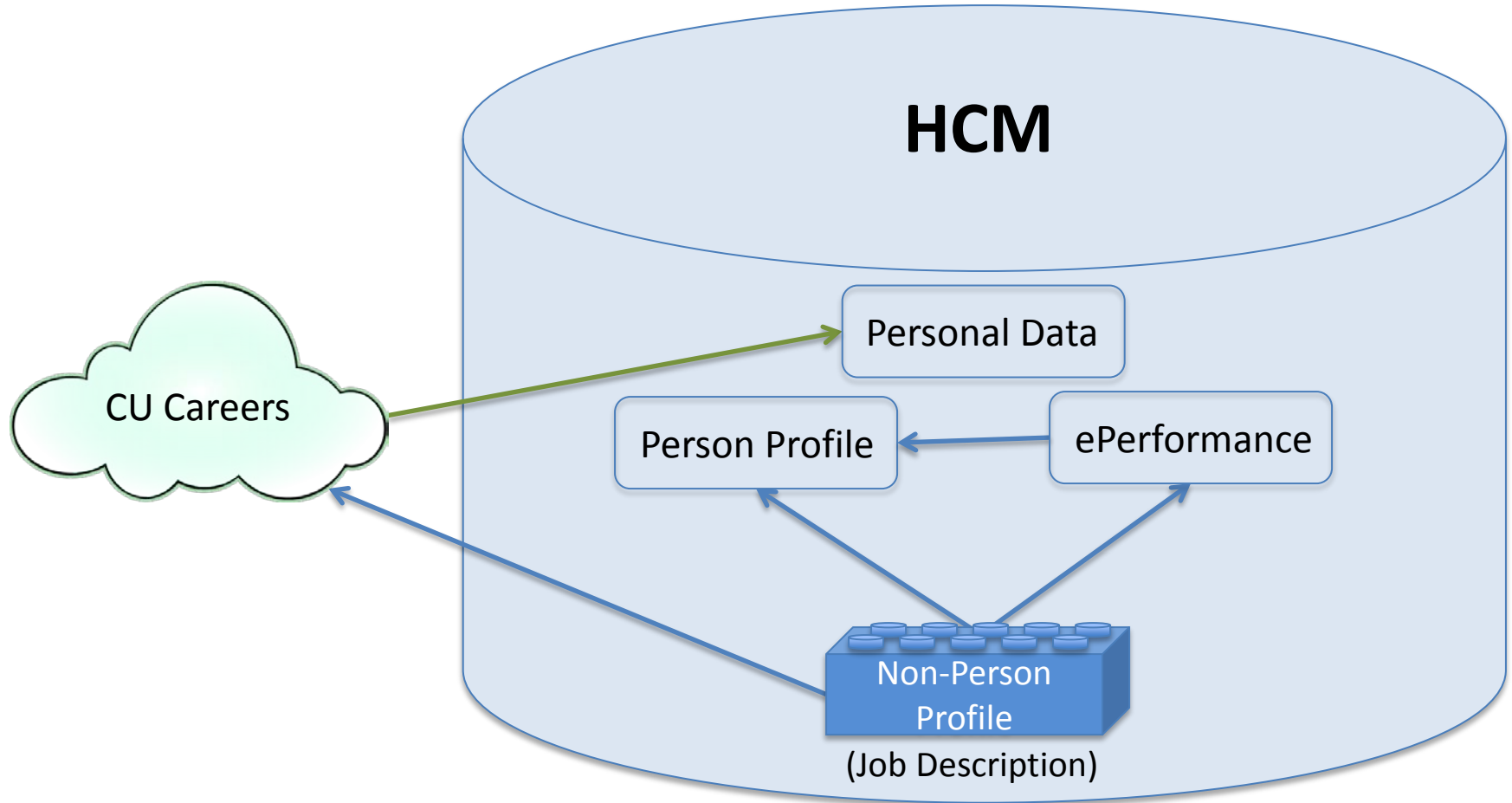
Person Profile vs. Non-Person Profiles

Person Profile

Personal Data:
- Name
- Address
- Contact Info

Duties: Proficiency

Competencies: Proficiency

Education

Certifications

Duties

Qualifications

Competencies Needed

Required Training

Education

Certifications

Non-Person Profile

Position Data:
- ID
- Reports to
- Funding
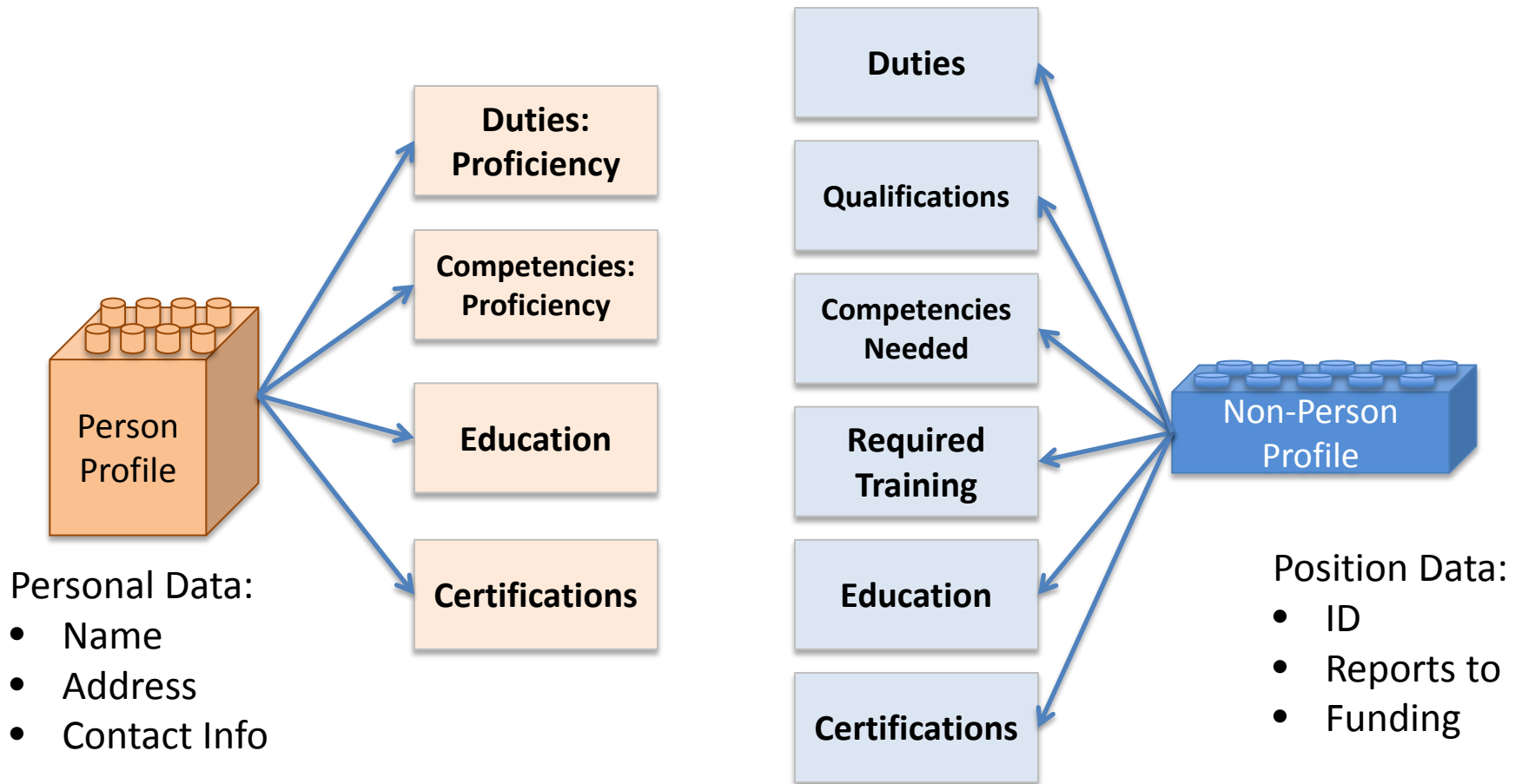
Employee Professional Development

What Employee Possesses:

Person Profile

Current Job:
Accountant

Skills
MS Access
MS Office

Competencies
Analytical
Problem Solving

Completed Training

Education
BA in Business

Certifications
None-CPA candidate

What Job Requires:

Non-Person Profile

Next Job:
Sr. Accountant

Skills
Quickbooks
MS Office

Competencies
Analytical
Problem Solving

Required Training

Education
4 Year Degree

Certifications
CPA license

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

ELEVATE

Job Families and Job Codes

University Staff

Jobcode1	Jobcode4
Jobcode2	Jobcode5
Jobcode3	Jobcode6

Finance and Accounting

Academic Services
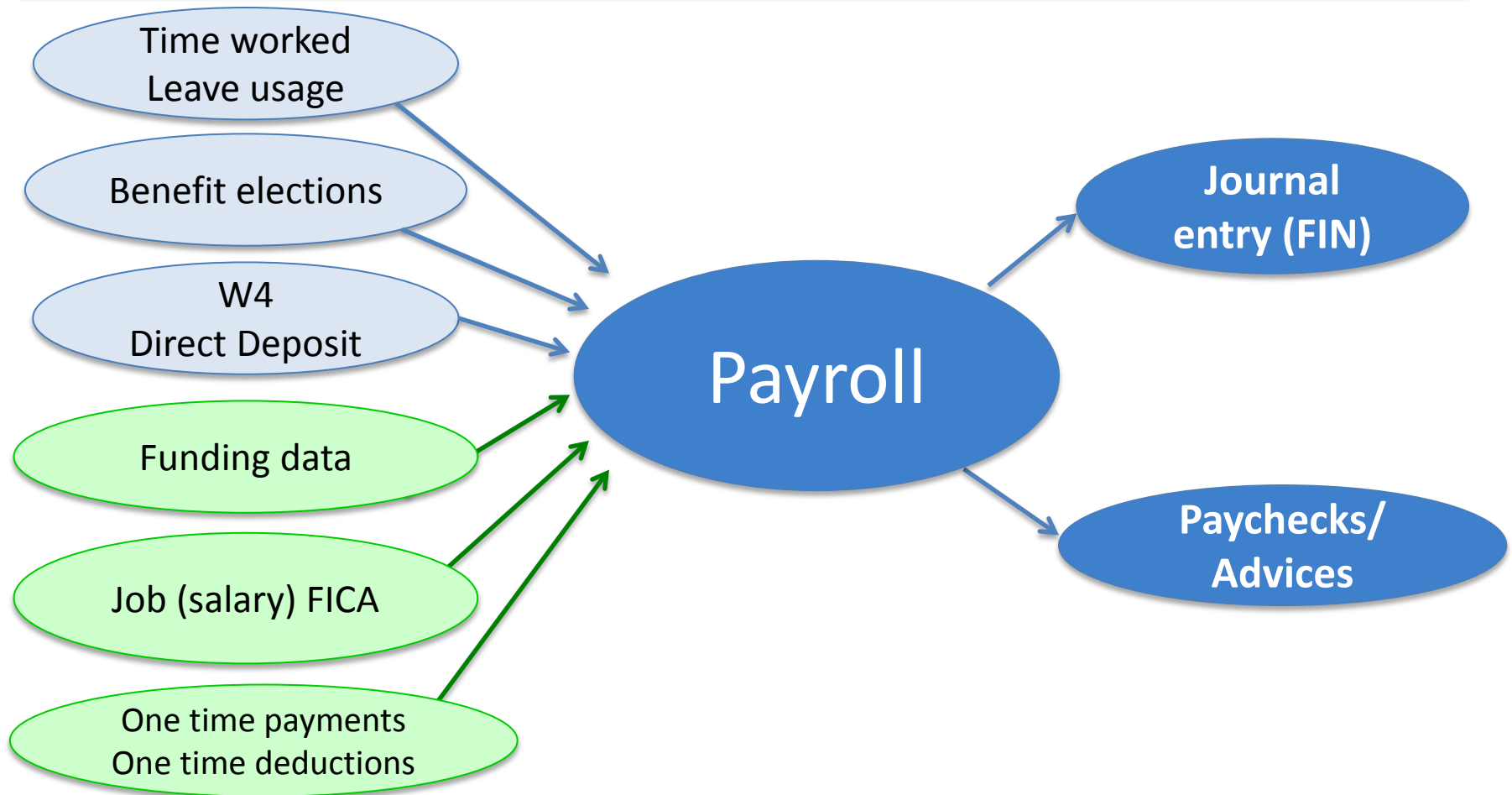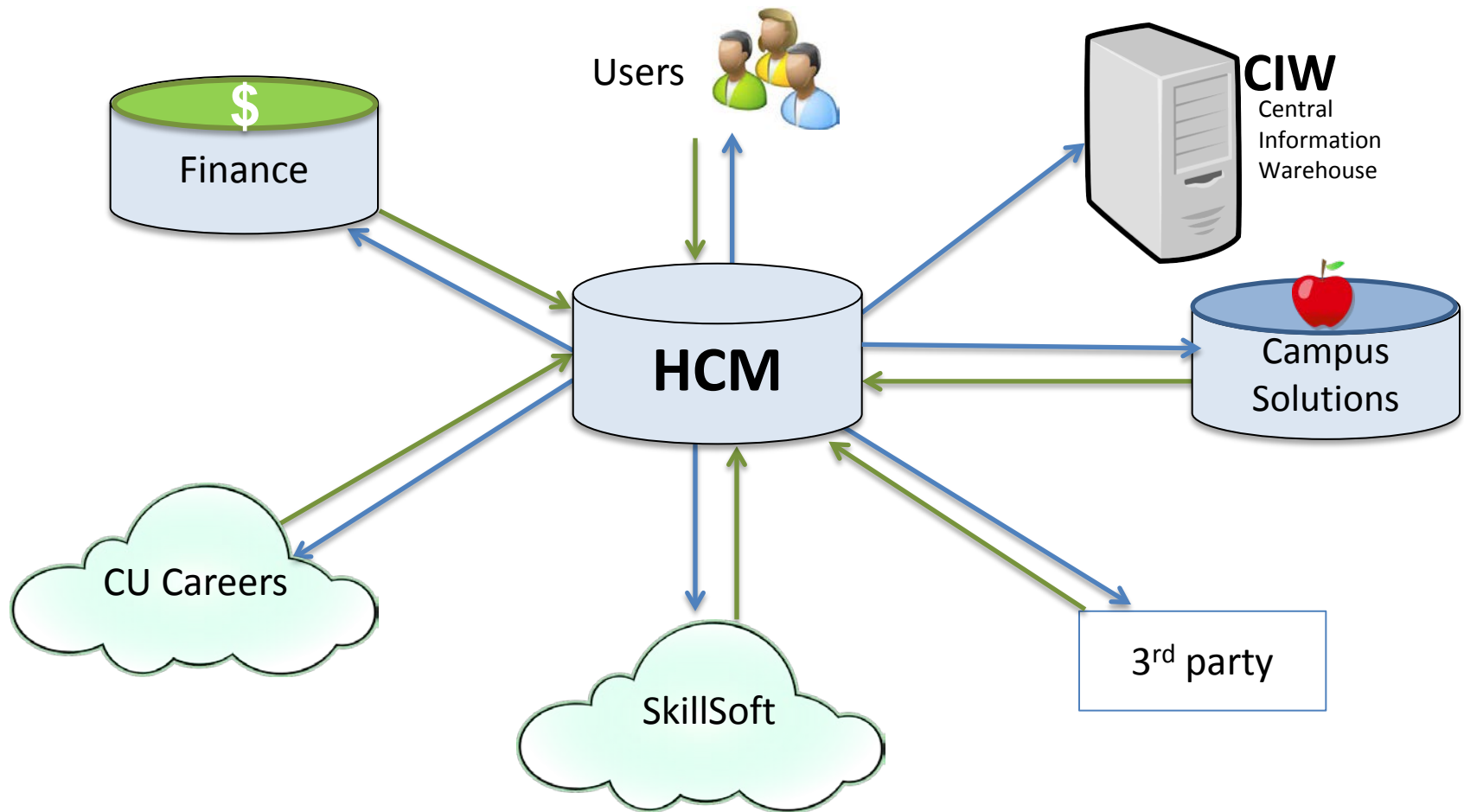
Sample of a Non-Person Profile

Position Summary	Duties	Essential Functions	Core Competencies	Job Competencies	Qualifications

Duty Statement for Univ Staff

ID	Duties	Percent of Time	Sample of Work	
FA_ACCT001	Prepares Balance Sheets, Profit and Loss Stmt, and other report	30	Audits records of transactions affecting department accounts to ensure accurate assignment of debit and credits. Inspects monthly statement of accounts for cohesion with budget plans, purchase agreements, service contracts etc.	
FA_ACCT002	Analyze Trends, costs, financial commitments and obligations	20	Collaborates with Facilities Management to ensure project accounts are created and funded to support ongoing construction and maintenance work	
FA_ACCT003	Predict Future Revenue and Expenses, adjust Accounts as Needed	40	Drafts annual budget and includes pertinent supplementary documents to the base revenue/expenditures consistent with budget plans to be submitted to the Vice Chancellor for Administration after approval	
FA_ACCT004	Review and Analyze Financial Reports	10	Develops monthly budget reports for internal review using interpretation of historical and current financial data for dissemination by line (speedtype). Delivers approved reports to department supervisors	

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

ELEVATE

Transactions that Impact Pay

Time worked
Leave usage

Benefit elections

W4
Direct Deposit

Funding data

Job (salary) FICA

One time payments
One time deductions

Payroll

Journal entry (FIN)

Paychecks/
Advices

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

8/14/2015

ELEVATE

Employee Services

30

Interacting with HCM

Users

CIW
Central Information Warehouse

Finance

HCM

Campus Solutions

CU Careers

SkillSoft

3rd party

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

8/14/2015

ELEVATE
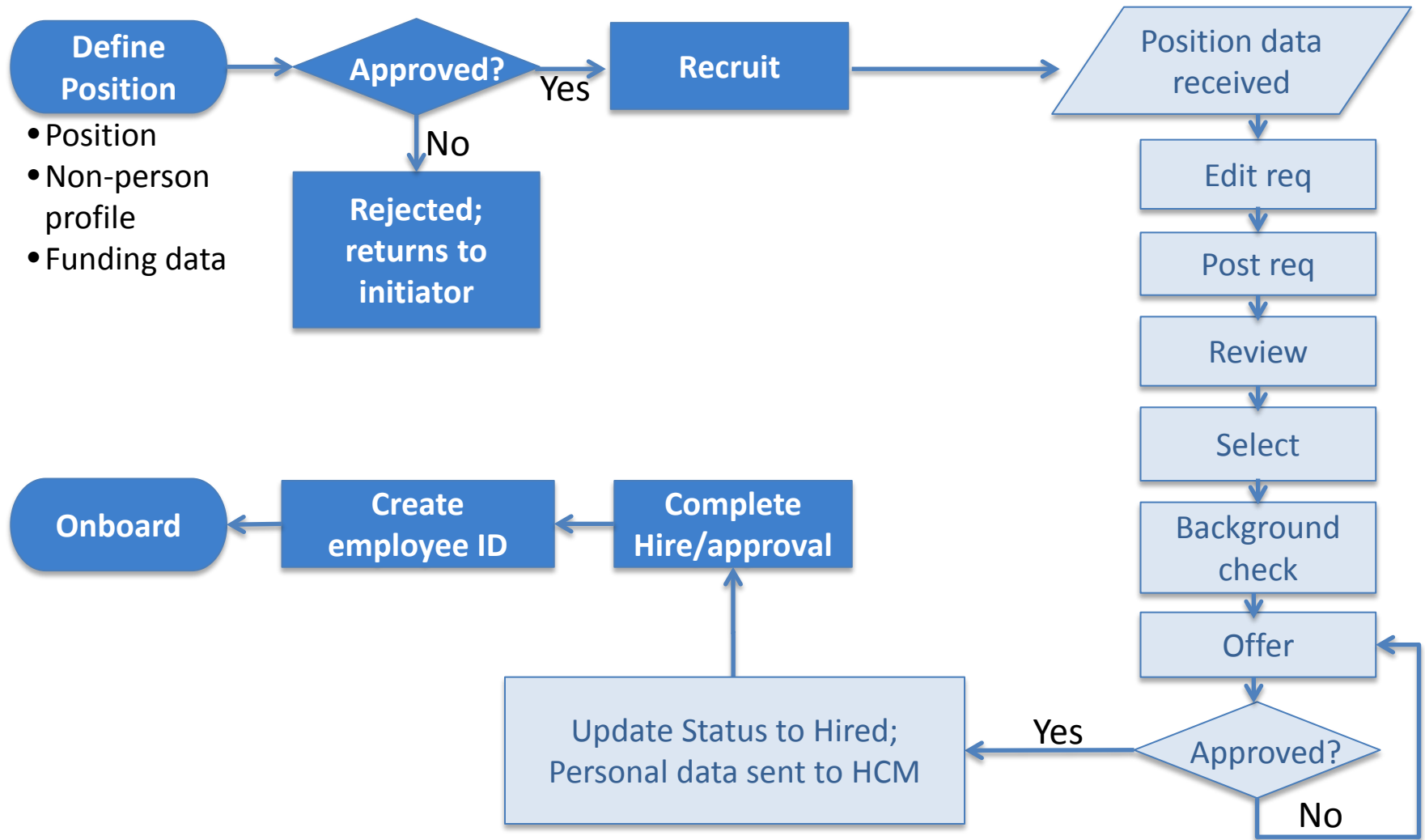
Employee Services

31

Making Hiring Agile

HCM integrates with CU Careers

- HCM sends position data to CU Careers
- CU Careers sends hire data back to HCM

HCM and CU Careers

Define Position
- Position
- Non-person profile
- Funding data

Approved? — Yes → Recruit → Position data received → Edit req → Post req → Review → Select → Background check → Offer → Approved?

No → Rejected; returns to initiator

Approved? — Yes → Update Status to Hired; Personal data sent to HCM → Complete Hire/approval → Create employee ID → Onboard

Approved? — No → Offer

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

A little about CU Careers

- Oracle product, compatible with HCM which is also and Oracle system.

- Near real time feed between HCM and CU Careers.

- Two Sites: Internal recruiting site and external site for applying.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Top 10 CU Careers Features

10. HCM integrations move information more seamlessly.

- HCM sends data from the Non-Person Profile to CU Careers, which can be used to create a requisition.

- Eliminates the need for the personal data worksheet.

- Upon selecting a candidate, CU Careers sends personal information such as name, address, SSN to HCM upon which HR can complete the hire process.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Top 10 CU Careers Features

9. A welcome dashboard **efficiently** organizes the current state of recruiting activities.
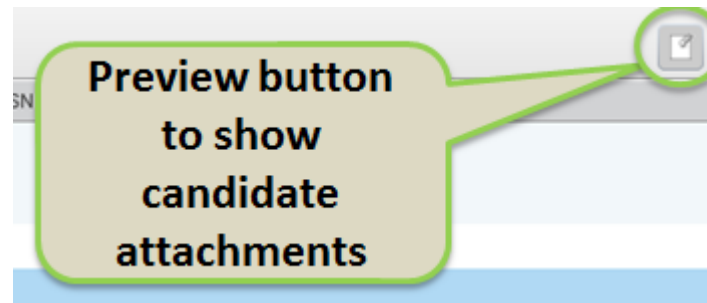
View and link to:
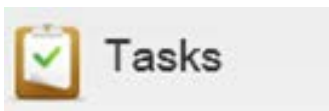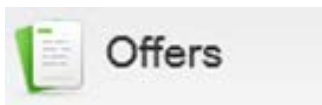
Candidates

- All candidates

Requisitions

- Requisitions

Offers

- Outstanding offers

Tasks

- Outstanding action items and self-assigned tasks.

Top 10 CU Careers Features

8. The attachment preview function allows you to quickly view candidate attachments.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
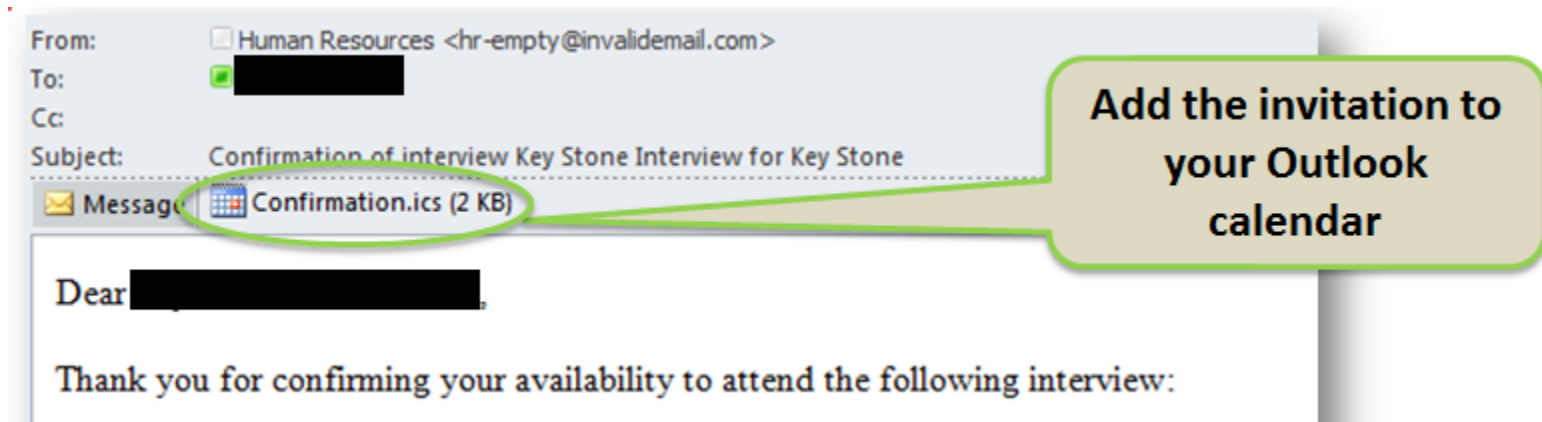
EMPLOYEE SERVICES

Top 10 CU Careers Features

7. Campus-specific templates can be used for communication to the candidate.
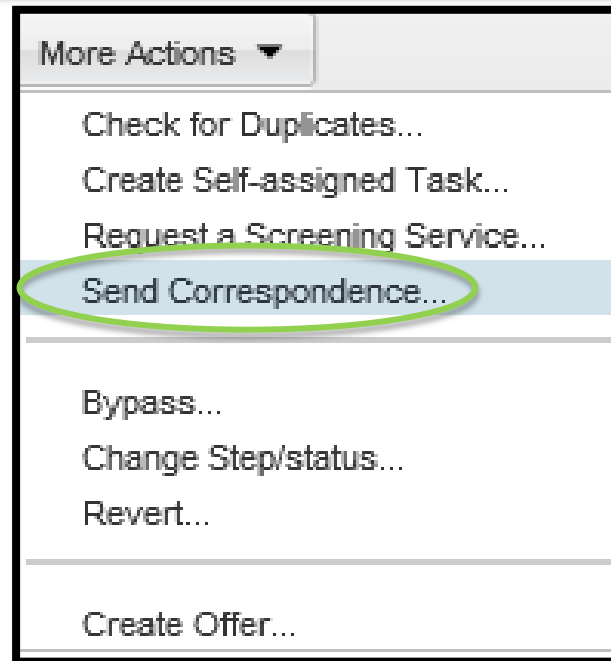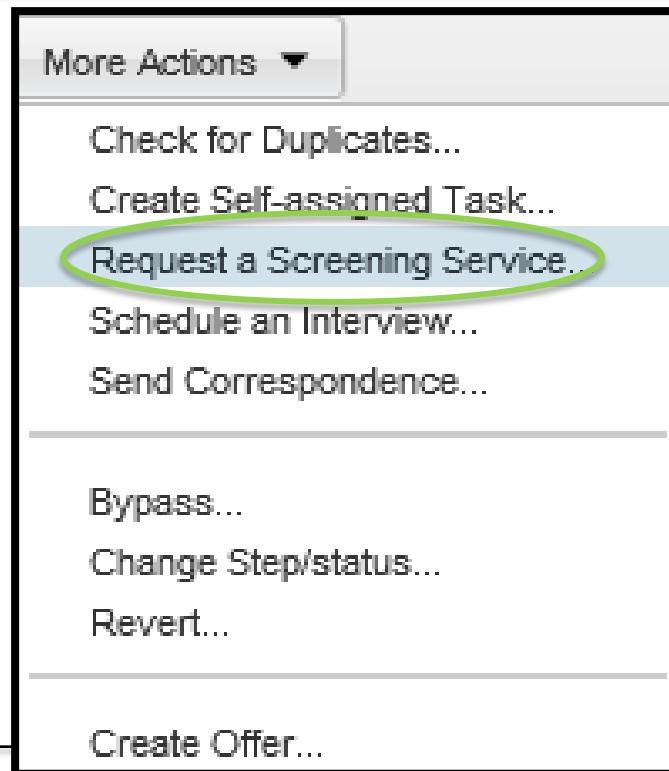
Top 10 CU Careers Features

6. Interview invitations can be sent and added to Outlook calendars.

Top 10 CU Careers Features

5. Integration with HireRight, lets you initiate and track background checks.
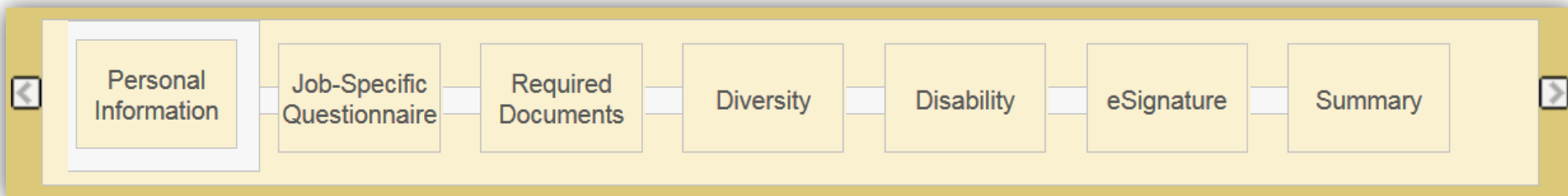
Top 10 CU Careers Features

4. E-Offers allow candidates to electronically sign offer letters.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Top 10 CU Careers Features

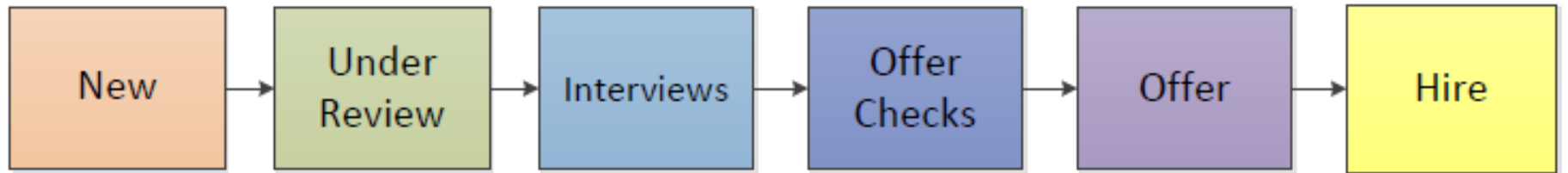3. The CU Careers site provides candidates an intuitive experience.

- Candidates can modify their submitted documents while the job is posted.

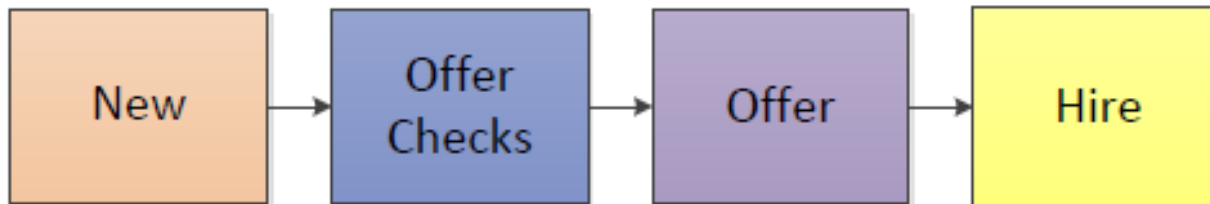- Application flow shows candidates their submissions progress.

Top 10 CU Careers Features

2. The Candidate Selection Workflow (CSW) is simplified.

Recruit:

Direct Hire:

Top 10 CU Careers Features

1. Reports put recruiting data at your fingertips.

Report Types:
- Attachments Report
- Internal Candidates
- Candidates Hired
- Candidate and Requisition Details
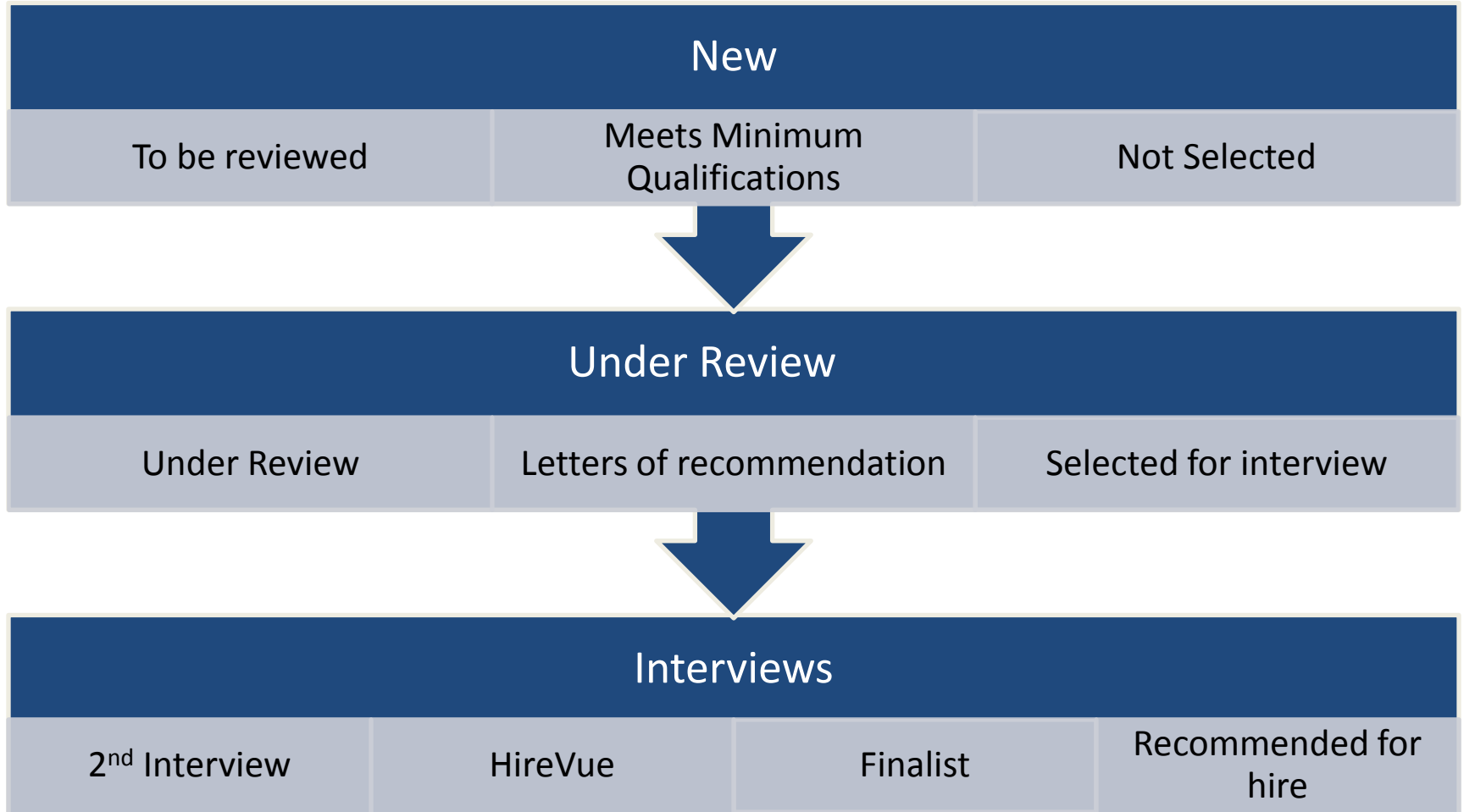- Time to Fill
- And more...

Requisition Details

- Ability to designate search committee
- Specify required documents
- Ensure posting language is correct
- Add or remove pre-screening questions

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

CSW Steps: Recruit

New		
To be reviewed	Meets Minimum Qualifications	Not Selected

Under Review		
Under Review	Letters of recommendation	Selected for interview

Interviews			
2nd Interview	HireVue	Finalist	Recommended for hire

CSW Steps: Offer

Offer Checks

Initiate background checks

↓

Offer

Offer to be Made	Offer Approval

↓

Hire

Date of Birth and Social Security Number collection	Hired

Confidential Letters of Recommendation

Thank You

- Email questions to: hcm_community@cu.edu

- Subscribe to our blog at:
  https://www.cu.edu/blog/hcm-community

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES