



IMPLEMENTING SMART HR HIRE

SESSION 7056

November 5, 2019

PRESENTER

Lillian Leigh

HR Systems Functional Analyst

MacEwan University

LeighL3@macewan.ca

SMART HR HIRE

1. MacEwan Overview
2. Delivered Functionality
3. MacEwan's Implementation
4. What we discovered
5. Wins
6. Next Steps



MACEWAN UNIVERSITY

Founded 1971 as a Grant
MacEwan Community College

Became Grant MacEwan
University in 2009

Rebranded as MacEwan
University in 2013

1. MACEWAN OVERVIEW

2011

- ❖ PeopleSoft implementation and TBH

May 2016

- ❖ Improved TBH & Contract Pay

May 2018

- ❖ PeopleTools 8.56.16 Upgrade

Nov 2018

- ❖ HCM 9.2 (image 25) Upgrade
 - Rebuilt templates using delivered Smart HR Hire functionality

May 2019

- ❖ Smart HR Hire for all employees & contingent workers

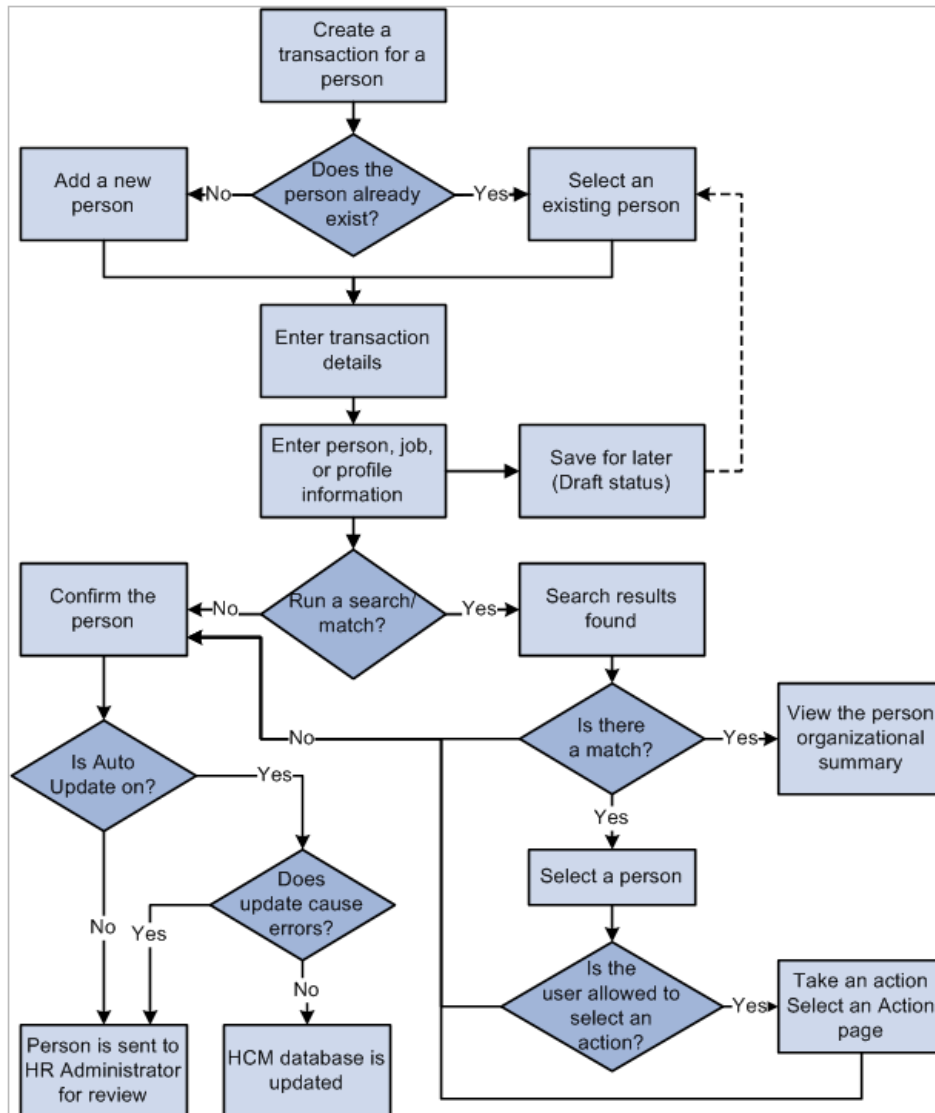
2-DELIVERED FUNCTIONALITY

Quick look at the delivered
Smart HR Hire functionality

2. DELIVERED FUNCTIONALITY

Template Administrator	End User	HR Administrator
<ul style="list-style-type: none">• Template Record/Field• Template Category Table• Template Section• Template Transaction Type<ul style="list-style-type: none">▪ Transaction Type▪ Components▪ Sections• Copy Transaction Type• Template Creation:<ul style="list-style-type: none">▪ Configuration▪ Sections▪ Person Rules• Copy Template	<ul style="list-style-type: none">• Smart HR Transactions<ul style="list-style-type: none">▪ Enter Transaction Details▪ Enter Transaction Information▪ Person Match Found▪ Select an Action▪ Confirmation• Transaction Status	<ul style="list-style-type: none">• Manage Transactions• Manage Hires:<ul style="list-style-type: none">▪ Manage Hire Details▪ Error Transaction• Add Person• Job Data• Person Profile

2. DELIVERED FUNCTIONALITY



3- MACEWAN'S IMPLEMENTATION

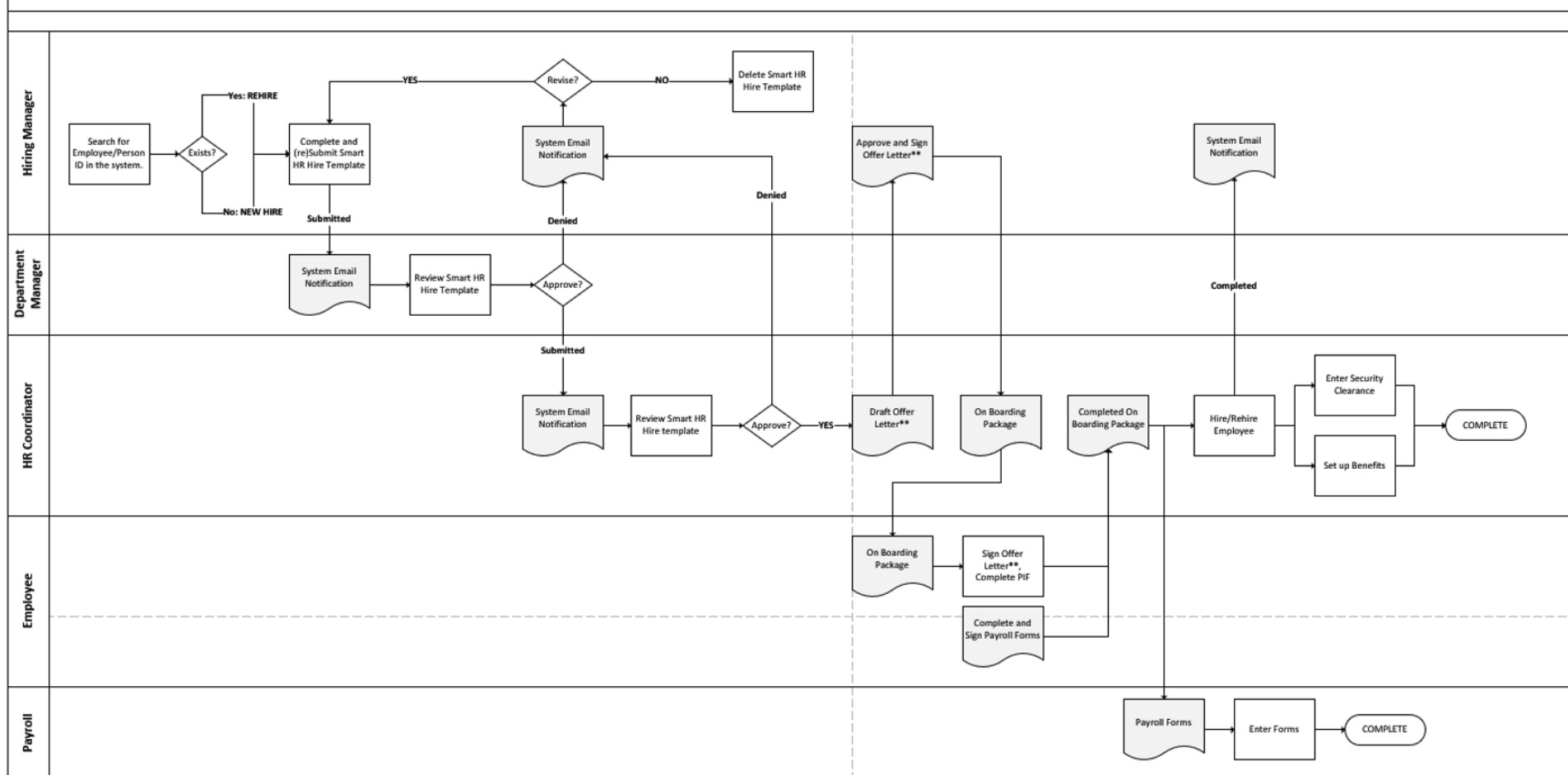
How we implemented
Smart HR Hire

3. MACEWAN'S IMPLEMENTATION

Template Administrator	Hiring Manager (End User)	Department Manager (Approver)	HR Coordinator (HR Administrator)
No change to configuration steps	Smart HR Transactions	Approve Smart HR Transaction	Search For People
	* enter Transaction Details	Transaction Status	Manage Hire Details
	* enter Transaction Information		* Search for Matching Persons
	Transaction Status		* Related Information
			Add Person
			Add Job Data
			Transaction Status

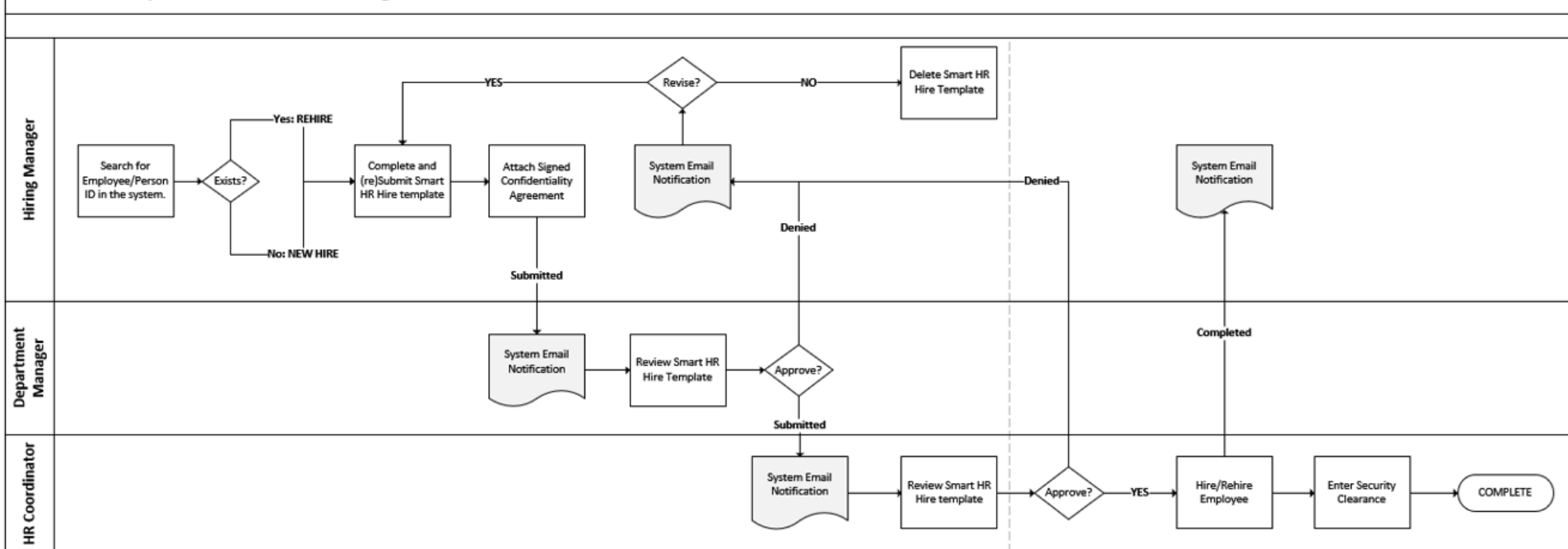
BUSINESS PROCESS - EMPLOYEES

Smart HR Hire/Rehire Process for Employees



BUSINESS PROCESS – CONTINGENT WORKERS

Smart HR Hire/Rehire Process for Contingent Worker



MAKING SMART HR HIRE “SMARTER”

Rule of thumb – make the templates as simple to use as possible.

Six new templates created

Template	Description
CONWORKER	Contingent Worker - Hire and Rehire
FACEMP	Faculty Employee - Hire and Rehire
MSACAS	MSA Casual Employee - Hire and Rehire
MSAEMP	MSA Employee (Non-Casuals) - Hire and Rehire
OOSCAS	OOS Casual Employee - Hire and Rehire
OOSCASRES	OOS CAS Research Assistants - Hire and Rehire
OOSEMP	OOS Employee (Non-Casuals) - Hire and Rehire

OUR “SMART” TEMPLATES

Online Help



▼ MSA Casual

This template is used to hire/rehire MSA Casual, and Non-Recurring Term employees not associated with a Position Number.

To save your data input prior to submitting for approval, click **Save for Later**. Once completed, click **Submit for Approval**.

ENTER TRANSACTION DETAILS

Empl ID: Leave as **NEW** if the employee is new to MacEwan; if you/they do not know their prior Employee/Student ID; or if there is more than one employee with the same name (and you are unsure which one to choose).

Job Effective Date: This is the first day of work for a new hire/rehire. The Effective Date cannot be back-dated to a previously confirmed or in progress pay period. Contact your HR Coordinator should the hire date be in the past.

Action/Reason Code - Hire: New employees who have never been employed or been a student at MacEwan.

Action/Reason Code - Rehire: Former employees rehired after an inactive period. To select this option, you *must* know the employee's Employee ID.

ENTER TRANSACTION INFORMATION

At time of hire, HR collects all personal information directly from the employee to verify details and complete the transaction.



OUR “SMART” TEMPLATES

No backdating Job Effective Date

Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template	MSA Employee (Non-Casuals) - Hire and Rehire
Organizational Relationship	Employee
*Empl ID	<input type="text" value="NEW"/> 
*Job Effective Date	<input type="text" value="2019-11-01"/> 
*Action	<input type="text" value="Hire"/> ▼
*Reason Code	<input type="text" value="Hire"/> ▼

Continue

Cancel

OUR “SMART” TEMPLATES

Let users know what they're looking at

Smart HR Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

[Return to Enter Transaction Details Page](#)

Submit for Approval

Save for Later

Cancel

Template:

MSA Employee (Non-Casuals) - Hire and Rehire

Job Effective Date:

2019-11-01

OUR “SMART” TEMPLATES

Departments can no longer collect Personal Information

Pers and Job Info

Primary Name - English

*First Name	CRYSTAL	Middle Name	Sheaufang
*Last Name	Malfair		

Person Address 01 - Canada

Address Type	Home	Address Line 1	FOR HR ONLY
Address Line 2		Address Line 3	
Address Line 4		City	
Province		Postal Code	

Person Phone Number 01

*Phone Type	Home	Telephone	
Phone Extension			

Person Email Address 01

*Email Type	Other	*Email Address	
-------------	-------	----------------	--

OUR “SMART” TEMPLATES

FACEMP, MSAEMP, OOSEMP: Appointment belongs to a Position

Work Location - Position Data	BEFORE	Work Location - Position Data	AFTER
*Position Number	<input type="text"/>	*Position Number	00000012
Position Title	<input type="text"/>	Position Title	Tech III
Job Information - Job Code		Job Information - Job Code	
Job Code	<input type="text"/>	Job Code	MS0258
Job Code Description	<input type="text"/>	Job Code Description	Tech III
Work Location - Job Fields		Work Location - Job Fields	
Department	<input type="text"/>	Department	07701
Department Description	<input type="text"/>	Department Description	eLearning Design and Delivery
Location Code	<input type="text"/>	Location Code	06100624D
Location Description	<input type="text"/>	Location Description	CCC 10-624D
Job Information - Employee Classification		Job Information - Employee Classification	
*Employee Classification	<input type="text"/>	*Employee Classification	<input type="text"/>
Work Location - Expected		Work Location - Expected	
Expected Job End Date	<input type="text"/>	Expected Job End Date	<input type="text"/>
Job Information - Reporting		Job Information - Reporting	
Reports To Position Number	<input type="text"/>	Reports To Position Number	<input type="text"/>

Job Information - Employee Classification

*Employee Classification

- Bridging Year 1
- Bridging Year 2
- Bridging Year 3
- Casual
- Continuing
- Extended
- Limited Term
- Non-Recurring Term
- Recurring
- Replacement Term
- SERP
- Sessional
- Tenure-Track
- Tenured
- Term

1745524-Gurdy Kagi is the current incumbent of this position (0,0)

OK

This position is currently vacant (0,0)

OK

OUR “SMART” TEMPLATES

FACEMP, MSAEMP, OOSEMP: Appointment belongs to a Position

Work Location - Expected Job End Date

Expected Job End Date



☐ End Job Automatically

Job Information - Reporting Information

BEFORE

Reports To Position
Number 00000635

Position Title Sr Mgr, E-Learning Office

Name Meri-Louise Gegolick

Payment Details

☐ Pay Over Term

☐ Pay Over 12 Months

Job - Salary Plan

Salary Administration
Plan MS01

Salary Plan Description MacEwan Staff Association

Salary Grade E

Grade Description MSA BAND E

*Step



Job - Salary Plan

AFTER

Salary Administration
Plan MS01

Salary Grade E

*Step

5



Job Compensation - Pay Components

Hourly Rate

35.680000

Annual Rate

Annual Rate

64937.600000

OUR “SMART” TEMPLATES

FACEMP, MSAEMP, **OOSEMP**: Appointment belongs to a Position

Job - Salary Plan *BEFORE*

Salary Administration Plan	OS01	Salary Plan Description	Out of Scope
Salary Grade	6	Grade Description	OS01 Band 6

Annual Rate@1 FTE

Annual Rate	
-------------	--

Job Information - Standard Hours

*Standard Hours	35.000000	*Standard Work Period	W
FTE	1.000000		

Job Compensation - Pay Components

Hourly Rate	
-------------	--

Annual Rate

Compensation Rate	
-------------------	--

Job Information - Standard Hours

*Standard Hours	28.000000
FTE	0.800000

Job Compensation - Pay Components

Hourly Rate	51.373626
-------------	-----------

Annual Rate

Compensation Rate	74800.000000
-------------------	--------------

Job - Salary Plan *AFTER*

Salary Administration Plan	OS01	Salary Plan Description	Out of Scope
Salary Grade	6	Grade Description	OS01 Band 6

Annual Rate@1 FTE

Annual Rate	93500.000000
-------------	--------------

Job Information - Standard Hours

*Standard Hours	35.000000	*Standard Work Period	W
FTE	1.000000		

Job Compensation - Pay Components

Hourly Rate	51.373626
-------------	-----------

Annual Rate

Compensation Rate	93500.000000
-------------------	--------------

OUR “SMART” TEMPLATES

FACEMP, MSAEMP, OOSEMP: Appointment belongs to a Position

Combination Code - Chartfields

Account	600555	Department	09621
Fund Code	113	Program Code	
Business Unit PC		Project/Grant	
Activity ID			

Job - Payroll Information

Combination Code	017842947	Description	OOS Casual Wages
------------------	-----------	-------------	------------------

Job Earnings Distribution Type

*Earnings Distribution Type	None ▼
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Job Earnings Distribution 01

Earnings Code	REG	Percent of Distribution	
Account		Department	
Fund Code		Program Code	
Business Unit PC		Project/Grant	
Activity ID			
Combination Code		Description	

OUR “SMART” TEMPLATES

FACEMP, MSAEMP, OOSEMP: Appointment belongs to a Position

Time and Labor - Schedule Details - Week 1 and 2

Work Start Time	Work End Time	Days
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Sunday
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Monday
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Tuesday
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Wednesday
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Thursday
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Friday
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Saturday

Description

Comments

Comments

[Return to Enter Transaction Details Page](#)

Attachments (0)

Attachments

Attachment Upload

Document Title

*Document Type

*Document Subtype

OUR “SMART” TEMPLATES

MSACAS, OOSCAS, OOSCASRES: Appointment has no Position

Job Information - Job Code	
*Job Code <input type="text"/>	Job Code Description <input type="text"/>
Work Location - Job Fields	
*Department <input type="text"/>	Department Description <input type="text"/>
Location Code <input type="text" value="06"/>	Location Description <input type="text"/>
Job Information - Employee Classification	
*Employee Classification <input type="text"/>	
Work Location - Expected Job End Date	
Expected Job End Date <input type="text"/>	<input type="checkbox"/> End Job Automatically
Job Information - Reporting Information	
*Reports To Position Number <input type="text"/>	Position Title <input type="text"/>
Name <input type="text"/>	

Job Information - Reporting Information
*Supervisor ID Name

OUR “SMART” TEMPLATES

MSACAS, OOSCAS, OOSCASRES: Appointment has no Position

Job - Salary Plan

Salary Administration
Plan

MS01

Salary Plan Description

MacEwan Staff Association

Salary Grade

B

Grade Description

MSA BAND B

Step

3



Lump Sum/Piece Rate

Total Amount

Hourly Rate

Estimate of Hours
Worked

Payment Start Date



Payment End Date



Job Compensation - Pay Components

Hourly Rate

20.460000

Annual Rate

Annual Rate

37237.200000

OUR “SMART” TEMPLATES

MSACAS, OOSCAS, OOSCASRES: Appointment has no Position

Job - Salary Plan

Salary Administration
Plan

OS01

Salary Plan Description

Out of Scope

Salary Grade

4

Grade Description

OS01 Band 4

Lump Sum/Piece Rate

Total Amount

Hourly Rate

Estimate of Hours
Worked

Payment Start Date



Payment End Date



Job Compensation - Pay Components

Hourly Rate

OUR “SMART” TEMPLATES

Contingent Workers

Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template Contingent Worker - Hire and Rehire
Organizational Relationship Contingent Worker

*Empl ID NEW

*Job Effective Date 2019-11-01

*Action Add Contingent Worker

*Reason Code Contractor

Continue

Cancel

Job Information - Job Code

*Job Code

Job Code Description

Work Location - Job Fields

*Department

Department Description

*Location Code

Location Description

Work Location - Expected Job End Date

*Expected Job End Date

☒ End Job Automatically

Job Information - Reporting Information

*Reports To Position Number

Position Title

Name

Comments

Comments

[Return to Enter Transaction Details Page](#)

Submit for Approval

Save for Later

Cancel

Attachments (0)

OUR “SMART” TEMPLATES

Templates are available after template processed

Transaction Status

The following transactions are pending, canceled or have been processed by Human Resources.

Transaction Type

Transaction Status

Start Date From To

Refresh

Clear

Transaction Status ?

Q

The Name is hyperlinked to the Template Details page.

1-10 of 194 View 100

Select	Transaction Type	Effective Date	Transaction Status	Name	Type of Hire	Person ID	Action	Template Sequence	Administrator
<input type="checkbox"/>	Hire/Rehire	2019-09-15	Pending Approval	Debra-Anne Burry	Employee	2501051	Rehire	15484	M
<input type="checkbox"/>	Hire/Rehire	2019-05-01	Hired	Sheri Kholobayeva	Employee	1496207	Rehire	15099	M
<input type="checkbox"/>	Hire/Rehire	2019-05-01	Hired	Asmahan Goldfeder	Employee				
<input type="checkbox"/>	Hire/Rehire	2019-05-01	Hired	Kailani Thekkumalayil	Employee				
<input type="checkbox"/>	Hire/Rehire	2019-05-01	Hired	Catharyn Tambaoan	Employee				
<input type="checkbox"/>	Hire/Rehire	2019-05-01	Hired	Gerny Koh	Employee				

Template Details

Template ID: Sessional Faculty Rehire Job Effective Date: 2019-09-15

Pers and Job Info

Primary Name - English

*First Name Debra-Anne

Middle Name

*Last Name Burry

OUR “SMART” TEMPLATES

Template is available after it's been processed

Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

From 2011-01-01 To 2020-01-30

Refresh

Hire Transactions

Start Date	Status	Template ID	Name	Person ID	Type of Hire	Source	Submitted By
2019-06-23	Pending Hire	OOSCAS	Roseanne Bass	2500410	Hire	Smart HR Transactions	Hatif Popham
2019-07-01	Pending Hire	OOSCASRES	Nuevo empleado	NEW	Hire	Smart HR Transactions	Roselyne Latimer
2019-07-08	Pending Hire	MSACAS	Nuevo empleado	NEW	Hire	Smart HR Transactions	Dingchen Nowaczynska

OUR “SMART” TEMPLATES

Template is available after it's been processed

Manage Hires

Manage Hire Details

Name Roseanne Bass Template Sequence 15239

The Start Date entered on this page will be used as the Effective Date for Personal Data and Job.

Template OOSCAS - OOS Casual Employee - Hire and Rehire

Transaction Type Hire/Rehire

Hire Status Pending Hire

Organizational Relationship Employee

Start Date 2019-06-23

Action Hire

Action Reason Hire

Hire Details

Position:		Job Title:	Non Credit Instructor
Regulatory Region:	Canada	Supervisor:	
Company:	Grant MacEwan University	Reports To:	Acting Dean, SCE
Business Unit:	Grant MacEwan University		
Department:	Business Management	Regular/Temporary:	Temporary
Location Code:	City Centre Campus	Full/Part Time:	Part-Time
Tax Location Code:		Standard Hours:	35.00
Pay Group:	BW Hourly Group	Regular Shift:	
Employee Type:	Hourly	Labor Agreement:	Out of Scope
Currency Code:	Canadian Dollar		
Frequency:	Hourly	Contract Number:	
Compensation Rate:		Benefit Program:	BNO

Comments

Manage Hires

Manage Hire Details

Name Roseanne Bass

The Start Date entered on this page will be used as the Effective Date for Personal Data and Job.

Template OOSCAS - OOS Casual Employee - Hire and Rehire

Transaction Type Hire/Rehire

Related Information

Current Job Data

Template Details

Template Details

Template ID: OOS Casual Employee - Hire and Rehire

Job Effective Date: 2019-06-23

Attachments (0)

Pers and Job Info

Primary Name - English

*First Name Roseanne

Middle Name

*Last Name Bass

Person Address 01 - Canada

Address Type Home

Address Line 1 1 NW

Address Line 2

Address Line 3

Address Line 4

City EDMONTON

Province AB

Postal Code T8

OUR “SMART” TEMPLATES

Template is available after it's been processed

Manage Hires

Manage Hire Details

Name Roseanne Bass

The Start Date entered on this page will be used as

Template OOSCAS - OOS

Transaction Type Hire/Rehire

Related Information

Current Job Data

Template Details

ZHR_EMPLOYEE_CURRENT_JOB_DATA- Employee Current Job Data Rows

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

First 1-5 of 5 Last

	Name	ID	Empl Record	HR Status	Pay Status	Eff Date	Indicator	Expected End Date	Dept ID	Department Name	Job Code	Job Title	Reg/Temp	Full/Part	Empl Class	Group	Sal Plan	Grade	Step	Ben Progm	Benefit Rcd Nbr	Ben Effdt
1	Roseanne Bass	2	0	I	T	2019-04-30	P		03104	A&S B of Sc in Engineering	FA0034	Sessional Science Lab Instr	T	P	SSL	SES	FHLI	PHD	6 BFT		0	2019-05-01
2	Roseanne Bass	2	1	I	T	2018-04-26	S		03104	A&S B of Sc in Engineering	FA0034	Sessional Science Lab Instr	T	P	SSL	SES	FHLI	SLI	1 BFT		0	2019-05-01
3	Roseanne Bass	2	2	I	T	2019-06-29	S		03205	A&S Computer Science	FA0034	Sessional Science Lab Instr	T	P	SSL	SES	FHLI	PHD	6 BFT		0	2019-05-01
4	Roseanne Bass	2	3	I	T	2016-02-05	S		03104	A&S B of Sc in Engineering	OT0008	Casual Contract	T	P	CAS	BWH	OTHR		0 BNO		1	2015-10-31
5	Roseanne Bass	2	4	I	T	2019-06-29	P		03205	A&S Computer Science	FA0030	Sessional Instructor	T	P	SSL	SES	FSAC	PHD	1 BFT		0	2019-05-01

4-WHAT WE DISCOVERED

What we discovered
during and after
Implementation

WHAT WE DISCOVERED

1. Who really are your Hiring Managers
2. Search for Matching Persons needs to be better
3. Job Data - Compensation, Source = Manual
4. When the Hiring Manager is also the Department Manager's Proxy
5. End Job Automatically process
6. Benefit Program Date is defaulted to System Date
7. Manage Hires page needs to be better

5-WINS

What we did to ensure
success

WINS

- ✓ Added field descriptions
- ✓ Made the template available during and after processing
- ✓ Self-approval for department managers
- ✓ Approval outside the MacEwan network
- ✓ Putting the Template Name and Job Effective Date back on the Template
- ✓ Online Help
- ✓ Position Number auto fills data

SUCCESS FACTORS

- ✓ Detailed business requirements
- ✓ Simplified templates
- ✓ Worked closely with Systems Analysts & Developers
- ✓ Trained end users
- ✓ Supported Management & Departments
- ✓ Communicated a lot!
- ✓ Worked closely with Payroll

5-NEXT STEPS

More Smart HR

MACEWAN'S NEXT STEPS

2020

- ❖ PeopleTools 8.57 Upgrade
- ❖ HCM PUM 31 (or 32) Implementation

2020/21

- ❖ Smart HR Hire for Persons of Interest
- ❖ Extend and Terminate Contingent Workers

CONCLUDING THOUGHTS

ANY QUESTIONS?

PRESENTERS

Lillian Leigh

HR Systems Functional Analyst

MacEwan University

LeighL3@macewan.ca

**ALL ALLIANCE PRESENTATIONS WILL BE AVAILABLE FOR
DOWNLOAD FROM THE CONFERENCE SITE**



THANK YOU!

