IMPLEMENTING SMART HR HIRE

SESSION 7056
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PRESENTER

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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

• Template Record/Field
• Template Category Table
• Template Section
• Template Transaction Type
  ▪ Transaction Type
  ▪ Components
  ▪ Sections
• Copy Transaction Type
• Template Creation:
  ▪ Configuration
  ▪ Sections
  ▪ Person Rules
• Copy Template
	• Smart HR Transactions
	  ▪ Enter Transaction Details
	  ▪ Enter Transaction Information
	  ▪ Person Match Found
	  ▪ Select an Action
	  ▪ Confirmation
	• Transaction Status
		• Manage Transactions
		• Manage Hires:
		  ▪ Manage Hire Details
		  ▪ Error Transaction
		• Add Person
		• Job Data
		• Person Profile

# 2. DELIVERED FUNCTIONALITY
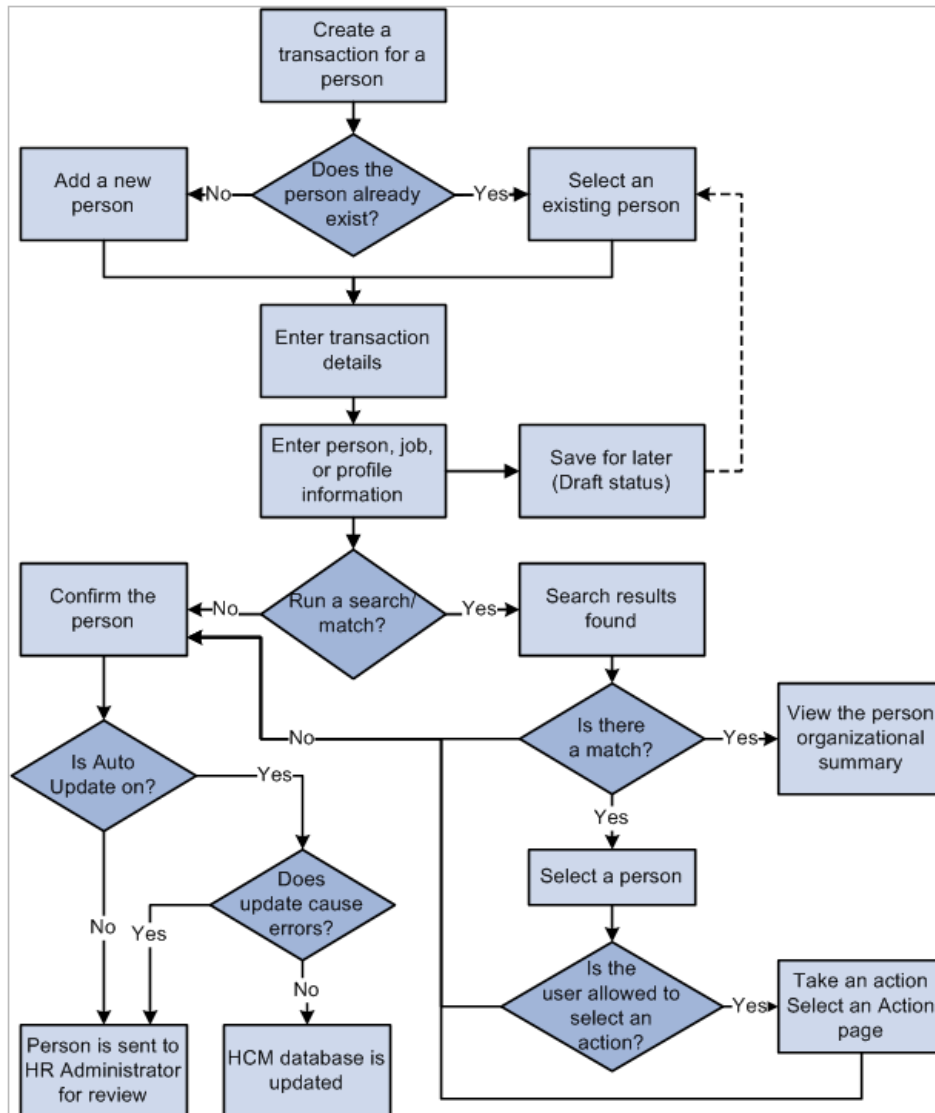
3- MACEWAN'S IMPLEMENTATION

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
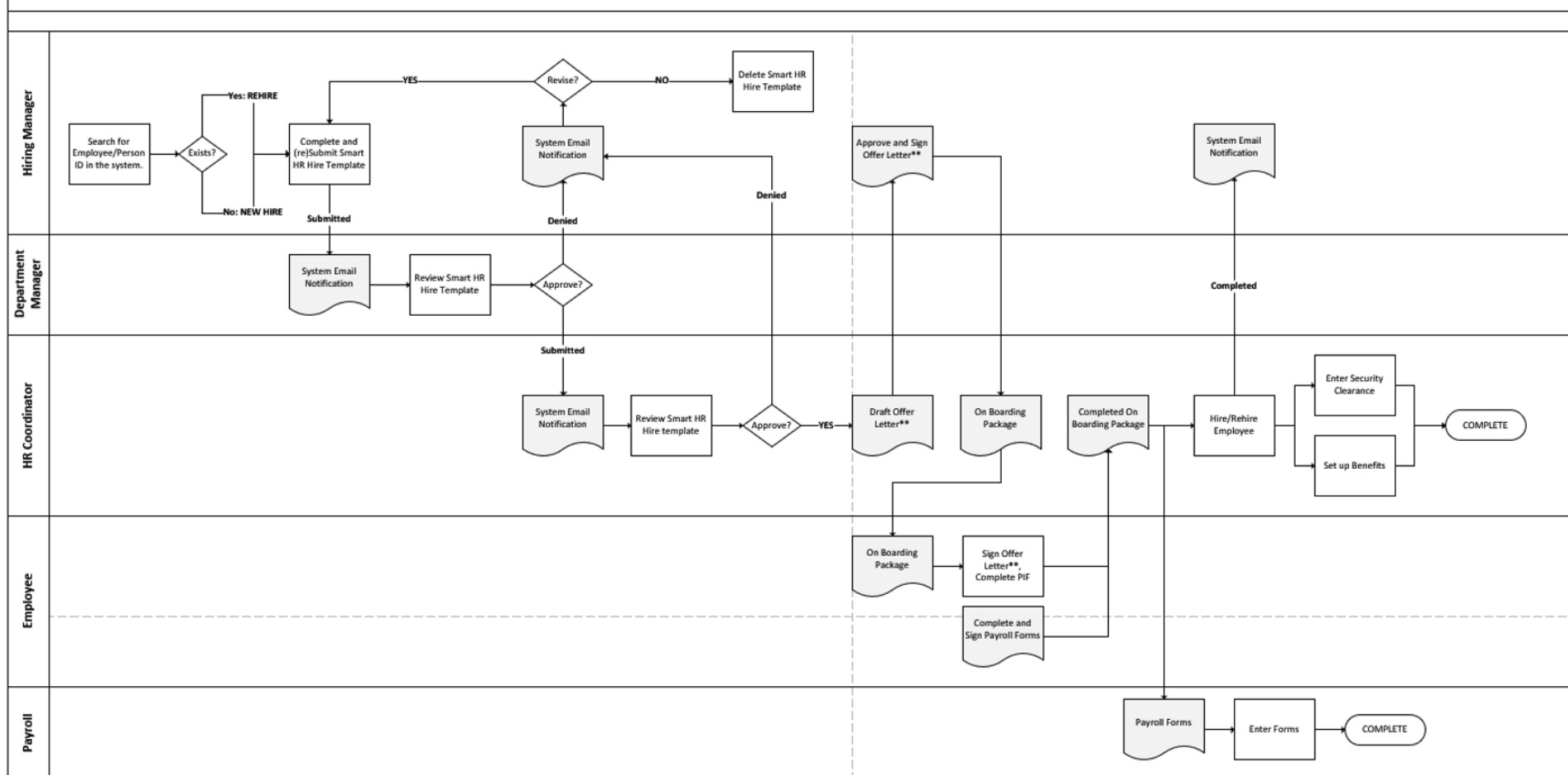
BUSINESS PROCESS – CONTINGENT WORKERS

Smart HR Hire/Rehire Process for Contingent Worker
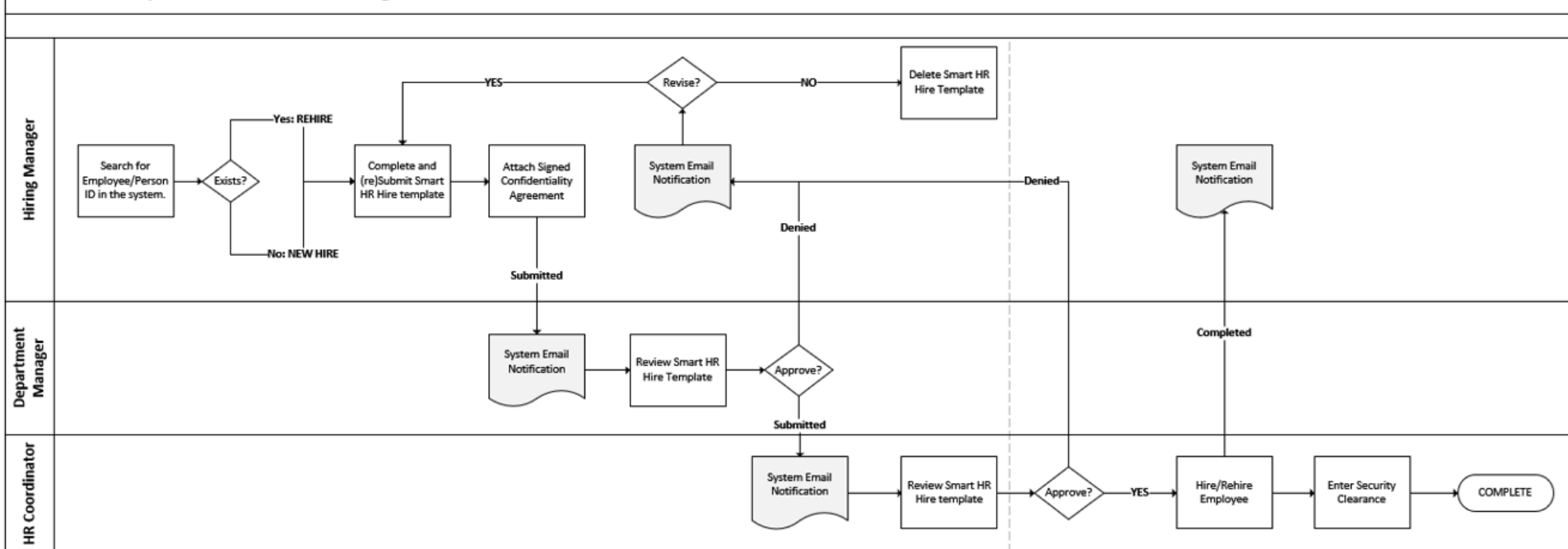
MAKING SMART HR HIRE "SMARTER"

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

OUR "SMART" TEMPLATES

Let users know what they're looking at

OUR "SMART" TEMPLATES

Departments can no longer collect Personal Information

OUR "SMART" TEMPLATES

FACEMP, MSAEMP, OOSEMP: Appointment belongs to a Position

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

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OUR "SMART" TEMPLATES

MSACAS, OOSCAS, OOSCASRES: Appointment has no Position

Job Information - Job Code

*Job Code [🔍]   Job Code Description [ ]

Work Location - Job Fields

*Department [🔍]   Department Description [ ]

Location Code [06]   Location Description [ ]

Job Information - Employee Classification

*Employee Classification [▼]

Work Location - Expected Job End Date

Expected Job End Date [📅]   ☐ End Job Automatically

Job Information - Reporting Information

*Supervisor ID [🔍]   Name [ ]

Job Information - Reporting Information

*Reports To Position Number [🔍]   Position Title [ ]

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

[Attachments (0)]

[Submit for Approval] [Save for Later] [Cancel]

OUR "SMART" TEMPLATES

Templates are available after template processed

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

OUR "SMART" TEMPLATES

Template is available after it's been processed

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?

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

THANK YOU!

HEUG
Higher Education User Group