



# APPOINTMENT OF INTERNAL STAFF - A GIDEON TAYLOR SOLUTION

SESSION: 5007  
9/11/2017  
4:25 PM

# PRESENTER

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University of Adelaide

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# THE UNIVERSITY OF ADELAIDE

Established: 1874

Campuses: 3

Faculties: 5

Divisions: 3

Students: 25,000

Staff: 3,500 (exl casuals)

ADU 8-10 NOVEMBER 2017



# ORGANISATION & ORACLE

HCM, Campus & Finance  
PeopleSoft HCM 9.2  
PeopleTools 8.55, PUM #21  
GP, Time and Labour, Profile  
Mgmt, Partial Position Mgmt,  
Contract Admin, Training  
Admin

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# OVERVIEW

1. Why focus on recruitment?
2. Options explored
3. AppolNT
4. Key Learnings

# SECTION 1: WHY FOCUS ON RECRUITMENT?

- Once upon a time...
- Improvements thus far
- What's left to do?

# ONCE UPON A TIME...

- ❑ Prior to 2013, all HR admin processes = manual
- ❑ Recruitment became a key focus, with 2 stages predicted:
  - Implementation of eRecruitment Solution
  - 2-way integration
- ❑ UoA embarked on recruitment enhancement journey in 2013

# IMPROVEMENTS THUS FAR

Mar  
2014

## PageUp

- Offer online solution for advertising & recruitment

Oct  
2014

## CRAFT

- Automate renewal of fixed-term engagements

Nov  
2015

## Employment Contracts

- Automate contract generation

May 15  
–  
Apr 16

## Business Process Improvements

- Minor improvements & workload restructure

# WHAT'S LEFT TO DO

Despite these initiatives, still scope to improve:

- ❑ Contract turnaround time
- ❑ Data quality of engagement requests
- ❑ Candidate experience, particularly for:
  - Direct Appointments
  - Internal staff

# SECTION 2: OPTIONS EXPLORED

- Choices, Choices, Choices...
- Let's challenge our thinking

# CHOICES, CHOICES, CHOICES...

(...WE DIDN'T LIKE ANY OF THEM)

We explored (and discounted) the following:

- ❑ Replacing PageUp with Taleo or TAM
  - cost > available funding
  - would create problems which impact the business, while the benefits reaped only by HR.
  
- ❑ Uploading data files from PageUp to PeopleSoft
  - estimated saving minimal
  - still require validation of data

# CHOICES, CHOICES, CHOICES...

(...WE DIDN'T LIKE ANY OF THEM, CONT'D)

- Using POIT Integration Workbench
  - outright cost for the tool plus dev effort to customise
  - uncertain benefits
  
- Activity Guides for Onboarding details
  - estimated saving minimal



# LET'S CHALLENGE OUR THINKING

We considered our annual PageUp stats:

- ~1000 appointments
  - ~ 35 - 50% existing staff, of which 70% direct appointments

PeopleSoft already contains the following:

- Position Data & Personal information of existing staff
- GT solution to manage renewal of existing staff

# SECTION 3: APPOINT

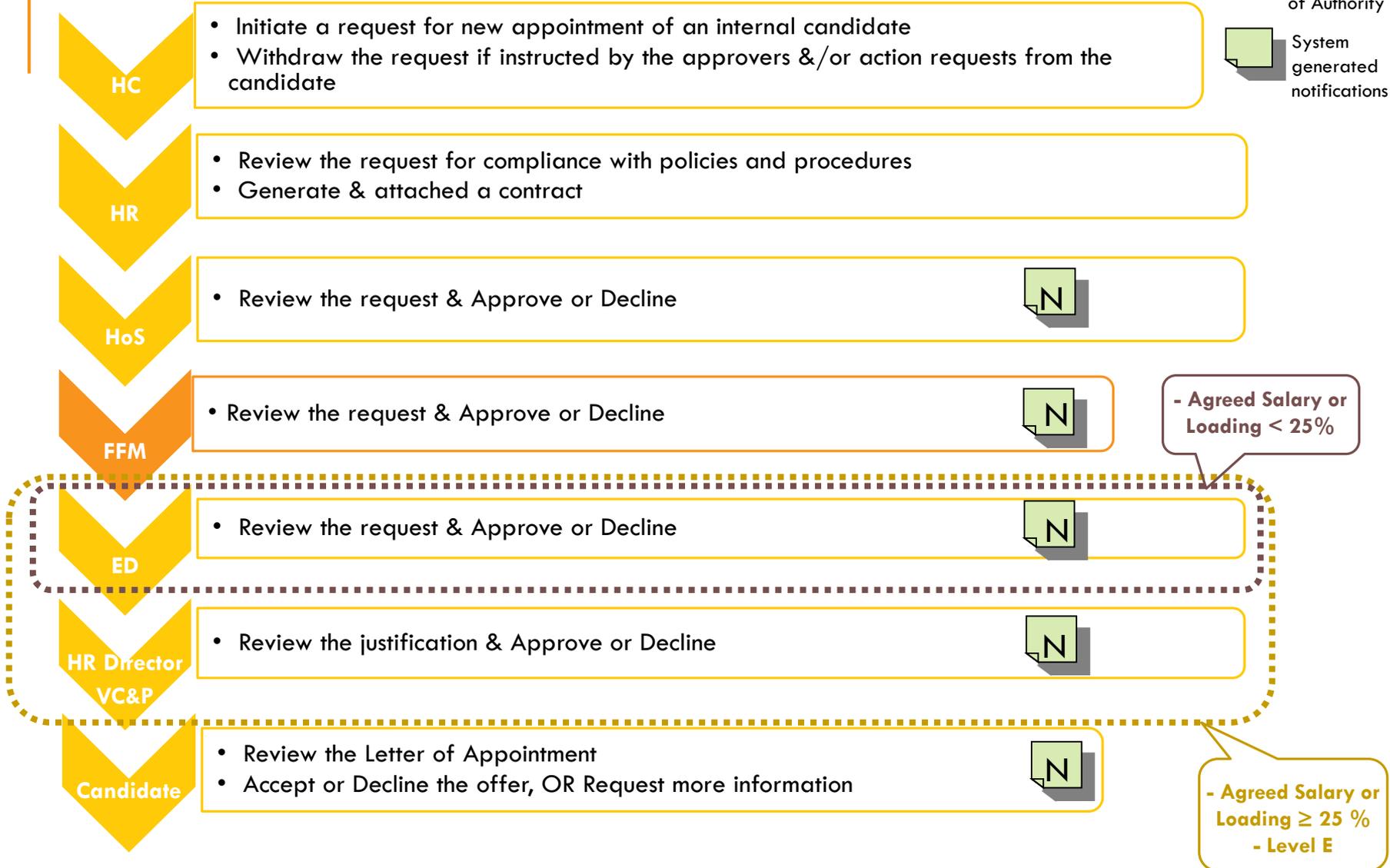
- Custom GT solution
- Business process changes

# CUSTOM GT SOLUTION - APPOINT

- ❑ Project conducted in agile methodology
- ❑ Solution uses Gideon Taylor bolt on, to deliver:
  - **Initiation** of internal appointment request, with validations
  - Automated workflow through **approval** steps, leveraging user list framework
  - **Offer generation**, requiring no manual change
  - Notification to candidate & **acceptance**
  - Full **Integration to PeopleSoft** Core HCM Records
  - **Integration to HPE** Content Manager (Records Management System)

# APPOINT PROCESS

-  Not part of Delegation of Authority
-  System generated notifications





# APPOINT DEMONSTRATION

- [Core](#)
- [Staff Services Online](#)
- [Mail](#)

# DEMONSTRATION

## HR eForms



### [Create a HR eForm](#)

Click here to create one of the HR eForms



### [Update, Resubmit or Withdraw a HR eForm](#)

Click here to make changes to and resubmit a HR eForm that has already been created, or to withdraw one.



### [Evaluate a HR eForm](#)

Evaluate a HR eForm to continue through the approval route



### [View a HR eForm](#)

View a recently submitted HR eForm, including information about its handling so far. HR eForms submitted in the last month are listed here. This is a read-only view.



### [View Assigned to Human Resources Worklist](#)

Human Resource Worklist



### [View Open Worklist](#)

View open worklist tasks

## Start a HR eForm



### Account Code Amendment Form

Change the funding for fixed-term and continuing employees

[Account Code Amendment Form](#)



### Appoint eForm

Appointment of Internal candidates into new position or conversion to continuing

[Appoint eForm](#)



### Position Creation and Amendment Form

Request a new position or amendment to an existing position.

[Position Creation and Amendment Form](#)



### Temporary Delegation eForm – Delegation Holder

Temporarily transfer HR and/or Finance Delegation as a Delegation Holder

[Temporary Delegation eForm – Delegation Holder](#)



### Temporary Delegation eForm – on behalf of Delegation Holder

Temporarily transfer HR and/or Finance Delegation on behalf of Delegation Holder

[Temporary Delegation eForm – on behalf of Delegation Holder](#)

[Return to HR eForms](#)

## Employee Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### ▼ Search Criteria

Empl ID: begins with ▼

First Name: begins with ▼

Last Name: begins with ▼

Search

Clear

Basic Search



Save Search Criteria

- Hiring Coordinators are able to search for any currently active employee of the University
- Search can be done using their Employee ID, name and/or surname

## Appointment of Internal Candidate

### Position Information

#### Employee Information

Name	ProfessorX .	Employee ID	1167294
eForm ID	77531		
Visa/Permit Type	457 <input checked="" type="checkbox"/> Sponsored by UoA	Expiration Date	01/01/2021

- Information regarding the candidate's visa to enable the HC to liaise with HR to extend the visa &/or lodge a new nomination

#### New Position Information

*Position Number	<input type="text"/>	Classification
Position Long Title		
Department		

- HC can select any fixed-term or continuing position within their area of responsibility, based on their User List membership

#### New Job Information

\*Recruitment Process  Advertised  Direct

Position Type

Employment Type

\*Employment Category

\*Function Code

Weekly Hours

FTE

\*Start Date

Supervisor

Work will be undertaken in:

<< Previous

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## Appointment of Internal Candidate

### Position Information

#### Employee Information

Name	ProfessorX .	Employee ID	1167294
eForm ID	77531		
Visa/Permit Type	457 <input checked="" type="checkbox"/> Sponsored by UoA	Expiration Date	01/01/2021

#### New Position Information

*Position Number	<input type="text" value="00019202"/> 🔍	Classification	Higher Education Officer Lvl 6
Position Long Title	Senior Core Administrator		
Department	School of Physical Sciences		

#### New Job Information

*Recruitment Process	<input type="radio"/> Advertised	<input type="radio"/> Direct
Position Type	Professional Staff	
Employment Type	Fixed Term Contract	
*Employment Category	<input type="text"/>	
*Function Code	<input type="text"/>	
Weekly Hours	36.75	
FTE	1.000000	
*Start Date	<input type="text"/> 📅	
*End Date	<input type="text"/> 📅	
Supervisor	00018371 Chief Operating Officer	
Work will be undertaken in:	<input type="text" value="South Australia"/>	

For user convenience:

- Known information about the position are prepopulated

- Mandatory fields are marked with an asterix \*

- Options are limited depending on the characteristics of the position, e.g.:

- Showing only relevant Employment Category & Function Code options
- Justification requested only if necessary (see below for example)
- etc..

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Next >>

New Job Information	
*Recruitment Process	<input type="radio"/> Advertised <input checked="" type="radio"/> Direct
*Reason for Direct Appointment	<div style="border: 1px solid blue; padding: 2px;"> <div style="background-color: #0070C0; color: white; padding: 2px;">[Selected Option]</div> </div>
Position Type	Local call for expressions of interest or recruited via an agency Permanent change of hours There are extenuating circumstances for not advertising this role *
Employment Type	This candidate has been identified as having highly specialised expertise* This candidate was identified through the Redeployment process
*Employment Category	This candidate was originally employed through a competitive and merit-based selection process Work is required for a limited purpose - no more than 12 months

- For example, only options marked with \* will require further justification. Relevant free-text box will appear.

Employment Type	Continuing
*Employment Category	<div style="border: 1px solid blue; padding: 2px;"> <div style="background-color: #0070C0; color: white; padding: 2px;">[Selected Option]</div> </div>
*Function Code	Continuing Continuing Research Appointment* Replacement staff member * Scholarly Teaching Fellows *
Weekly Hours	



# Appointment of Internal Candidate

## Financial Information

### Employee Information

Name ProfessorX . Employee ID 1167294  
eForm ID 77537  
Visa/Permit Type 457  Sponsored by UoA Expiration Date 01/01/2021

- Salary step options are specific to the position classification

Step 1  
Step 1  
Step 2  
Step 3  
Step 4

### New Financial Information

Classification Higher Education Officer Lvl 6  
\*Salary Step Step 1  
Annual Rate 82848.00

Base Salary is a negotiated rate exceeding the maximum classification step available.

Classification Higher Education Officer Lvl 6

\*Superannuation Rate  Default  Full Super

\*Annual Rate

For agreed salaries enter the full-time equivalent amount

This [decision matrix](#) specifies the Superannuation rate payable. Select Full Super if required according to the decision matrix or if 17% has been negotiated.

Base Salary is a negotiated rate exceeding the maximum classification step available.

### Non-fixed Loadings

	Name	Full Time Equivalent Amount	Start Date	End Date
1			01/12/2017	

### \*Type of Funding

Recurrent  Student Fees  Grant (competitive)  Other external

### Account Code

	Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1								100.00

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Next >>

# Appointment of Internal Candidate

## Additional Information

### Employee Information

Name ProfessorX . Employee ID 1167294  
eForm ID 77537  
Visa/Permit Type 457  Sponsored by UoA Expiration Date 01/01/2021

### Work Pattern

Assignment Method

Day	Scheduled Work Hours
1 Monday	<input type="text" value="0.00"/>
2 Tuesday	<input type="text" value="0.00"/>
3 Wednesday	<input type="text" value="0.00"/>
4 Thursday	<input type="text" value="0.00"/>
5 Friday	<input type="text" value="0.00"/>

The sum must average total Weekly Hours of 22.05.

### Additional Information

- \* Does this position require a Working with Children Check?  Yes  No
- \* Does this position require a police check?  Yes  No
- \* Has the reference check been done for the selected candidate?  Yes  No

Please note: This new contract will cease any current loading, secondment and/or voluntary flexible work arrangement (VFWA) related to the previous employment contract.  
If a new VFWA has been negotiated as part of this contract, please attach a new completed form using "Add File Attachment".

### Comments

Your Comment:

If required, the user will be prompted to attach VC Justification (i.e., Level E or Agreed Salary/Loading > 25% max salary)

Please note: This new contract will cease any current loading, secondment and/or voluntary flex related to the previous employment contract.

If a new VFWA has been negotiated as part of this contract, please attach a new completed form

This appointment requires VC approval. [Please complete and attach a VC Approval Template.](#)

- If the hours are full-time, the work pattern defaults to the standard spread

Work Pattern

Standard Full-Time Work Pattern

- If the hours are full-time, the work pattern defaults to the standard spread

Personal Schedule - 1 week

Personal Schedule - 1 week

Personal Schedule - 2 week

- Hours will automatically tally as entered against respective days

Day	Scheduled Work Hours
1 Monday	<input type="text" value="7.35"/>
2 Tuesday	<input type="text" value="7.35"/>
3 Wednesday	<input type="text" value="0.00"/>
4 Thursday	<input type="text" value="0.00"/>
5 Friday	<input type="text" value="0.00"/>

The sum must average total Weekly Hours of 22.05.

# Appointment of Internal Candidate

## Form Finalized

### Employee Information

Name	ProfessorX .	Employee ID	1167294
eForm ID	77537		
Visa/Permit Type	457 <input checked="" type="checkbox"/> Sponsored by UoA	Expiration Date	01/01/2021

### ▼ Form Status

You have just SUBMITTED this form. This action passed the form to Human Resources for further processing.

### Process Visualiser



[Go To Worklist](#)

[View This Form](#)

[Close This Form](#)

# Appointment of Internal Candidate

Review the request for appointment of internal candidate

## Employee Information

Name	ProfessorX .	Employee ID	1167294
eForm ID	77537	Employee Rcd	0
Visa/Permit Type	457 <input checked="" type="checkbox"/> Sponsored by UoA	Expiration Date	0
			2
			3
			New Record

- HR determines the Empl record for integration (e.g., concurrent jobs VS relinquishing current role)

## New Position Information

*Position Number	00019202	Classification	Higher Education Officer Lvl 6
Position Long Title	Senior Core Administrator		
Department	School of Physical Sciences		

## New Job Information

*Recruitment Process	<input type="radio"/> Advertised <input checked="" type="radio"/> Direct
*Reason for Direct Appointment	Work is required for a limited purpose - no more than 12 months
Position Type	Professional Staff
Employment Type	Fixed Term Contract
*Employment Category	Replacement staff member
*Justification for Employment Category	Cover for 12 month maternity leave
*Function Code	Other function
Weekly Hours	22.05
FTE	0.600000
*Start Date	01/12/2017
*End Date	30/11/2018
Supervisor	00018371 Chief Operating Officer

Work will be undertaken in: South Australia

Probation

- HR determines the appropriate probation and is able to update Salary Step and Increment date, if needed

New Financial Information

Classification Higher Education Officer Lvl 6

\*Salary Step

\*Increment Date

Annual Rate 51079.20

\*Superannuation Rate  Default  Full Super  17% Superannuation for non-eligible employees

\*Type of Funding

Recurrent  Student Fees  Grant (competitive)  Other external

Account Code

Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1 2191	15	642	00	15114485	HR Recruitm't Travel(clearing)	100.00

Work Pattern

Assignment Method Personal Schedule - 1 week

Day	Scheduled Work Hours
1 Monday	7.35
2 Tuesday	7.35
3 Wednesday	0.00
4 Thursday	0.00
5 Friday	7.35

Additional Information

\* Does this position require a Working with Children Check?  Yes  No

\* Does this position require a police check?  Yes  No

\* Has the reference check been done for the selected candidate?  Yes  No

Please note: This new contract will cease any current loading, secondment and/or voluntary flexible work arrangement (VFWA) related to the previous employment contract. If a new VFWA has been negotiated as part of this contract, please attach a new completed form using "Add File Attachment".

Work will be undertaken in: South Australia

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Annual Rate 51079.20

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\*Type of Funding

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Work Pattern

Assignment Method Personal Schedule - 1 week

Day	Scheduled Work Hours
1 Monday	7.35
2 Tuesday	7.35
3 Wednesday	0.00
4 Thursday	0.00
5 Friday	7.35

Additional Information

\* Does this position require a Working with Children Check?  Yes  No

\* Does this position require a police check?  Yes  No

\* Has the reference check been done for the selected candidate?  Yes  No

Please note: This new contract will cease any current loading, secondment and/or voluntary flexible work arrangement (VFWA) related to the previous employment contract. If a new VFWA has been negotiated as part of this contract, please attach a new completed form using "Add File Attachment".

## HR Additional Information

Reason for Declining the request

Not Applicable

Approved VFWA form attached

- If declining the request, HR is able to indicate the reason, which allows reporting

## File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Generated Contract		<input type="button" value="Delete"/>
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Position Description		<input type="button" value="Delete"/>

- If a VFWA request form is attached, ticking this will prompt our administrators to process VFWA after integration

## Transaction / Signature Log

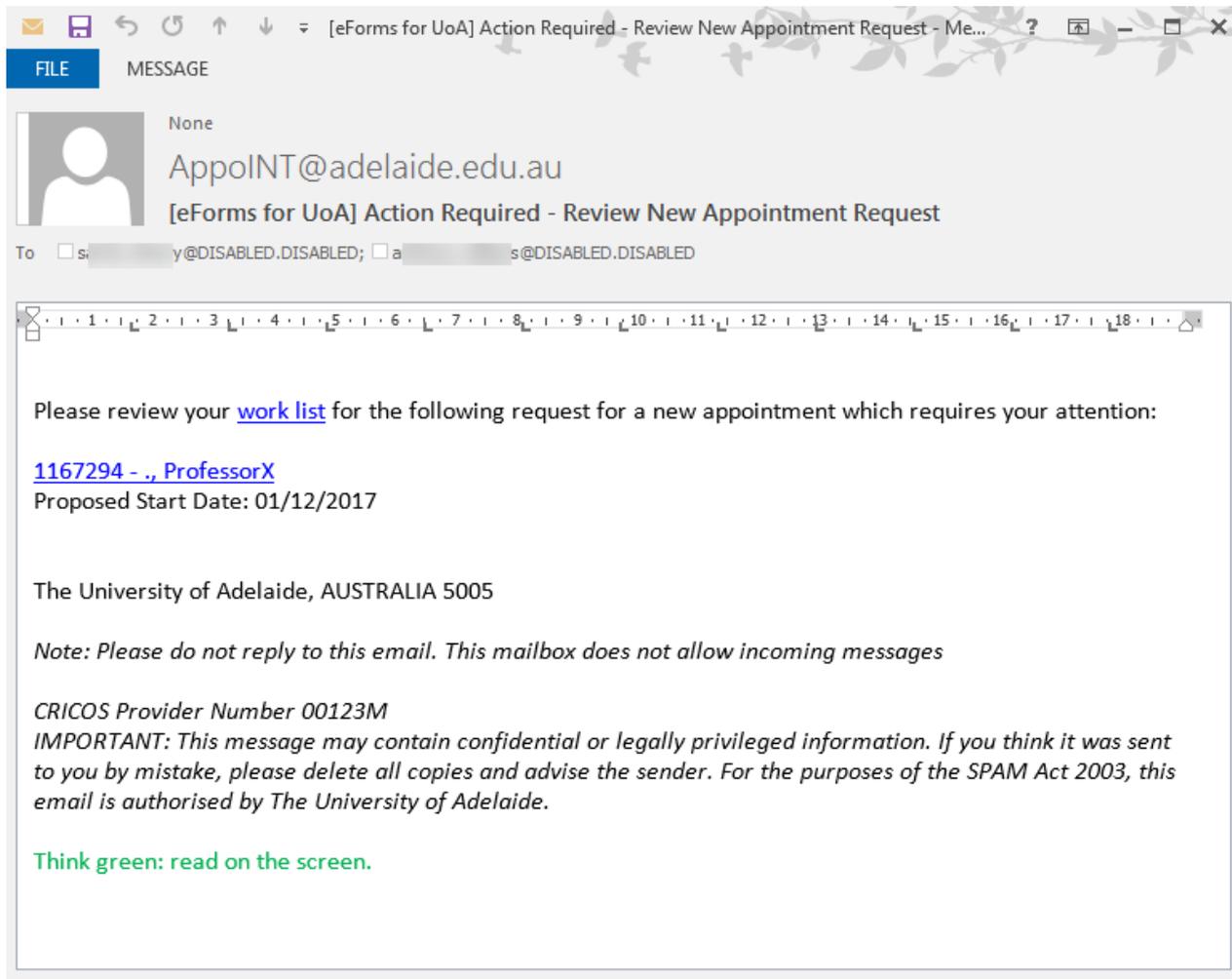
	Current DateTime	Role Name	User ID	User Description	Action	Status
1	06/11/2017 1:05:53PM	GT Hiring Coordinator	a1615546	Martina Varga	Submit	Pending

- Enables edit-free generation of contract

## Comments

Your Comment:

Comment History:



AppoINT@adelaide.edu.au No Items



Action Required - Review New Appointment Request (HOS).eml



Action Required - Review New Appointment Request (FFM).eml

# Appointment of Internal Candidate

## Review the request for appointment of internal candidate

### Employee Information

Name: ProfessorX . Employee ID: 1167294  
 eForm ID: 77537  
 Visa/Permit Type: 457  Sponsored by UoA Expiration Date: 01/01/2021

### New Position Information

\*Position Number: 00019202 Classification: Higher Education Officer Lvl 6  
 Position Long Title: Senior Core Administrator  
 Department: School of Physical Sciences  
 \*Does the candidate have a PhD?  Yes  No

### New Job Information

\*Recruitment Process:  Advertised  Direct  
 \*Reason for Direct Appointment: Work is required for a limited purpose - no more than 12 months  
 Position Type: Professional Staff  
 Employment Type: Fixed Term Contract  
 \*Employment Category: Replacement staff member  
 \*Justification for Employment Category: Cover for 12 month maternity leave  
 \*Function Code: Other function  
 Weekly Hours: 22.05  
 FTE: 0.600000  
 \*Start Date: 01/12/2017  
 \*End Date: 30/11/2018  
 Supervisor: 00018371 Chief Operating Officer  
 Work will be undertaken in: South Australia  
 Probation: Not Applicable

### New Financial Information

Classification: Higher Education Officer Lvl 6  
 \*Salary Step: Step 2  
 Annual Rate: 51079.20

\*Superannuation Rate:  Default  Full Super

\*Type of Funding:  Recurrent  Student Fees  Grant (competitive)  Other external

Account Code							First	1 of 1	Last
Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate			
1 2191	15	642	00	15114485	HR Recruitm't Travel(clearing)	100.00			

### Work Pattern

Assignment Method: Personal Schedule - 1 week

Day	Scheduled Work Hours
1 Monday	7.35
2 Tuesday	7.35
3 Wednesday	0.00
4 Thursday	0.00
5 Friday	7.35

### Additional Information

\* Does this position require a Working with Children Check?  Yes  No  
 \* Does this position require a police check?  Yes  No  
 \* Has the reference check been done for the selected candidate?  Yes  No

**Please note:** This new contract will cease any current loading, secondment and/or voluntary flexible work arrangement (VFWA) related to the previous employment contract. If a new VFWA has been negotiated as part of this contract, please attach a new completed form using "Add File Attachment".

### File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Position Description	a16155462017-11-06-13.21.36	<input type="button" value="Delete"/>

### Transaction / Signature Log

	Current DateTime	Role Name	User ID	User Description	Action	Status
1	06/11/2017 1:05:53PM	GT Hiring Coordinator	a1615546	Martina Varga	Submit	Pending
2	06/11/2017 1:23:09PM	GT Employee Services	a1615546	Martina Varga	Approve	Part Apprv

### Comments

Your Comment:

# Letter of Appointment



6 Nov 2017

Dear Professor .

I am pleased to offer you a Fixed Term contract of employment in the position of Senior Core Administrator, in the School of Physical Sciences at the University of Adelaide.

The principal terms and conditions on which you are offered employment are set out in your Employment Contract, which, together with this email, constitute your letter of appointment. Your new Employment Contract can be accessed at: [Employment Contract](#). If you wish to accept this offer of appointment, please record your acceptance by following this link, within 15 days of the date of this email. Please note that, to access the Employment Contract, you will need to disable pop-up blockers.

Please read the Employment Contract before accepting this offer. Further terms and conditions of employment are governed by the [University of Adelaide Enterprise Agreement 2014-2017](#) (as amended or replaced). The terms and conditions outlined in the Enterprise Agreement are separate to your Employment Contract.

The [Code of Conduct](#) expresses broadly the values and behavioural expectations that are critical in building and maintaining a performance culture within the University of Adelaide to support excellence in teaching and research. As a University staff member, you will be required to comply with the Code of Conduct.

A copy of the Fair Work Information Sheet published by the Fair Work Ombudsman is available on the Human Resources Website at: [Fair Work Information Sheet](#).

This offer of employment will expire if you do not accept it within 15 days of this email.

If you accept this offer, the University will endeavour to maintain continuity of salary payments between your current and new employment contracts. However, in order for this to occur, you will need to accept this offer prior to the payroll cut-off date which directly precedes the first payment due under your new employment contract. Payroll cut-off dates are accessible via the HR Website: [Payroll Cut-Off Dates](#).

If you have any enquiries, please contact the HR Service Centre on (08) 8313 1111 or [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au)

Yours sincerely,

Sue Hampstead  
Associate Director, HR Shared Services  
Human Resources

The University of Adelaide, AUSTRALIA 5005

*Note: Please do not reply to this email. This mailbox does not allow incoming messages*

CRICOS Provider Number 00123M

**IMPORTANT:** This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the SPAM Act 2003, this email is authorised by The University of Adelaide.

Think green: read on the screen.



Letter of Appointment for position of Senior Core Administrator.eml

seek LIGHT

# Contract Acceptance

## Employment Contract Acceptance Form

Congratulations, you have received an offer for a Fixed Term contract of employment in the position of Senior Core Administrator in the School of Physical Sciences at the University of Adelaide.

Please review the attached Employment Contract before accepting this offer.

If you have questions relating to your offer, or you believe the offer details are incorrect, please select 'Request More Information'. This will send the offer back to your School/Faculty delegate to review your query and act accordingly. Please ensure you provide sufficient information in the Comment box to enable appropriate action.

Please only select 'I Decline' if you no longer wish to take up this position, as the action will permanently conclude the offer.

[ProfessorX . - Employment Contract](#)

[Position Description](#)

Once you have accepted, you will receive a copy of your Employment Contract via email for your records. If you wish to update your tax details, please populate the information below before accepting.

I have read and understood the terms and conditions of my Employment Contract and accept the University's offer of employment.

### Comments

Your Comment:

I Accept

Request More Information

I Decline

Do you want to update your tax details

Yes

No

Do you want to update your tax details

Yes

No

If you want to update your tax-free threshold claim, please select the desired option:

2. I wish to claim tax-free threshold

Do you have Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL):

Yes

No

Do you have Student Financial Supplement Scheme (SFSS):

Yes

No

I declare that the information I have given on this form is true and correct

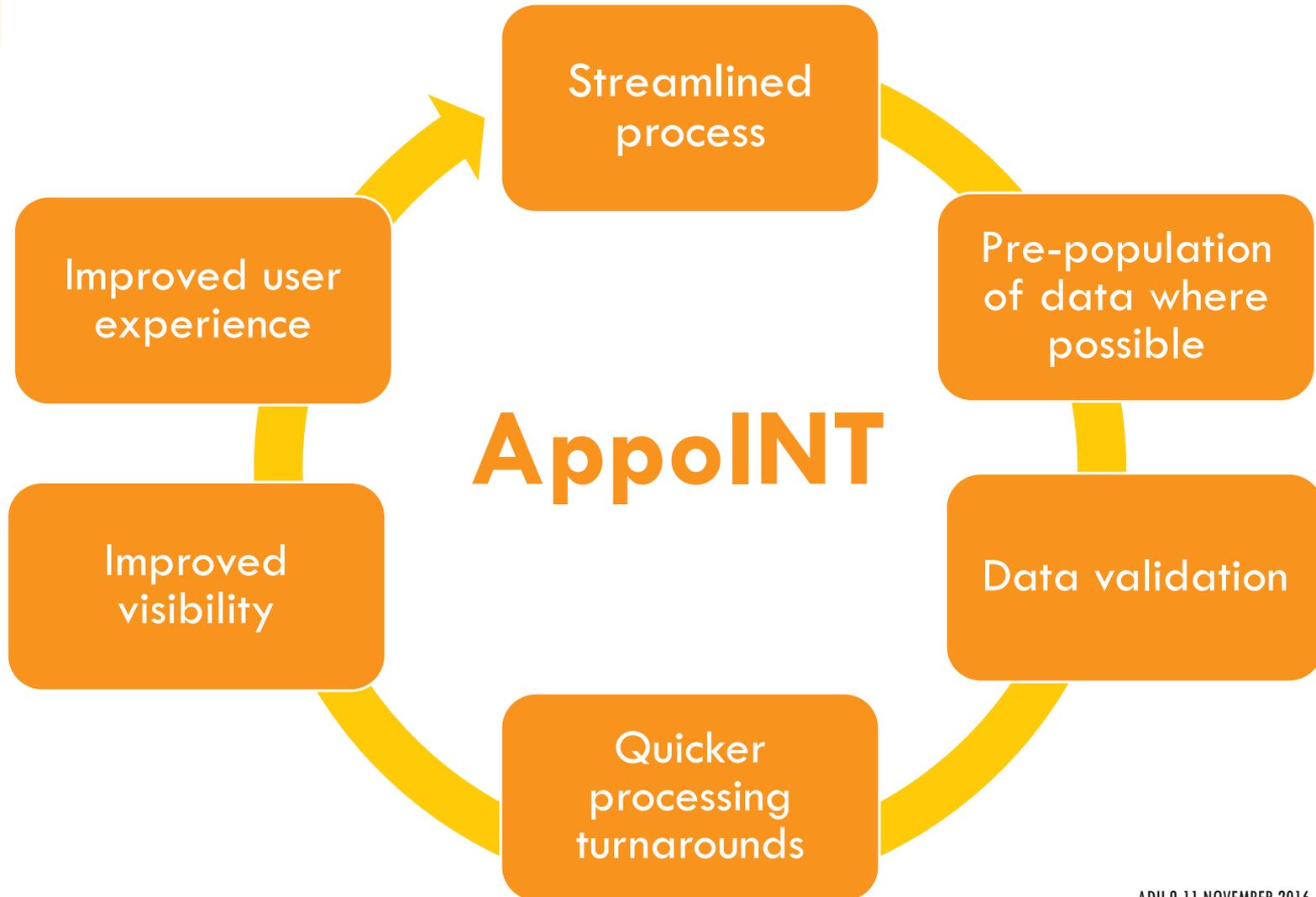
(Note: If you want to update your bank details and/or distribution, please do so via SSO banking page.)

# BUSINESS PROCESS CHANGES

## □ Position Management

- Consolidated PD repository - PageUp
- Position Information Management – simple GT form

# BENEFITS



# SECTION 3: WHAT HAVE WE LEARNT?

- *Dos and Don'ts*
- Question time



# DO...

- Agile methodology
- Dedicate Change Management resource
- Involve Dev & Functional project teams early



# DON'T...

- Estimate without thorough analysis
- Underestimate complexity of HR integration
- Rely on Business Resources for project critical tasks

# QUESTIONS



# PRESENTER

*Martina Varga*

Senior Project Officer

University of Adelaide

[martina.varga@adelaide.edu.au](mailto:martina.varga@adelaide.edu.au)

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



**THANK YOU!**



ADU 8-10 NOVEMBER 2017