

Template-Based Hire and Contract Pay

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Agenda

- Overview of MacEwan
- Previous Process
- Current Process
- Success Factors
- Lessons Learned
- Next Steps

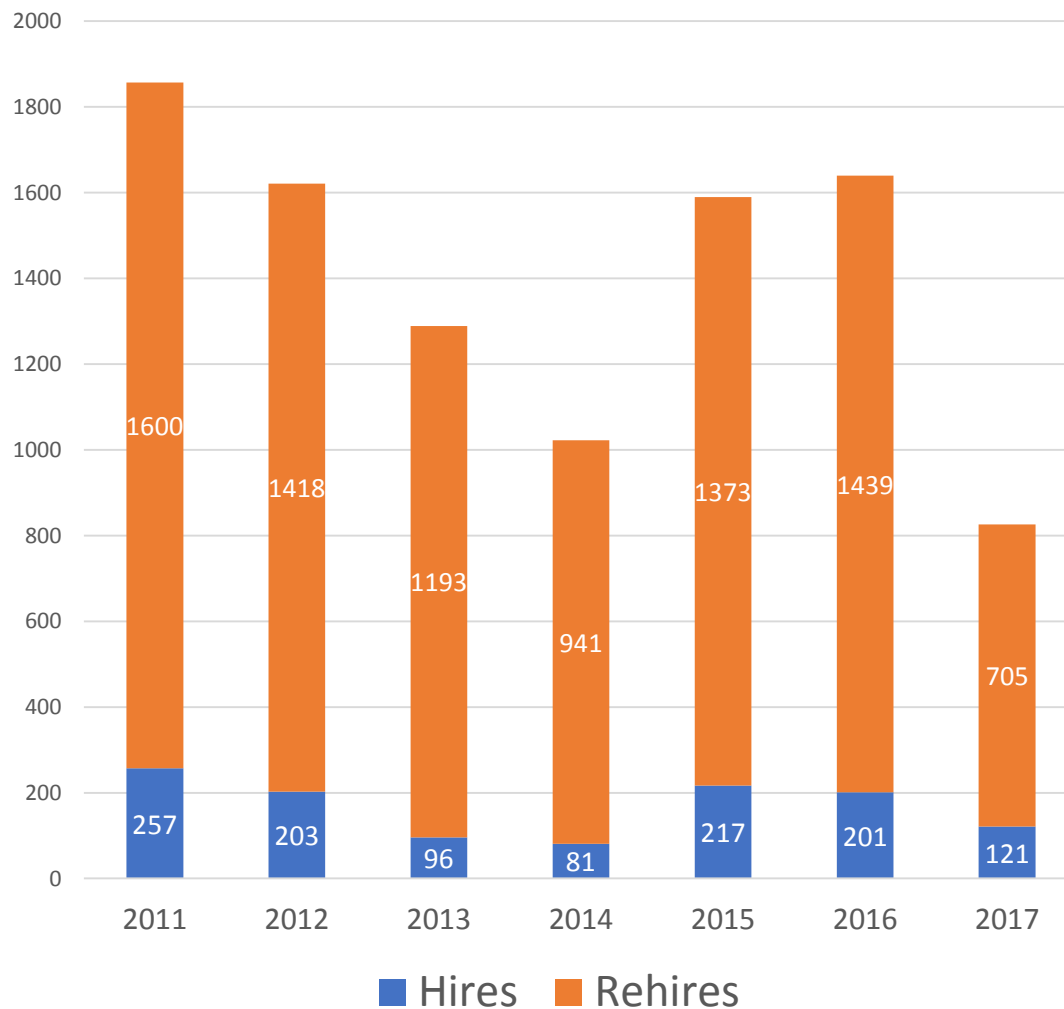


Overview

- **MacEwan University**
 - **History**
 - **Current Population**
 - **Course Offerings**
 - **Sessional Faculty**



Overview



Academic Year	Hires	Rehires	Total
2011	257	1600	1857
2012	203	1418	1621
2013	96	1193	1289
2014	81	941	1022
2015	217	1373	1590
2016	201	1439	1640
2017	121	705	826



Previous Process

- Use of Template-Based Hire
 - limited data capture
 - no integration with PS Campus Solutions
- Payment using Additional Pay
 - Pay setup and adjustments are calculated manually
 - Unable to identify specific payment for an employee's multiple contracts
 - Payment schedule is not transparent

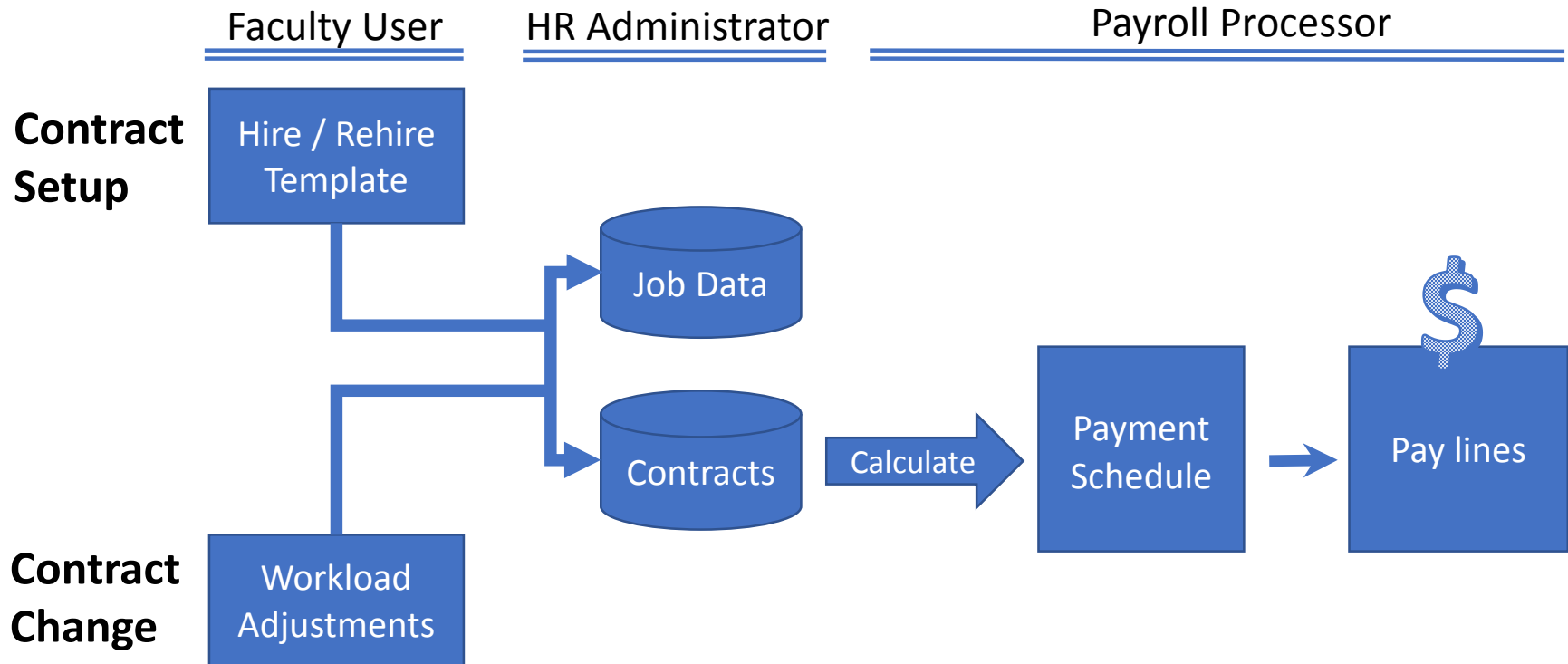


Solution

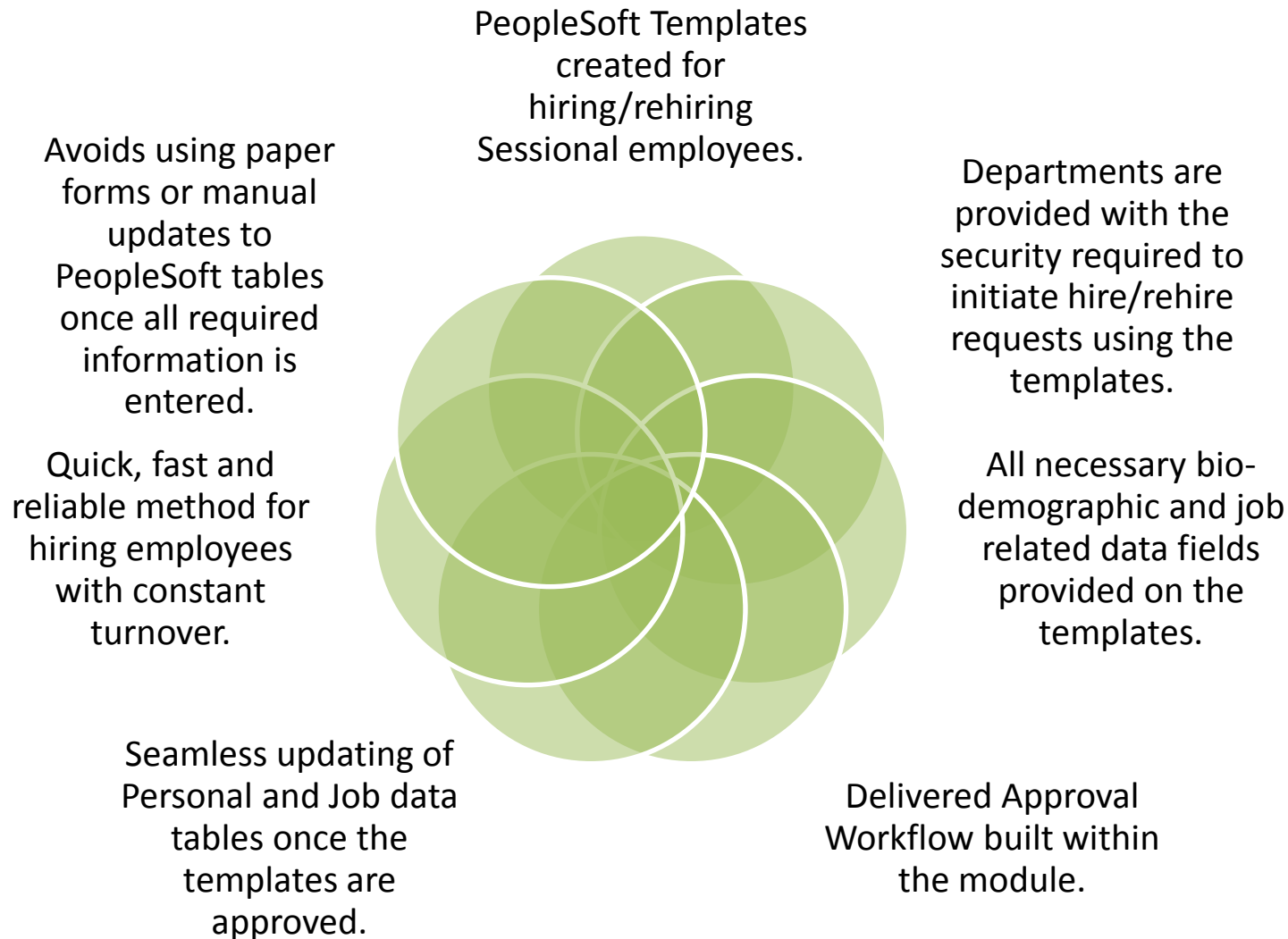
- Enhanced Template-Based Hire
- Workload Adjustments page
- Contract Pay
- Custom Reports
- Auto-Termination process



Current Process



Current Process – Template-Based Hire



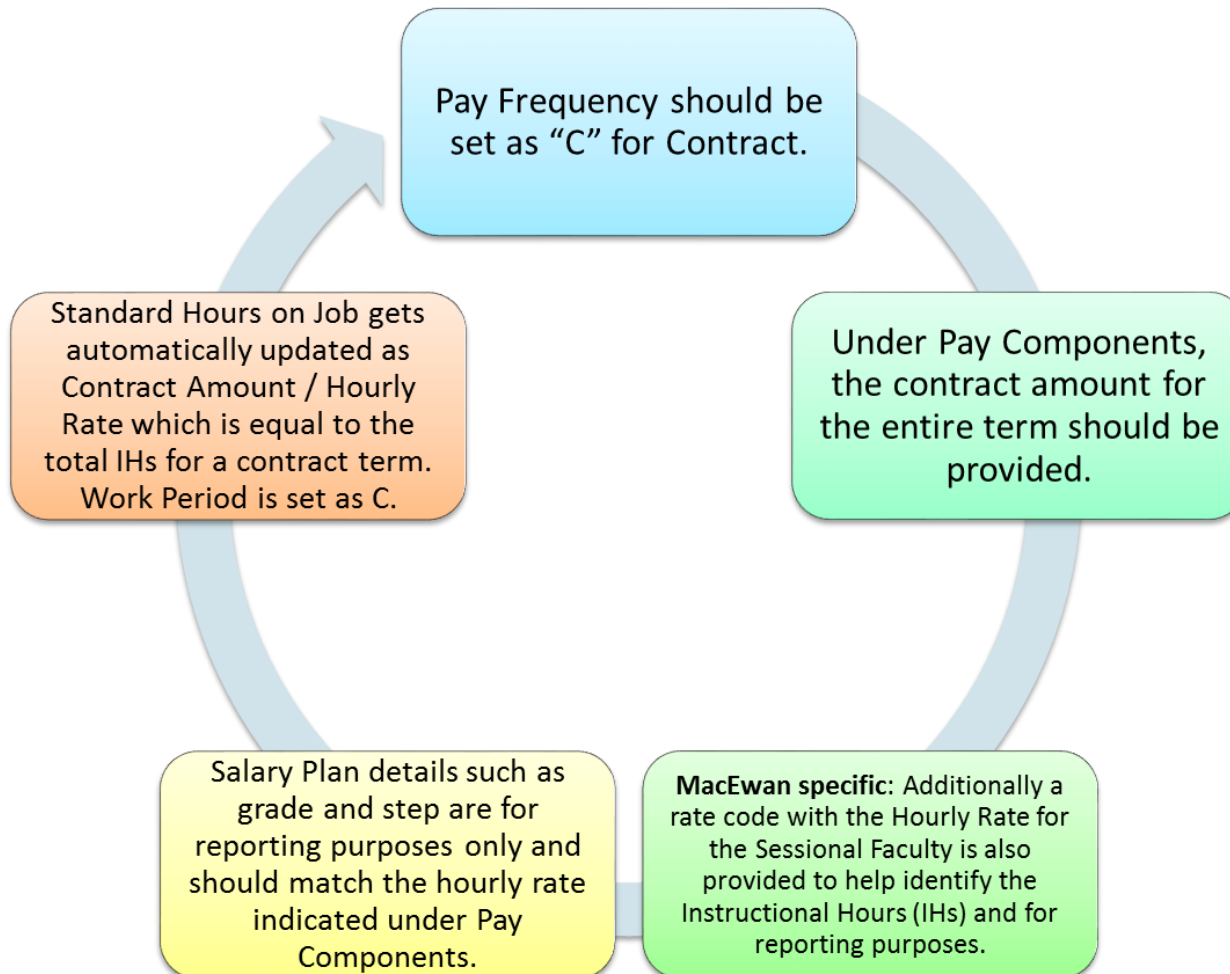
Current Process – Approval Workflow

3 important roles
involved in hiring
Sessional Faculty

- **TBH Initiator** : Department Administrator who inputs all necessary hire information via templates.
- **TBH Approver**: Department Manager who validates the hire request and approves it.
- **HR Representative**: Submit the request to Personal and Job data.



Current Process – Contract Pay



Current Process – Contract Pay

Systematically allows for a contract amount to be paid out on a set frequency over the term of the contract.

Pay cheques are calculated based on total working days for the PP.

Flexibility in modifying the contract amount/ contract period throughout the term of the contract.

Concurrent jobs can be paid on concurrent contracts.

Employees can be rehired multiple times on the same job record by creating new contracts.

Seamless tracking/reporting of projected and actuals payments for a contract.

Ability to supplement contract pay with Additional Pay.



DEMO – Faculty Administrator

Favorites ▾

Main Menu ▾

> Workforce Administration ▾

> Template-Based Hire ▾

> Template-Based Hire

Template-Based Hire

Enter Hire Details

The following information is required before hiring, rehiring, adding, or renewing a Person.

Hire Details

Template:

Sessional Faculty Rehire

Continue

Organizational Relationship:

Employee

*Empl ID:

*Job Effective Date:

Action:

Rehire

Reason Code:

Rehire

Cancel

* Required Field

DEMO - Faculty Administrator

Template-Based Hire

Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

[Edit Hire Details](#)

Hire Template Information

Template: Sessional Faculty Rehire

Effective Date: 2018-01-01

Pers and Job Info

Primary Name - English

*First Name:

Middle Name:

*Last Name:

Person Address 01 - Canada

Address Type: Home

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

SHERWOOD PARK

Province:

AB

Postal Code:

T8H 0K3

Work Location - Job Fields

*Department:

03201



Location Code:



Work Location - Expected Job End Date

*Expected Job End Date: 2018-04-28

☒ End Job Automatically

Job Information - Job Code

*Job Code:

FA0030



Job Information - Reporting Information

*Reports To Position
Number:

00000525



Job Information - Status

*Regular/Temporary:

Temporary

*Full/Part Time:

Part-Time



DEMO - Faculty Administrator

Job Information - Employee Classification	
Employee Classification: <input type="text" value="SSL - Sessional"/>	
Job Labor - Bargaining Unit and Labor Agreement	
Labor Agreement: <input type="text" value="INSTR"/>	Date Entered: <input type="text" value="31"/>
Job Labor - Union Code	
Union Code: <input type="text" value="FAC"/>	
Job - Salary Plan	
*Salary Administration Plan: <input type="text" value="FSAC"/>	*Salary Grade: <input type="text" value="A"/>
*Step: <input type="text" value="1"/>	
Instructional Hours	
*Hourly Rate: <input type="text" value="89.740000"/>	Instructional Hours: <input type="text" value="45.000000"/>
Job Compensation - Pay Components	
Contract Worth Amount: <input type="text" value="4038.300000"/>	Currency Code: <input type="text" value="CAD"/>
Combination Code - Chartfields	
Account: <input type="text" value="600205"/>	Department: <input type="text" value="03201"/>
Project: <input type="text"/>	Fund Code: <input type="text" value="111"/>
Program Code: <input type="text"/>	
Job - Payroll Information	
Combination Code: <input type="text" value="001290353"/>	
Job Earnings Distribution Type	
*Earnings Distribution Type: <input type="text" value="None"/>	
Job Earnings Distribution 01	
Position Number: <input type="text"/>	Department: <input type="text"/>
Job Code: <input type="text"/>	Earnings Code: <input type="text"/>
Compensation Rate: <input type="text"/>	Percent of Distribution: <input type="text"/>
Account: <input type="text"/>	Department: <input type="text"/>
Fund Code: <input type="text"/>	Program Code: <input type="text"/>
Project: <input type="text"/>	Combination Code: <input type="text"/>
Job Earnings Distribution 02	



DEMO - Faculty Administrator

Job Earnings Distribution 02

Position Number:	<input type="text"/>	Department:	<input type="text"/>
Job Code:	<input type="text"/>	Earnings Code:	<input type="text"/>
Compensation Rate:	<input type="text"/>	Percent of Distribution:	<input type="text"/>
Account:	<input type="text"/>	Department:	<input type="text"/>
Fund Code:	<input type="text"/>	Program Code:	<input type="text"/>
Project:	<input type="text"/>	Combination Code:	<input type="text"/>

Benefit Program - Participation

*Benefit Program:

Comments

[Edit Hire Details](#)

* Required Field

DEMO - Faculty Administrator

UNIVERSITY

Favorites
Main Menu
Workforce Administration
Template-Based Hire
Template-Based Hire Status

Template Hire Status

The following forms are currently pending approval by a manager or processing by the Human Resources department.

Pending
Personalize | Find |
First 1-2 of 2 Last

Name	Type of Hire	Start Date	Action	Country	Status	Person ID	Seq
	Employee	2017-05-01	Rehire	Canada	Pending Approval		11601
	Employee	2017-05-01	Rehire	Canada	Pending Approval		11602

The following forms have been returned to the originating Template Administrator for review or action.

Returned

You do not have any returned forms.

The following forms have been processed by the Human Resources department.

Hired
Personalize | Find |
First 1-1415 of 1415 Last

Select	Name	Type of Hire	Start Date	Action	Country	Person ID	Seq
<input type="checkbox"/>		Employee	2013-05-05	Transfer	Canada		3699
<input type="checkbox"/>		Employee	2013-05-05	Transfer	Canada		3700
<input type="checkbox"/>		Employee	2013-05-05	Transfer	Canada		3701
<input type="checkbox"/>		Employee	2013-05-05	Rehire	Canada		3702
<input type="checkbox"/>		Employee	2013-05-05	Rehire	Canada		3703

Select All
Deselect All

Remove Selected from List

Go To: [Template-Based Hire](#)



DEMO – Department Manager

Submit For Approval

▼ **Template Based Hire: Pending**

Submit For Approval

Pending

⌚ Approving Manager

Route to HR Reps

▼ **Template Based Hire: Awaiting Further Approvals**

Submit For Approval

Not Routed

Multiple Approvers
HR Representative

📁

Approval / Denial Comments



DEMO – HR Rep

Submit For Approval

▼ Template Based Hire: Pending

Submit For Approval

Pending



Approving Manager

Route to HR Reps

▼ Template Based Hire: Awaiting Further Approvals

Submit For Approval

Not Routed



Multiple Approvers
HR Representative

Approval / Denial Comments

Approve

Deny





DEMO – HR Rep






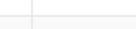

[Favorites](#) ▾ |
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 > [Workforce Administration](#) ▾ |
 > [Personal Information](#) ▾ |
 > [Manage Hires](#)

Manage Hires

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

Manage Hires

From:  To:  [Refresh](#)

Hire Transactions						
Personalize Find   First 1-141 of 141 Last						
Start Date	Status	Name ▲	Person ID	Type of Hire ▲	Source	Submitted By ▼
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	
2018-01-01	Pending Hire			Rehire	Template	



DEMO – HR Rep

Favorites ▾ | Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Contract Administration ▾ > Update Contract Pay NA

Contract Pay | Contract Pay Options

EMP ID: [REDACTED] Empl Record: 3

Contract ID: 0000003 Status: Active [Recalculate Contract](#)

Contract Information Find | View All First 1 of 1 Last

*Effective Date: 2018-01-01

Contract Pay Type: [REDACTED]

*Payment Term: Pay Over Contract

*Monthly Frequency: M Monthly Calculation Method: Prorate

Pay Period Hours: [REDACTED] *Daily Hours: 7.00

*Assign Hours To: Not Applicable

*Contract Begin Date: 2018-01-01 *Contract End Date: 2018-04-28

Payment Begin Date: 2018-01-01 Payment End Date: 2018-04-28

Actual Start Date: 2018-01-01 Termination Date: 2018-04-28

Last Payment Date: [REDACTED] School Schedule: [REDACTED]

☐ Exclude Holiday Schedule

☐ Prorate Hrs in Partial Period

☐ Renew Contract Automatically

Annualization Options

☒ Annualize Over 12 months

☐ Annualize Over Payment Periods

☐ User Specified

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Contract Pay | Contract Pay Options



DEMO – Payroll: Contract Projections

Create Contract Projected Pay

Run Control ID: akv

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Process Request Parameter(s)

Pay Run

Pay Run ID: 

P2620DEC16

or

Pay Calendar

Company:


Pay Group:


Pay End Date:

☐ Select All Employees


Lump Sum Retro Payments

☐ Separate Check

 Save

 Notify

 Add

 Update/Display



DEMO – Payroll: Contract Projections

Contract Payment Details

EMP ID: Empl Record: 0

Contract ID: 0000001 Status: Active Recalculate Contract: No

Contract Payment Sequence

Find | View All First 1 of 2 Last

Contract Sequence: 1 Effective: 2016-10-21

Contract Information

Company:	GMU Grant MacEwan University		
Pay Group:	SES Sessionals		
Contract Begin Date:	2016-09-04	Contract End Date:	2016-12-24
Payment Begin Date:	2016-09-04	Payment End Date:	2016-12-24
Contract Worth:	22582.26		

Contract Calendar

Holiday Schedule:	School Schedule:	Work Schedule
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► Pay Rates

► Payment Summary



DEMO – Payroll: Contract Projections

▼ Payment Summary

Carry Over Amounts

Contract Regular:	8195.16
Paid Not Earned:	0.00
Earned Not Paid:	0.00
Actual Worked:	8195.16
Leave of Absence:	0.00

Adjustments To Carry Over Amts

Contract Regular:	0.00
Paid Not Earned:	0.00
Earned Not Paid:	0.00
Actual Worked:	0.00

Projected Payment Totals

Contract Regular:	14387.10
Paid Not Earned:	0.00
Earned Not Paid:	0.00




Total Paid:	14387.10
Leave of Absence:	0.00
Worked:	14387.10

Actual Earnings Totals






Contract Regular:	2877.42
Paid Not Earned:	0.00
Earned Not Paid:	0.00
Paid Leave:	0.00

Earnings Total:	2877.42
Unpaid Leave:	0.00
Worked:	2877.42

DEMO – Payroll: Contract Projections

Projected Payments and Actual Earnings										
Personalize Find View 3   First 1-5 of 5 Last										
Projected Earnings Actual Earnings 										
Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence
1 Payroll Confirmed	2016-10-29	N	0	10	2877.42	0.00	0.00	2877.42	2877.42	
2 Active	2016-11-12	N	0	10	2877.42	0.00	0.00	2877.42	2877.42	
3 Active	2016-11-26	N	0	10	2877.42	0.00	0.00	2877.42	2877.42	
4 Active	2016-12-10	N	0	10	2877.42	0.00	0.00	2877.42	2877.42	
5 Active	2016-12-24	N	0	10	2877.42	0.00	0.00	2877.42	2877.42	

DEMO – Payroll: Contract Projections

Projected Payments and Actual Earnings											
Personalize Find View 3  											
First  1-5 of 5  Last											
Projected Earnings		Actual Earnings 									
Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Paid Leave	Earnings Total	Unpaid Leave	Worked
1 Payroll Confirmed	2016-10-29	N	0	10	2877.42	0.00	0.00	0.00	2877.42	0.00	2877.42
2 Active	2016-11-12	N	0	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Active	2016-11-26	N	0	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Active	2016-12-10	N	0	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 Active	2016-12-24	N	0	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Demo – Sessional Faculty

- Self Service page that displays an employee's contracts and course assignments on a term basis.
- Helps the employee view on a single page both HR and CS data and helps reconcile between the IHs assigned to courses as well as contracts.
- Ability to change terms and view historical and future dated assignments.
- Minimizes the enquires to the individual departments related to pay and course assignments.



Demo – Sessional Faculty

[Favorites](#) ▾ |
 [Main Menu](#) ▾ |
 > [Self Service](#) ▾ |
 > [Sessional Faculty Assignments*](#)

Sessional Faculty Assignments

Sessional Faculty Assignments

Faculty Name

2017 Winter Term

[change term](#)

Instructional Faculty

Job Assignments

Job Info		Additional Job Info									
Empl Record	Department	Description	Job Code	Description	Start Date	Expected End Date	IHS	Hourly Rate	Contract Worth	View Payment	
1 0	05206	CPNE - UGRD	FA0030	Sessional Instructor	2017-01-01		210.00	105.58	\$22,171.80	View Payments	
2 1	05208	CPNE Contracts	FA0030	Sessional Instructor	2017-02-06		60.00	105.58	\$6,334.80	View Payments	
3 2	05208	CPNE Contracts	FA0030	Sessional Instructor	2017-02-27		60.00	105.58	\$6,334.80	View Payments	
4 4	05208	CPNE Contracts	FA0030	Sessional Instructor	2017-04-03		60.00	105.58	\$6,334.80	View Payments	

Course Assignments

LPNR 301 - LPN Perioperative Theory

Total Hours 120.00



	Class Nbr	Description	Class Section	Course Component	Facility	Session	Start Date	End Date	Days
1	14205	LPN Perioperative Theory	Y013	Lecture	V-MCO-Virtual - MacEwan Online	Variable Session	2017-02-27	2017-05-05	
2	13949	LPN Perioperative Theory	C060	Lecture	V-MCO-Virtual - MacEwan Online	Variable Session	2017-01-04	2017-04-22	

Demo – Sessional Faculty

[Favorites](#) ▾ |
 [Main Menu](#) ▾ |
 > [Self Service](#) ▾ |
 > [Sessional Faculty Assignments*](#)

Payment Schedule

Projected Payments and Actual Earnings

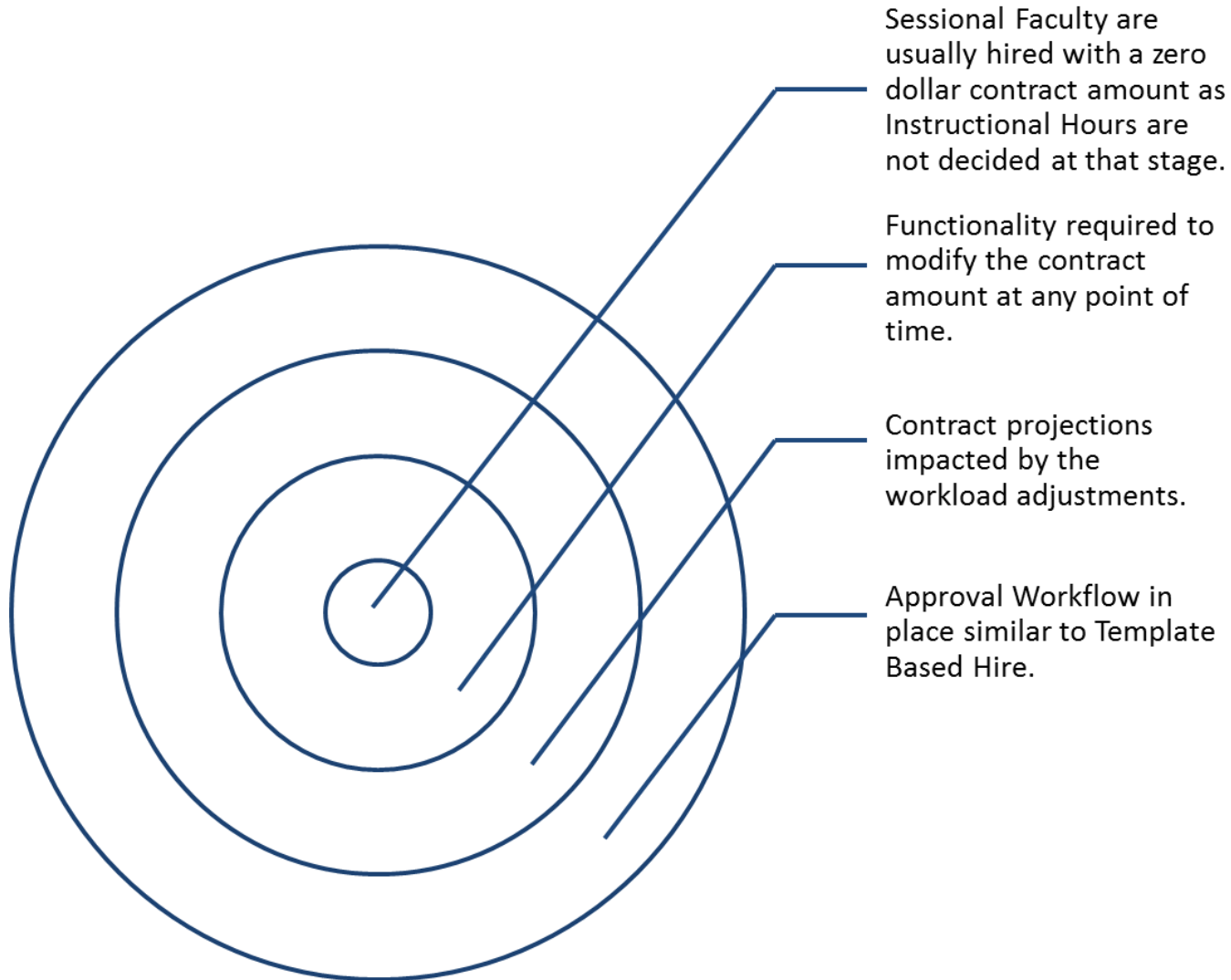
[Personalize](#) |
  |
 
 1-6 of 6

	Status	Pay Period End Date	Off cycle	Work Days	Projected Payments	Leave of Absence	Earnings Total	Unpaid Leave
1	Payroll Confirmed	2017-03-04	N	5	\$633.48	\$0.00	\$633.48	\$0.00
2	Payroll Confirmed	2017-03-18	N	10	\$1266.96	\$0.00	\$1266.96	\$0.00
3	Payroll Confirmed	2017-04-01	N	10	\$1266.96	\$0.00	\$1266.96	\$0.00
4	Payroll Confirmed	2017-04-15	N	10	\$1266.96	\$0.00	\$1266.96	\$0.00
5	Payroll Confirmed	2017-04-29	N	10	\$1266.96	\$0.00	\$1266.96	\$0.00
6	Payroll Confirmed	2017-05-13	N	5	\$633.48	\$0.00	\$633.48	\$0.00

[Return](#)



Demo – Workload Adjustments



Demo – Workload Adjustments

Sessional Faculty Workload Adjustment

Employee Selection Criteria

Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date 2016-11-04

Refresh Employees

Find Employee

Ananth Kumar Venkateswaran 's employees

Personalize | First 1-591 of 591 Last

Select	Name	Empl ID	Job	Empl Status	Full/Part Time	HR Status	Position	Job Code	Job Title	Dept ID	Department
Select			0	Active	Part-Time	Active		FA0030	Sessional Instructor	04121	Accounting and Finance
Select			0	Active	Part-Time	Active		FA0034	Sessional Science Lab Instr	03208	A&S Physical Sciences
Select			0	Active	Part-Time	Active		FA0034	Sessional Science Lab Instr	03203	A&S Biological Sciences
Select			0	Active	Part-Time	Active		FA0030	Sessional Instructor	06114	Department of Fine Art & Design
Select			0	Active	Part-Time	Active		FA0030	Sessional Instructor	03211	A&S Sociology
Select			0	Active	Part-Time	Active		FA0034	Sessional Science Lab Instr	03206	A&S Mathematics & Statistics
Select			3	Active	Part-Time	Active		FA0030	Sessional Instructor	03206	A&S Mathematics & Statistics
Select			1	Active	Part-Time	Active		FA0030	Sessional Instructor	04121	Accounting and Finance
Select			1	Active	Part-Time	Active		FA0030	Sessional Instructor	05502	School of Social Work
Select			0	Active	Part-Time	Active		FA0034	Sessional Science Lab Instr	03203	A&S Biological Sciences
Select			0	Active	Part-Time	Active		FA0030	Sessional Instructor	05501	Allied Health & Human Perform
Select			0	Active	Part-Time	Active		FA0034	Sessional Science Lab Instr	03205	A&S Computer Science
Select			1	Active	Full-Time	Active		FA0037	Sessional Instructor PUC	09602	University Preparation
Select			0	Active	Part-Time	Active		FA0030	Sessional Instructor	04120	IB Strategy Marketing and Law
Select			0	Active	Part-Time	Active		FA0030	Sessional Instructor	04120	IB Strategy Marketing and Law
Select			0	Active	Part-Time	Active		FA0030	Sessional Instructor	03201	A&S English



Demo – Faculty Administrator

[Sessional Fac Workload Adjust](#)

Sessional Faculty Workload Adjustment

*Salary Change Date **Current Information**

Hourly Rate 89.740000
Instructional Hours 54.90
Contract Worth Amount 4926.726000

New Information

Hourly Rate 89.740000
*Instructional Hours
Contract Worth Amount 0.000000

Comments



Demo – Department Manager

[Appr Sess Workload](#)

Approve Sessional Faculty Workload Adjustment

The section lists the workload adjustment requests that have been sent to you for review. Select a name to review the details and approve or deny the request.

Pending Workload Adjustment Requests

[Personalize](#) | [Find](#) | [View All](#) |  |  | First  1 of 1  Last

	Empl ID	Name	Empl Record	Effective Date	New Instructional Hours	New Contract Worth Amount	Originated By	Approval Status
<input type="checkbox"/>	[REDACTED]	[REDACTED]		0 2016-11-03	68.25	8286.232500	[REDACTED]	Pending

[Approve](#)

Demo – Department Manager

Salary Change Date 2016-11-03

Current Information		New Information	
Hourly Rate	121.410000	Hourly Rate	121.410000
Instructional Hours	63.00	Instructional Hours	68.25
Contract Worth Amount	7648.830000	Contract Worth Amount	8286.232500

Comments

Approve

Deny

Route to Department Manager

Sessional Faculty - Workload Adjustment:

Pending

Route to Department Manager

Pending

Approving Manager


Comment History

Route to HR Reps

Sessional Faculty - Workload Adjustment:Awaiting Further Approvals [View/Hide Comments](#)

Route to HR Reps

Not Routed

 Multiple Approvers
HR Representative

Comment History

[GoTo Approve Workload Adjustment](#)



Demo – HR Rep

Favorites ▾ | Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Contract Administration ▾ > Update Contract Pay NA

Contract Pay | Contract Pay Options

EMP ID: Empl Record: 3

Contract ID: 0000003 Status: Active [Recalculate Contract](#)

Contract Information [Find](#) | [View All](#) First 1 of 2 Last

*Effective Date:

Contract Pay Type:

*Payment Term:

*Monthly Frequency: Calculation Method:

Pay Period Hours: *Daily Hours:

*Assign Hours To:

*Contract Begin Date: *Contract End Date:

Payment Begin Date: Payment End Date:

Actual Start Date: Termination Date:

Last Payment Date: School Schedule:

☐ Exclude Holiday Schedule

☐ Prorate Hrs in Partial Period

☐ Renew Contract Automatically

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Contract Pay | Contract Pay Options



Demo – Payroll

- Based on a new Workload Adjustment row added to Job, process recalculates the new contract amount.
- Projected payments is a difference of the new contract amount and any actual payments already made.
- A new contract sequence is created by the process for the new contract amount and shows the new contract period if applicable.
- Manual Adjustments to the carryover amounts can be made on this page to account for any off-cycle payments made.



Demo – Payroll

Contract Payment Details

EMP

ID: Empl Record: 0

Contract ID: 0000001 Status: Complete Recalculate Contract: No

Contract Payment Sequence

Contract Sequence: 1 Effective: 2016-06-01

Contract Information

Company: GMU Grant MacEwan University

Pay Group: SES Sessionals

Contract Begin Date: 2016-06-01 Contract End Date: 2016-06-29

Payment Begin Date: 2016-06-01 Payment End Date: 2016-06-29

Contract Worth: 8905.50

Contract Calendar

Holiday Schedule:

School Schedule:

Work Schedule

Pay Rates

Payment Summary

Projected Payments and Actual Earnings

Projected Earnings

Actual Earnings

Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence
1 Payroll Confirmed	2016-06-11	N	0	8	3392.58	0.00	0.00	3392.58	3392.58	
2 Payroll Confirmed	2016-06-25	N	0	10	4240.71	0.00	0.00	4240.71	4240.71	
3 Payroll Confirmed	2016-07-09	N	0	3	1272.21	0.00	0.00	1272.21	1272.21	

Contract Sequence: 0 Effective: 2016-05-01

Demo – Department Manager

Salary Change Date 2016-11-03

Current Information		New Information	
Hourly Rate	121.410000	Hourly Rate	121.410000
Instructional Hours	63.00	Instructional Hours	68.25
Contract Worth Amount	7648.830000	Contract Worth Amount	8286.232500

Comments


Approve

Deny

Route to Department Manager



▼

Sessional Faculty - Workload Adjustment:**Pending**

 [View/Hide Comments](#)

Route to Department Manager

Pending

 
Approving Manager

Comment History

Route to HR Reps

Sessional Faculty - Workload Adjustment:Awaiting Further Approvals View/Hide Comments

Route to HR Reps

Not Routed

Multiple Approvers
HR Representative

Comment History

GoTo Approve Workload Adjustment



Success Factors

- Good solution design
- End user participation
- Management support
- Department Faculty Support



Lessons Learned

- Work hand-in-hand with ERP/IT team and Payroll
- Involve more users in system and user acceptance testing
- Training is key to proper usage
- Communicating enhancements



Next Steps

- Maximize use of Templates:
 - Create a new template for hiring Contingent Workers
 - Move all hiring to templates
- Enable Functional Analysts to build and modify Templates





**THIS PRESENTATION WILL BE AVAILABLE FOR
DOWNLOAD FROM THE CONFERENCE SITE**





THANK YOU!