Reference Guide

Human Capital Management v10x

By CMiC

CMiC
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Contents

Human Capital Management

Overview of Human Capital Management

The HR system is non-company specific, and works on a system level. Organizational Chart security is applicable restricting employee information based on the Org Chart if the "HCM: Allow employee access by employee security" privilege is unchecked for the user in System Data. If the flag is checked, Payroll security combined with Org Chart security is applicable when accessing employee related data. Employee security is also applicable to individual modules allowing users access to individual modules based on employee security or org chart security. The modules affected are: Applicant Management, Training, Performance Management, Compensation Management and Hiring Requisitions.

Overall Usage

Any field that is a large text field can be double clicked to open a Text editing box.

Position Control

Job Classifications

There are many different ways that term Job Classification may be used, for our purposes a job classification is a type of position within the organization. For example, Project Accountant, Estimator, Clerk, etc. Each of these Job Classifications has at least one position within the organization.

Each Job Classifications has a generic job title and a job summary and a job responsibilities section. The Job Classifications define the 'Salary Grade' and if the position is exempt for the Federal Labor Standards Act.

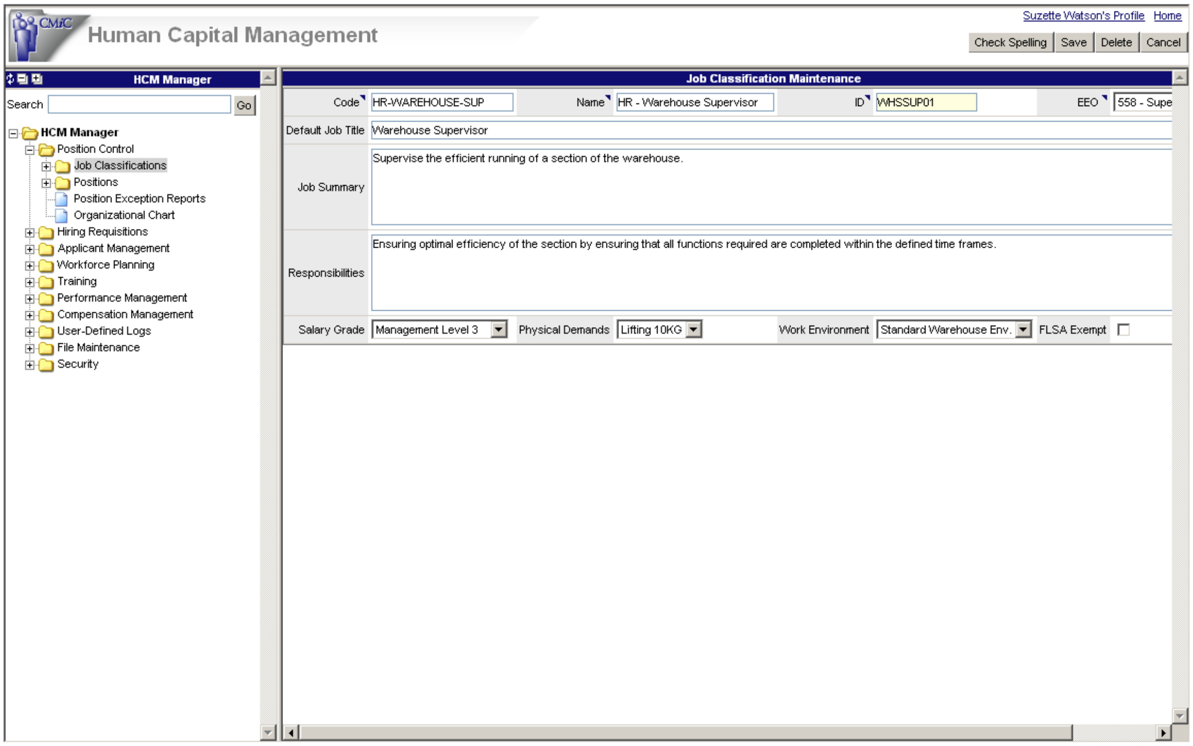
The job summary, responsibilities, salary grade and the FLSA exempt status are defaulted to each position created for the classification where they can be adjusted to fit the exact position.

Each Job Classification may have a set of attributes related to it. This set of attributes allows for the definition of required education degrees, skills, training, memberships and licenses/certifications. For more information on defining these attributes refer to File Maintenance. Attributes can be associated to the Job Classification as required or just would be nice.

Attributes entered against a Job Classification are used during the hiring process to order/rate the applications according to requirements.

When a Job Classification is created it creates a record in the HR Positions table. When defining a Job Classification it is important to understand the ID code represents the position code within the HR application.

The Job Classifications page starts as a log of all defined classifications. To edit an existing classification click on the link on the log or to add a new classification use the **[Create Job Classification**] button.

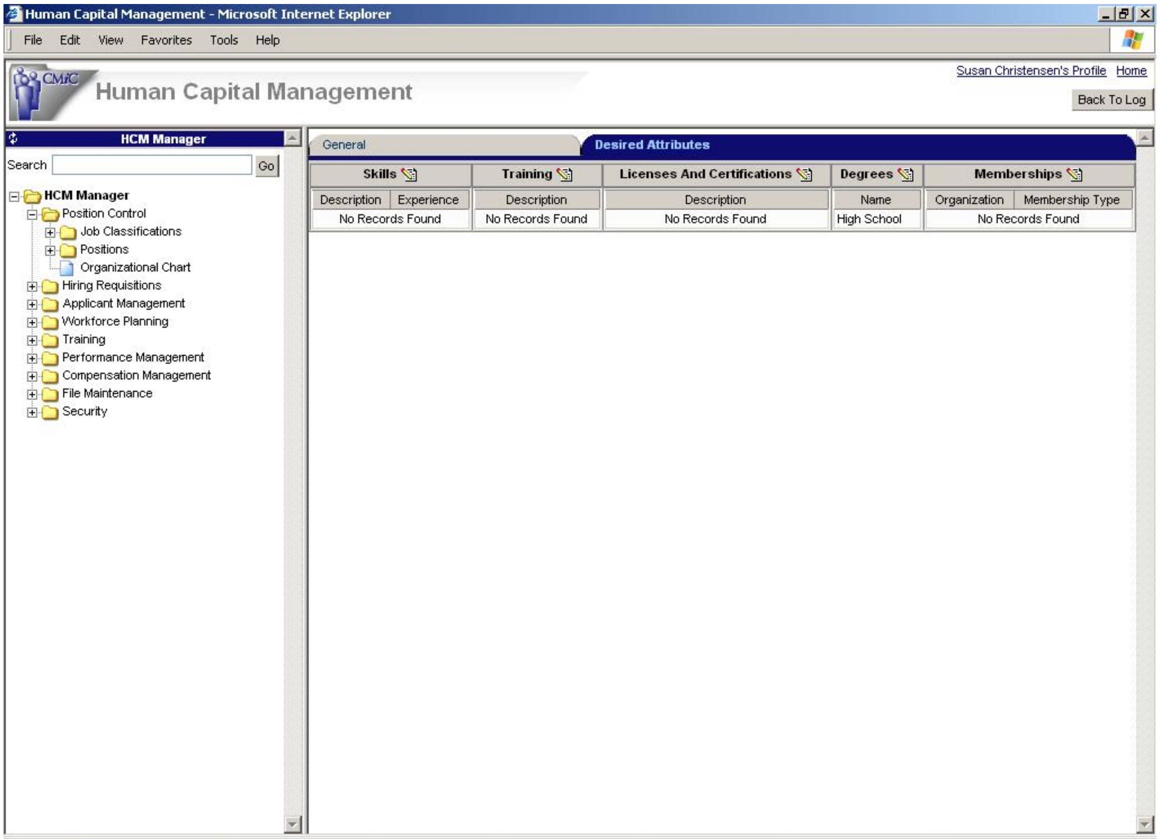


Once the job classification has been created by using the [**Save**] button attributes can be added.

To add or review attributes on a job classification open the 'Desired Attributes' tab. This tab displays a list of the attributes already assigned to the position. Attributes are broken down into 5 components:

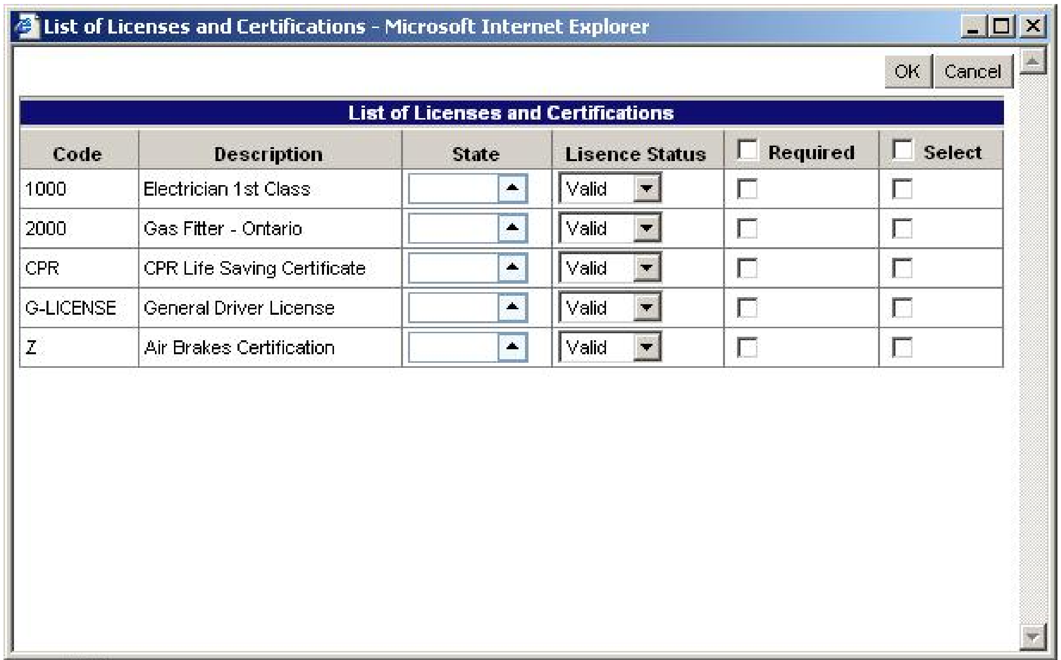
- Skills, Training, Licensees and Certifications, Degrees and Memberships.

One or all of these components can have multiple attributes, some may be required others just nice to have.



To add an attribute click on the Edit icon to the component required. This displays a list related to the attribute selected. From this list one or more attributes may be selected. Depending on the attribute type it may be possible to add criteria such as year of experience or State of license.

All attributes allow the attribute to be 'Required' or just nice to have.



List of Licenses and Certifications - Microsoft Internet Explorer

OK Cancel

List of Licenses and Certifications

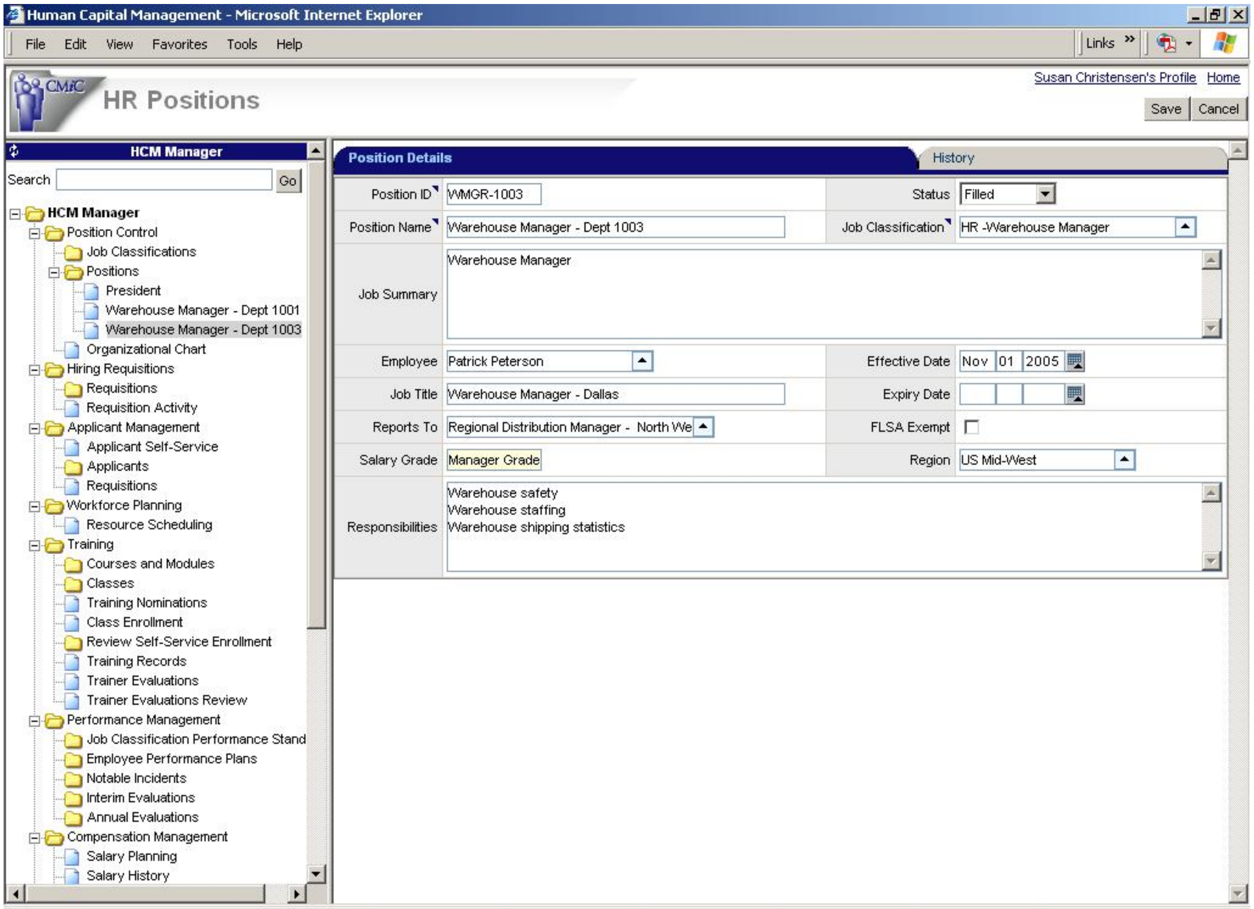
Code	Description	State	Lisence Status	Required	Select
1000	Electrician 1st Class		Valid		
2000	Gas Fitter - Ontario		Valid		
CPR	CPR Life Saving Certificate		Valid		
G-LICENSE	General Driver License		Valid		
Z	Air Brakes Certification		Valid		

Pre-Requisites:

Mandatory: Nothing

Optional: Regions, Salary Grades, Skills, Education, Certification and Licenses, Training Courses and Modules, Memberships and Organizations.

Positions



Positions Details Maintenance

Positions should be setup as a one to one relationship with employees. No two employees can hold the same position and no two positions can have the same employee. Multiple employees may have the same job classification but each has a unique position. Take for example the Job Classification of Project Accountant there are probably one or more Project Accountants for each large project in progress. Each of these Project Accountants is a unique position.

Positions contain more information than just the position and the employee reference. They form the hierarchy of the organization. Each position should be defined to report to Job Position. This allows the Employee in the Job Position to change while maintaining the corporate organizational chart.

Each position created inherits default information from the related Job Classification, but this can be changed and customized for the specific position. Positions also have effective and expiry dates, and a region assigned that allows for the pay scale for a specific position to be different by region.

The History Tab on this screen displays a list of all changes made to this position, what changed, when and by whom.

Auto-numbering of Position IDs

It is possible to instruct the system to automatically generate Position IDs by setting a flag in System Options of the CMiC Enterprise. This flag is located on the Payroll tab and is labeled: “JSP Position ID Auto Numbering”.

Pre-Requisites:

Mandatory: Job Classifications

Optional: Regions, Employees

Position Exception Reports

The Position Exception Report will provide a list of unfilled positions, positions with no reporting position and employees without a position. The print functionality is not available at this time.

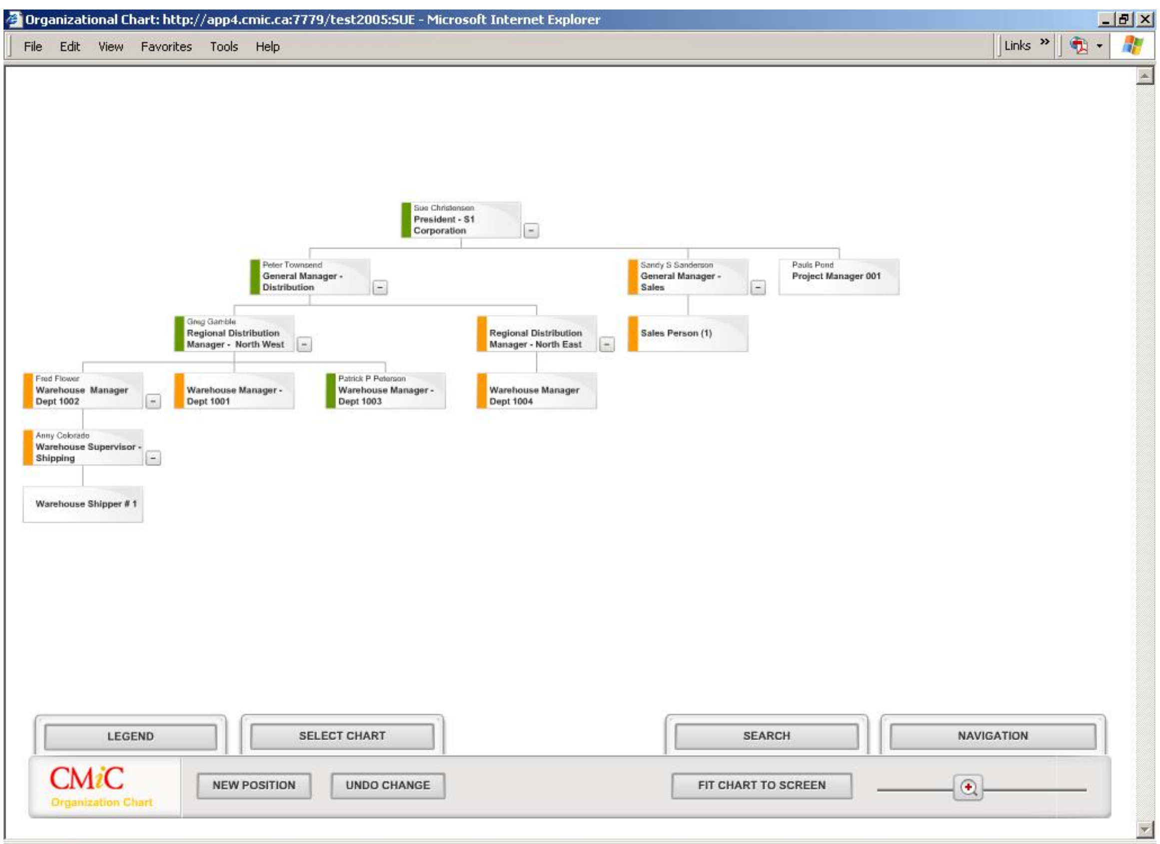
Organizational Chart

The program displays a visual representation of the positions and the related reporting hierarchy. The program allows for the creation of new positions and the moving of positions individually or by a group to another area of the chart. This program makes changing the organizational structure an easy procedure.

Pre-Requisites:

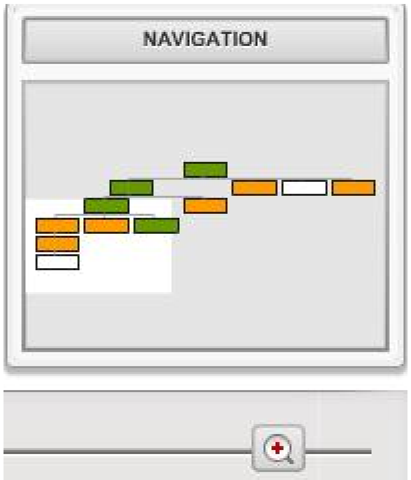
Mandatory: Job Classifications

Optional: Positions, Regions



An Organization may have multiple 'Org' charts depending on their structure. The Select Chart tab allows the user to select the required chart. A Chart is defined by a Position that does not report to anyone.

The **Navigation** tab allows you to zoom in/out to different sections of the chart.



The Navigation is controlled by where the ‘White Space’ is on the picture. Drag the white space to the area of the chart you want to view. To zoom in to more detail, move the zoom indicator to the right, to zoom out move it to the left.

To see the complete chart on the page use the [**Fit Chart to Screen**] button.

The **Legend** tab is a list indicating what the different colors and symbols mean.

Changing a Positions ‘Reports To:’ Setting

To change where a position reports, is as easy as dragging the position to the new report location. This will not only change the report of the current position it will automatically bring along any sub-reports.

Adding a new Position:

To add a new Position or to update an existing Position single click on the position to update. This will open a window showing the current information about this position.

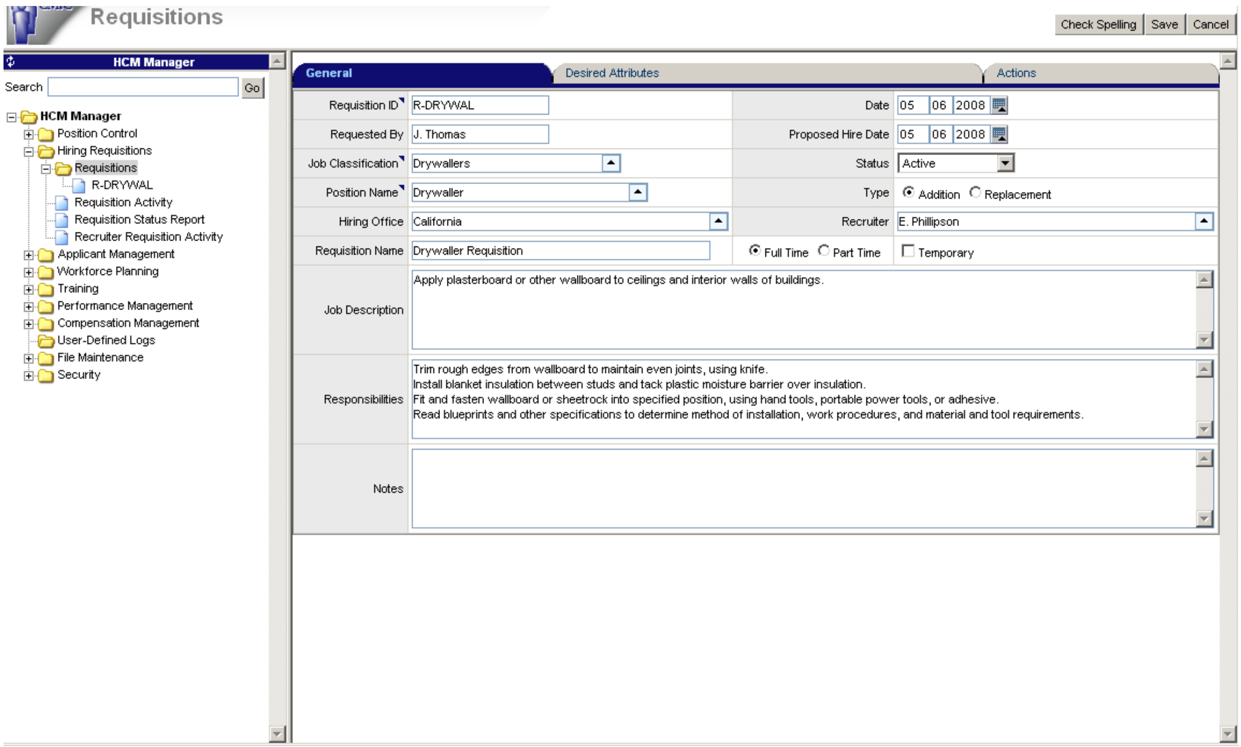
It is now possible to change information regarding this position such as the employee associated with the position, the start/end date of the position, the reports to or the status. It is also possible to create a new direct report position by using the [**Create Direct Report**] button.

When saving an update or a new record, if any required data is missed, the field is shown boxed in red to make it easy to identify where the problem is. This method of creating or editing a position only deals with the key information about the position, updating information such as Job title, Job Summary, Responsibilities, etc. must be done via the Positions page.

Any changes or new positions created via this method will be reflected on the positions screen with the HCM application.

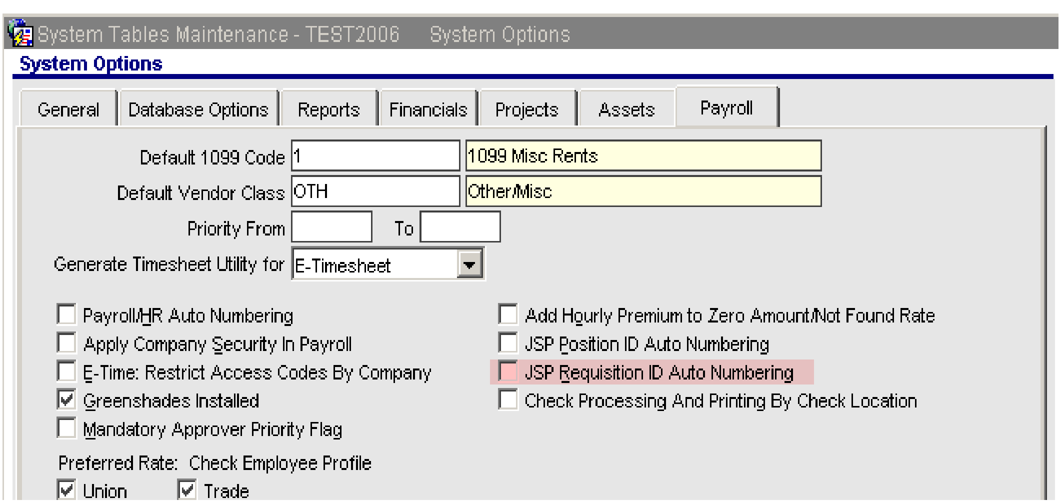
Hiring Requisitions

Requisitions



Requisitions Entry Form

This page allows the user to enter a requisition to the HR department to start the hiring process for a new or existing position.



Auto-numbering can be applied to the Requisitions ID by setting the 'JSP Requisition ID Auto Numbering' flag in the Payroll tab of System Options (Forms version).

When entering the requisition, the Requisition Name, Job Description and Responsibilities will default from the Position selected. The Desired Attributes of the Requisition will default from the Job Classification. The Requisition Name defaults from the Job Title of the Position. If the Position Name is entered before the Job Classification, the associated Job Classification will be populated. The Hiring Office LOV provides a list of Geographical Areas.

The Hiring Requisitions page starts as a log displaying all Requisitions. To edit an existing requisition click on the link on the log or to add a new Requisition use the [**Create Requisition**] button.

There are three required fields when entering a Requisition. They are the Requisition ID, Job Classification and Position Name.

- The Requisition ID must be a unique code it can be characters or numbers with a maximum length of 10.
- Once the position is entered, the Requisition Name, Job Description and Responsibilities fields will be updated to match the position's definition.
- The Desired Attributes will default from the Job Classification.

Any of these defaulted fields may be changed including the Desired Attributes.

Pre-Requisites:

Mandatory: Job Classification, Position Name, Requisition ID.

Optional: Hiring Actions, Skills, Education, Certification and Licenses, Training Courses and Modules, Memberships and Organizations

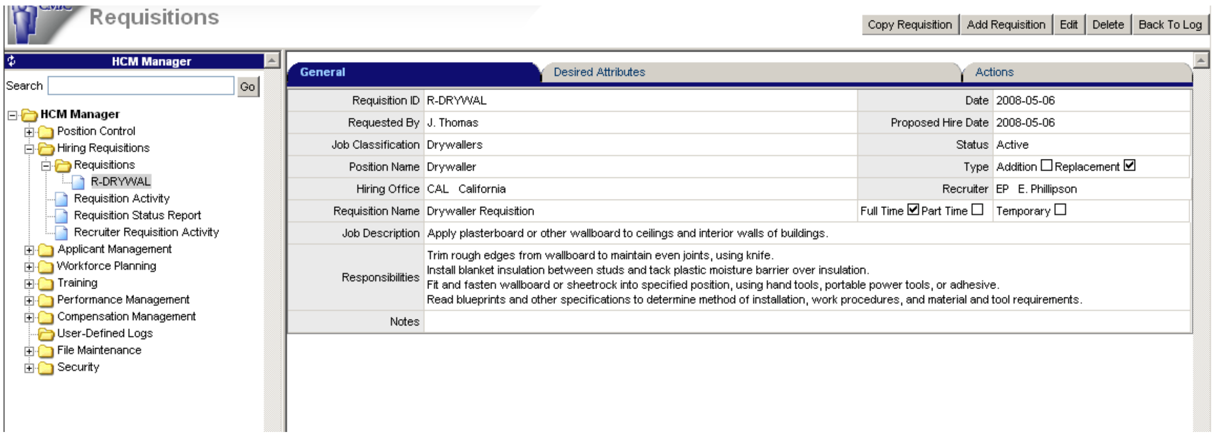
The Actions tab allows the user to update the history of what has happened to the requisition. This is the same functionality that is available via the Requisition Activity screen. When a new requisition is saved, an Action of "Requisition Created" is automatically created for the requisition.

The Action Name drop-down provides a list of Hiring Actions defined as Requisition Actions.

Pre-Requisites:

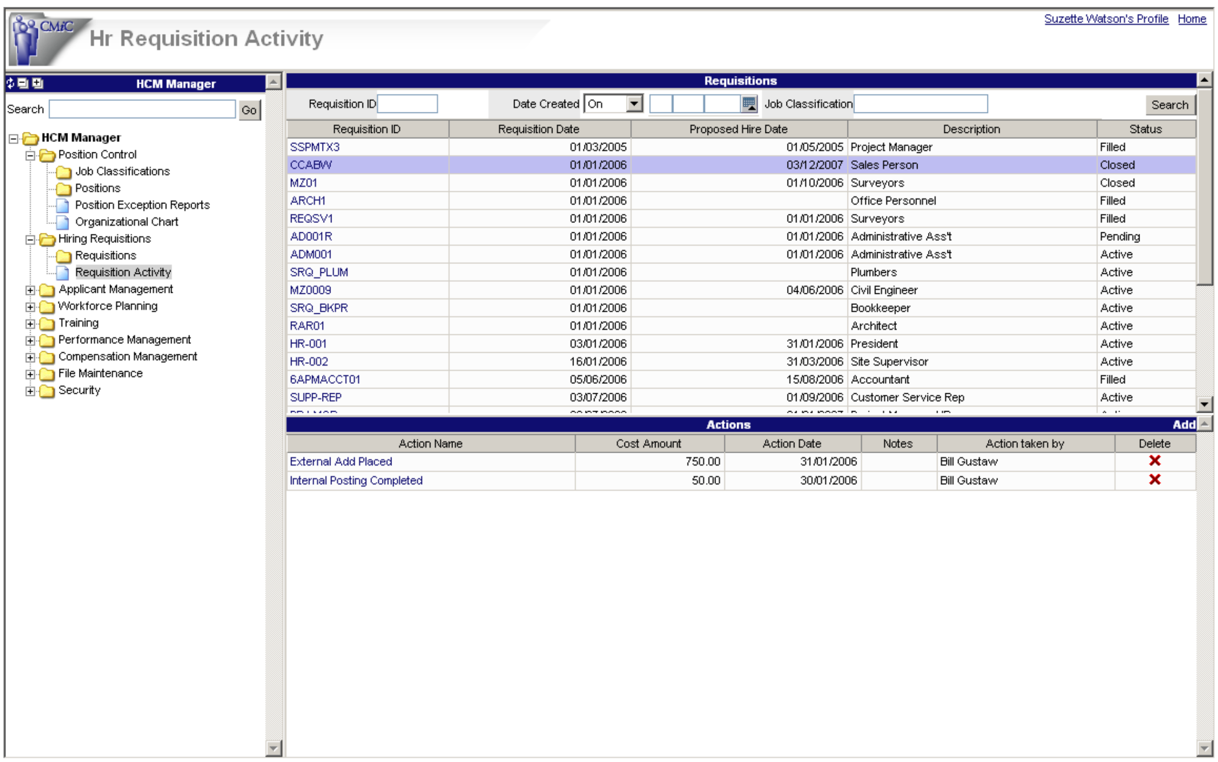
Mandatory: Action Name, Action Date.

Optional: Cost Amount, Status, Action Taken By, Notes, From Date, To Date.



A requisition can also be copied to another requisition using the Copy Requisition button. This will open up a duplicate requisition screen where the user can edit the data for the new requisition.

Requisition Activity



Requisition Activity

Requisition Activity is both an entry and a query screen. It allows for the review of the actions taken on one or more requisitions and it allows for the updating of existing actions taken and the entry of new actions taken.

When this page is first opened it will display all requisitions.

Searching for Requisitions

To limit the requisitions displayed, you can [**Search**] by a specific requisition number, by date or by job classification.

Requisition ID

This field can be used to select a range of Requisition ID's by using the '%' wildcard characters either before or after the value – for example 1% will return any requisition ID that start with the number 1.

Date Created

This is a drop down list that allows the user to select one of 3 values, On, Before or After to determine how to utilize the actual date field. This allows for the querying of requisitions created on a specific date or after a specific date.

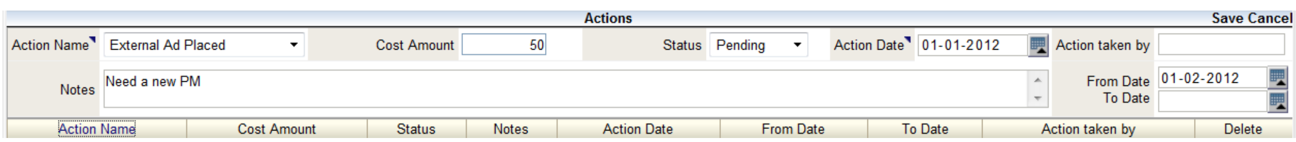
Job Classification

This field can be used to select a group of Positions with similar names by using the '%' wildcard characters either before or after the value – for example Elec% will return any requisition ID's for any Job Classification where the title of the classification starts with Elec.

Once the required requisition has been found, highlight the requisition clicking on the linked field. This will then display all related action records in the bottom section of the screen.

Adding a New Action Taken

To add an action to the requisition use the Add link on the 'Actions' bar. This will open up an area just under the bar where the action information can be entered.



- Selection the Action Name from the drop down list (Required)
- If applicable enter the cost amount, this is for reference only
- Enter the status
- Enter the date of the action (Required)
- Enter the employee who performed the action. This defaults to the user id.
- Enter any notes and dates if necessary.

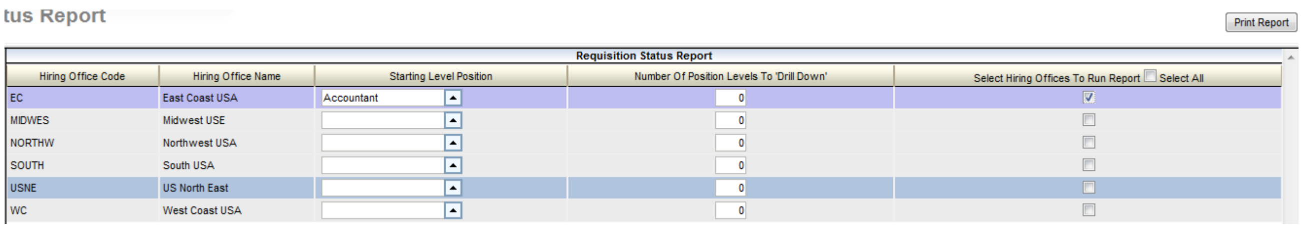
When complete use the Save link.

Updating an Existing Action:

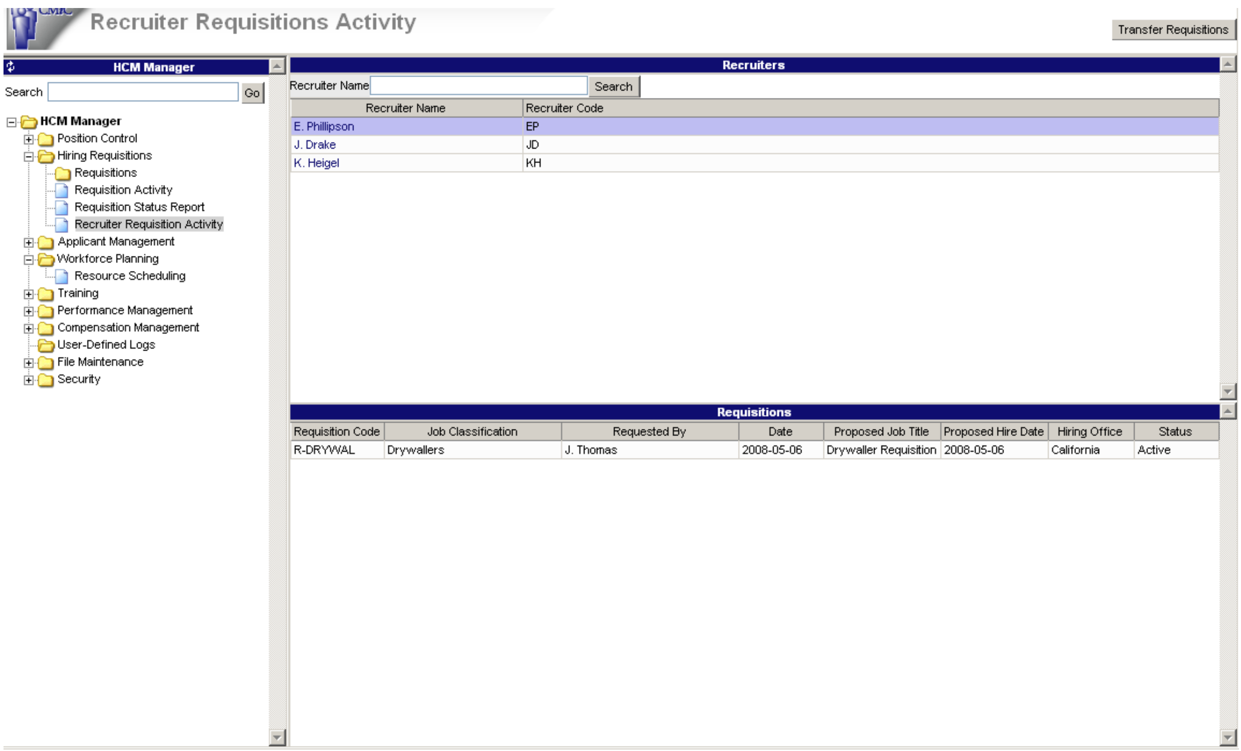
To edit an existing action taken, click on the lined field. This will then display the action information in the area just under the Actions section bar. Update the information as required and then save.

Requisition Status Report

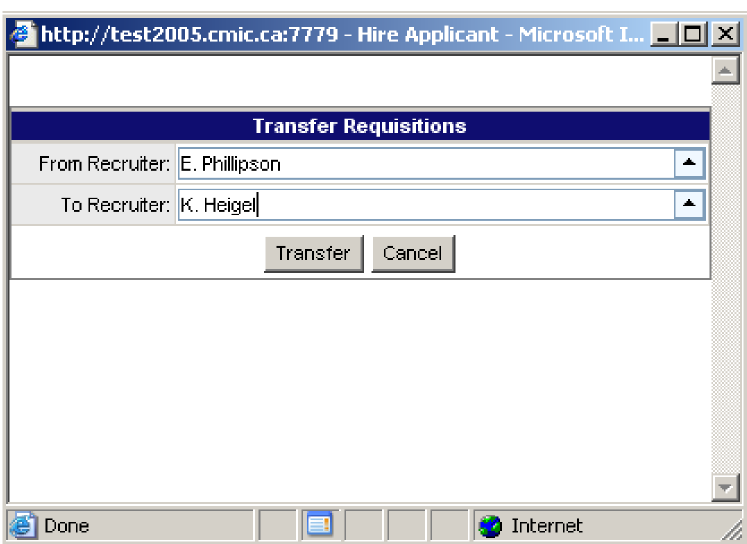
The Requisition Status Report prints applicants and their associated requisitions based on the hiring office.



Recruiter Requisition Activity



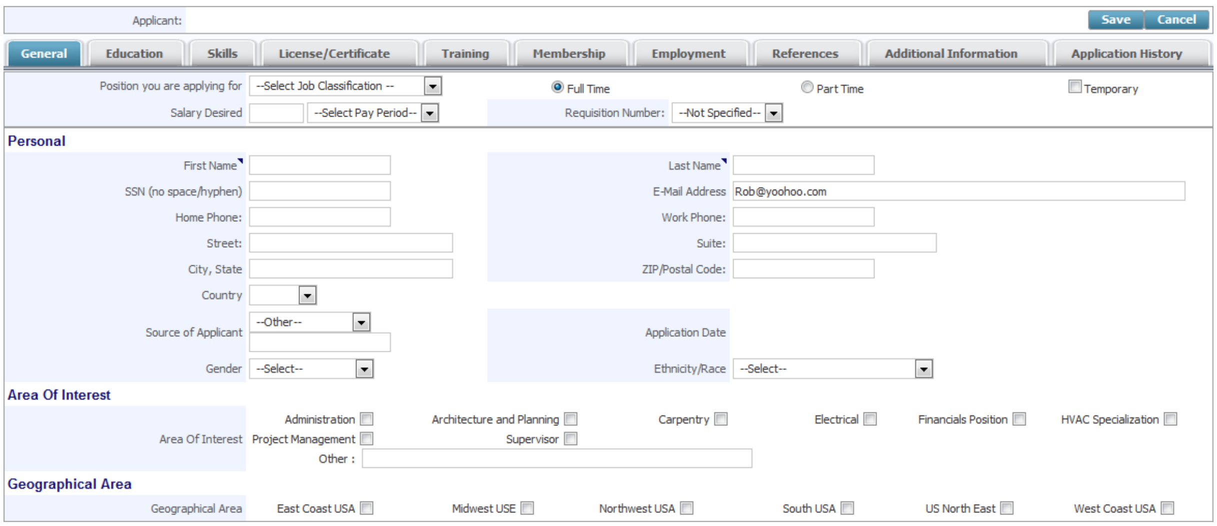
The Recruiter Requisition Activity screen shows all open requisitions for the recruiter. The requisitions assigned to a recruiter can also be transferred to another recruiter.



To transfer all open requisitions from one recruiter to another recruiter, press the Transfer Requisitions button. Then select the From Recruiter and the To Recruiter from the pop-up window. Press Transfer to move those requisitions to the new recruiter.

Applicant Self-Service & Applicant Management

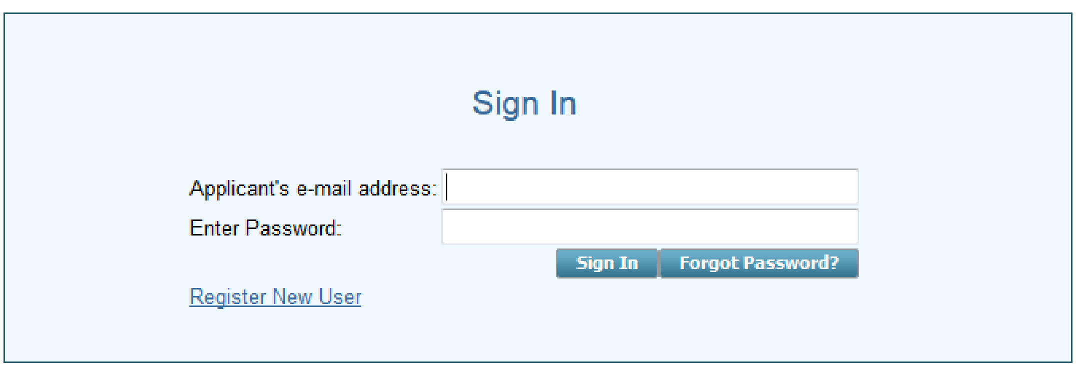
Overview – Applicant Self-Service



Sample of Applicant Self-Service screen, used by applicants to enter, review and update application information.

This program is designed to be run by applicants that are applying for a position within your organization. It provides applicants access to Applicant Self-Service so that they may enter, review and update application information for a job posting. Access to Applicant Self-Service is provided via a link, which can be added to a job posting (see the *Format Link to Applicant Self-Service* section for details).

Registration & Sign In



If the applicant has already registered with your organization they may type in their email address and the password that they created to enter the system in order to review or update their application.

If the user has not yet registered, they can do so by using the Register New User link, which will ask them for their email address and to create a password. Note, the email address is case sensitive.

If the applicant was previously registered with your organization, but forgot his/her password, they can click [**Forgot Password**]. On the next screen, the applicant would enter his/her email address, first name, and last name, then click [**Send Password**]. An email would then be sent to that email address with the previous login information that can be used to log in.

Format Link to Applicant Self-Service

For applicants, access to Applicant Self-Service is provided via a link, which can be added job postings or emails. The following provides details about how to format links to Applicant Self-Service.

Format for CMiC Enterprise Clients

The following is the format for links to Applicant Self-Service, with the ***DATABASE_SERVER*** and ***ENVIRONMENT*** parts being replacement fields:

http://***DATABASE_SERVER***/***ENVIRONMENT***/HrApplSelfServ

Replacement Fields

DATABASE_SERVER = path to database server running CMiC Enterprise

ENVIROMENT = which database environment to use

Example: http://test4v10.cmic.ca:7785/cmictestv10x/HrApplSelfServ

Format for CMiC Cloud Clients

The following is the format for links to Applicant Self-Service, with the ***TENANTCODE*** part being a replacement field:

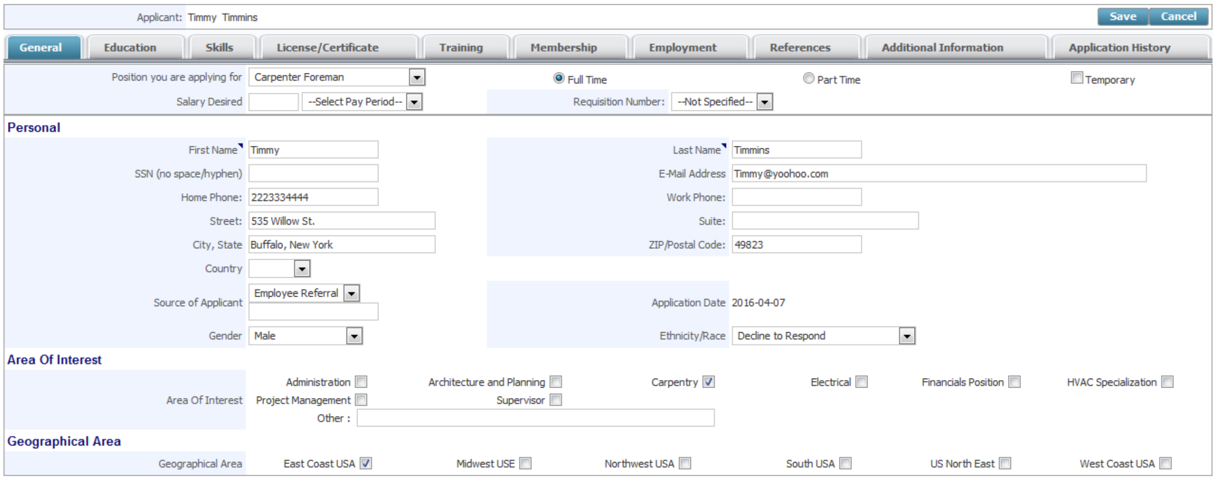
https://hikuuapp.com/hikuuprod/HrApplSelfServ/?tenantCode=***TENANTCODE***

Replacement Fields

TENANTCODE = CMiC Cloud client’s tenant code, identifying the CMiC Cloud client

Example: https://hikuuapp.com/hikuuprod/HrApplSelfServ/?tenantCode=ZZZ

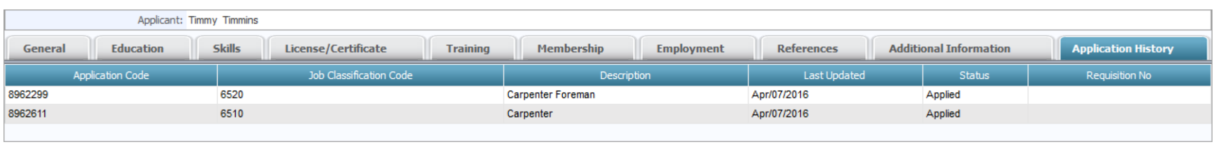
Applicant Self-Service for Applicants



Once logged in, applicants can select the position to apply for, via the **Position you are applying for** drop-down list, and the corresponding **Requisition Number**. The applicant can then enter their contact information, education, skills, licenses/certifications, training, memberships, employment history, references and any additional information, through the corresponding tabs. They may also select preferred areas of interest and geographical areas.

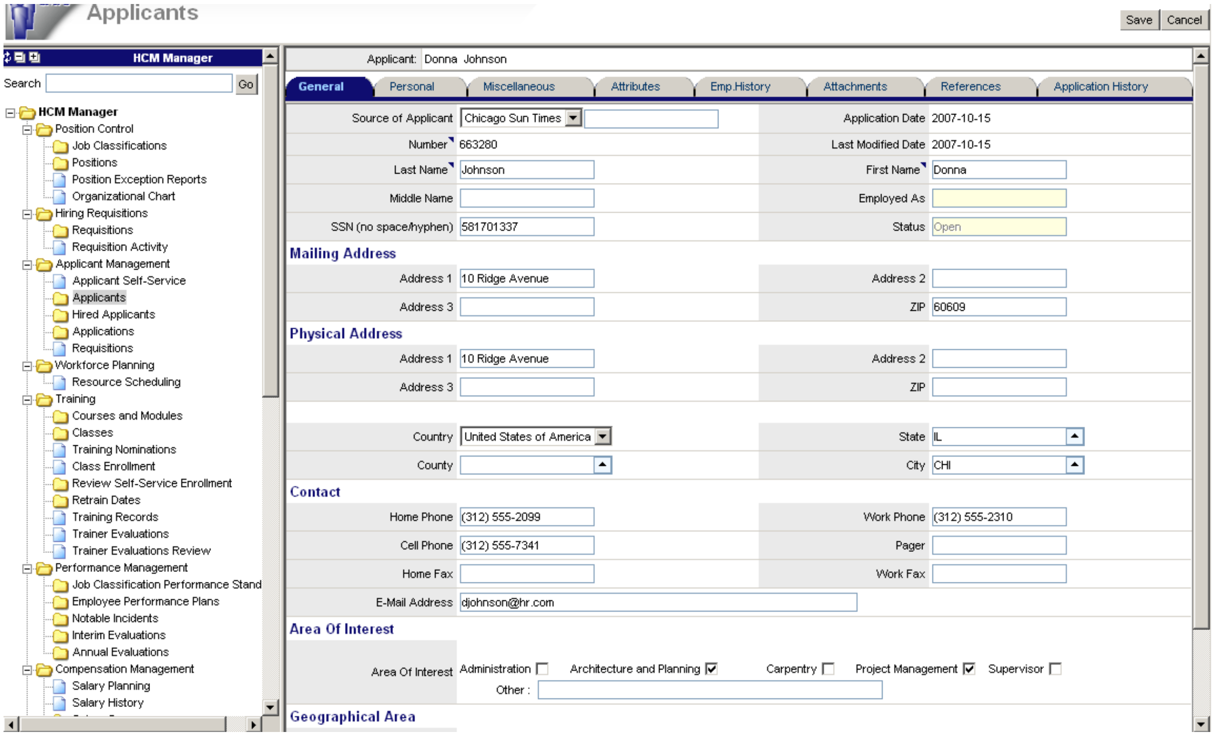
The [**Upload Resume**] button can be used to upload as many documents that the applicant wishes, such as resumes and cover-letters.

If the applicant wishes to apply for a second position, he/she would save the first application, then select the second position for which they are applying from the drop-down list of job classifications, select a corresponding **Requisition Number**, enter the relevant information and save the application.



For each of those saved applications, an application record is created in the **Application History** tab, shown above.

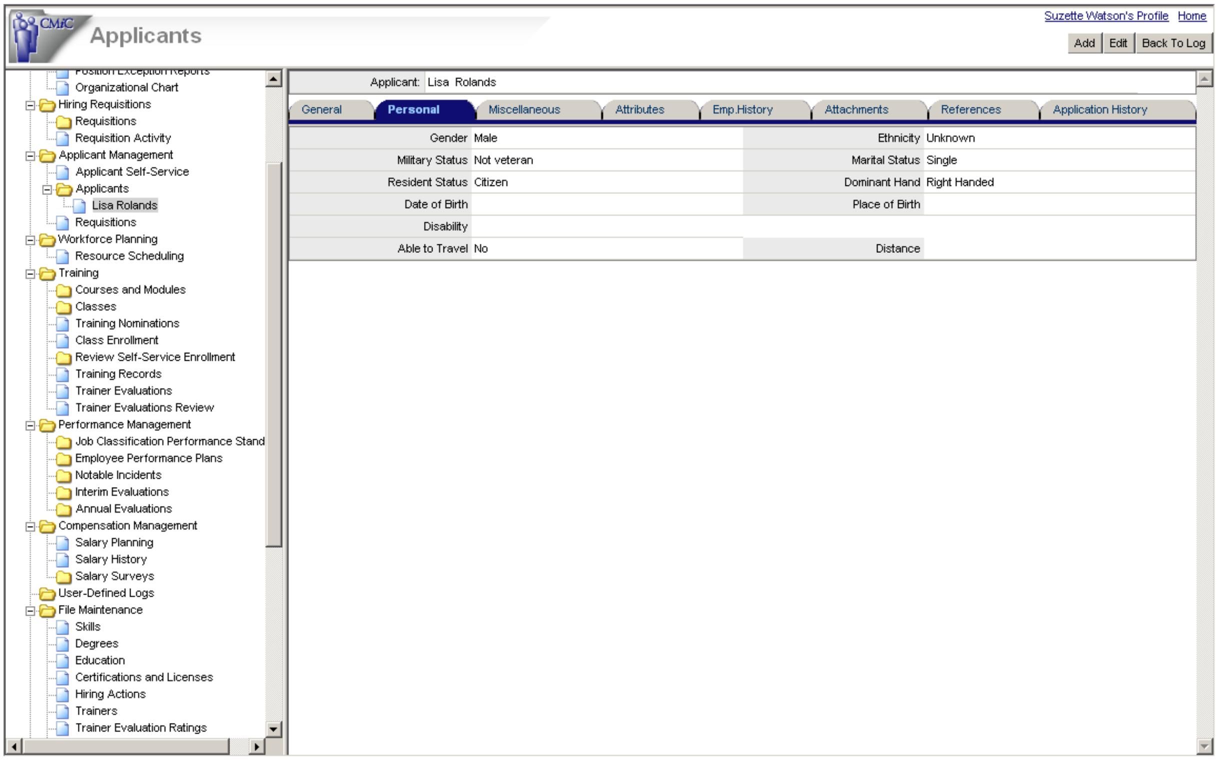
Applicant Self-Service for Administrators



The Applicant Self-Service screen is intended to be used by HR staff to review and update the applicant record with relevant information collected during the hiring process such as reference checks and interview notes. To view an applicant record, select the applicant from the log by clicking on the linked field.

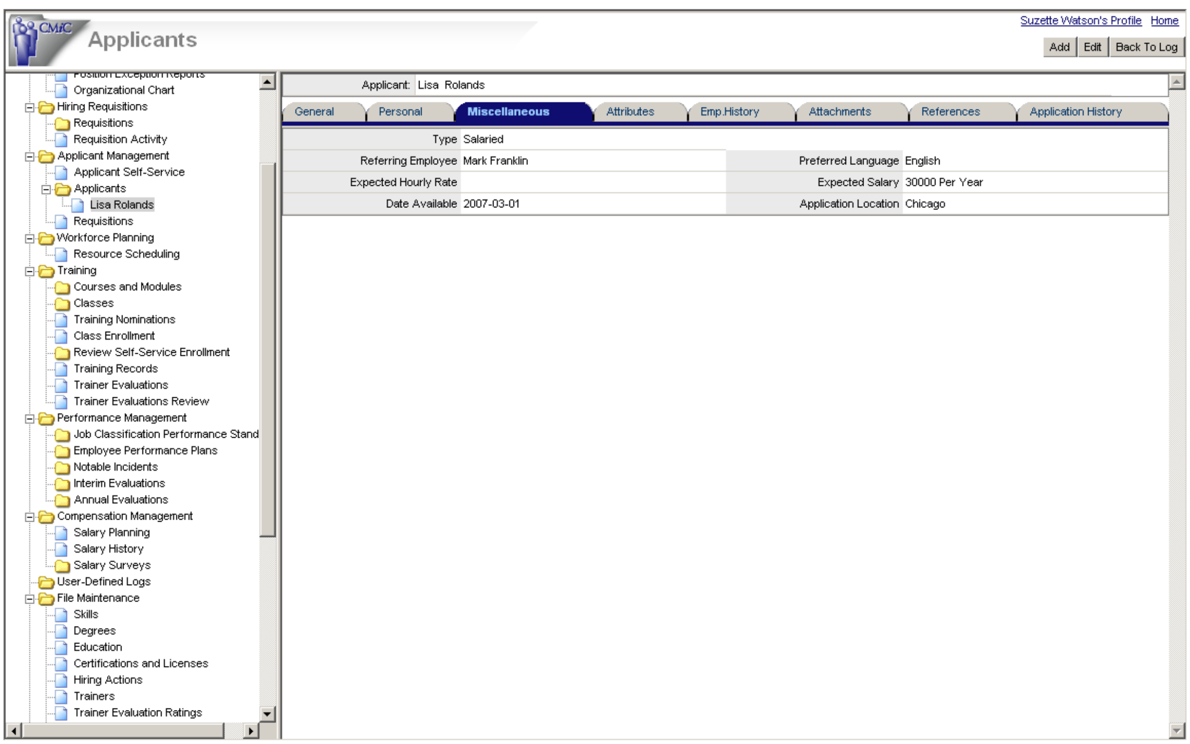
This will open the applicant's application form, where it is possible to update any information regarding the applicant.

Applicant information is split into sections each defined by a tab. The General tab as shown above is the basic contact information regarding the applicant. The Applicant Number assigned when the applicant record is created is the next number in the sequence of employee numbers. Data entered on the General tab will be carried forward onto the employee record as the defaults if and when the applicant is hired.



The Personal tab contains HR type information and again this information will be carried forward onto the employee record as the defaults if and when the applicant is hired.

A lot of the information on this tab is used only for EEO and Veterans reporting.

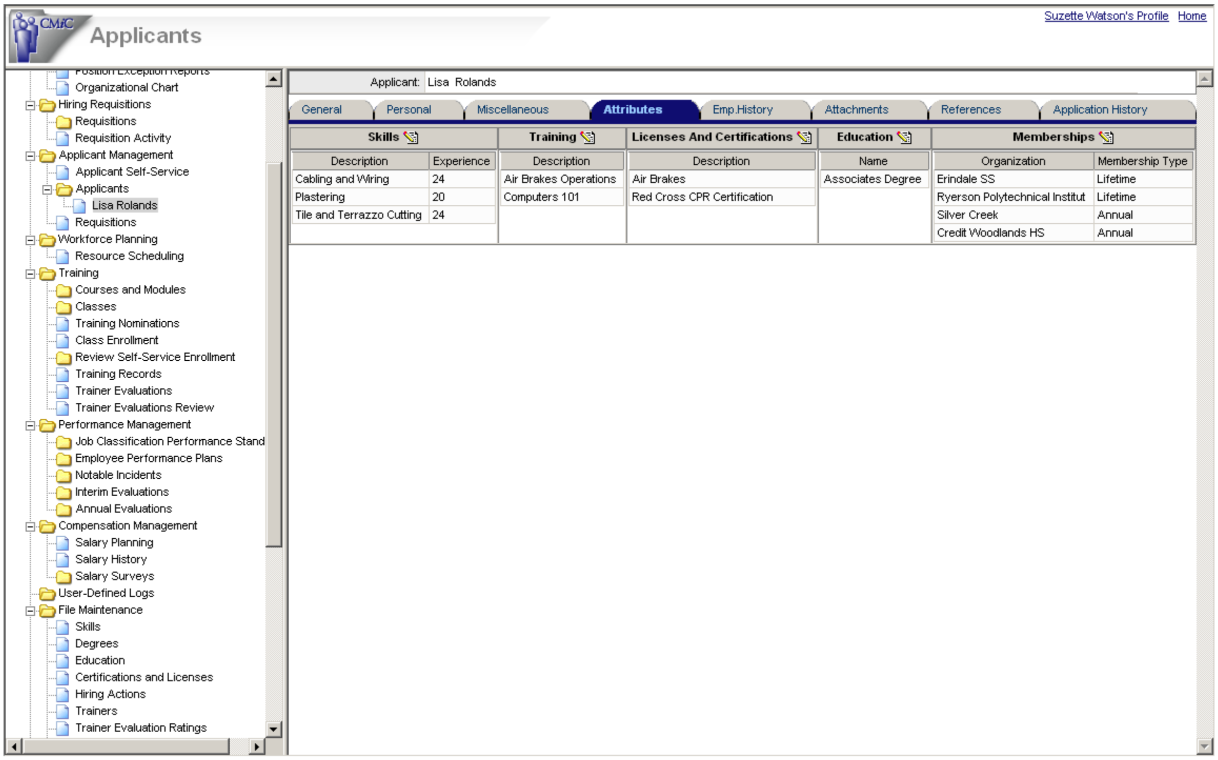


The Miscellaneous tab is used to record information about the application. Most of the information entered on this screen is for reference only and can be accessed for reporting purposes via Discoverer.

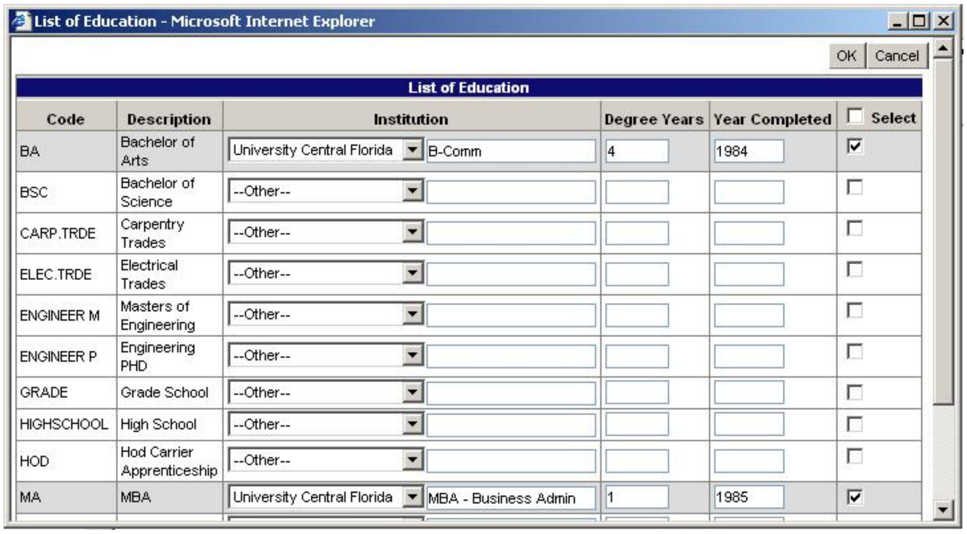
The Attributes tab is where education and training related information about the applicant is entered. Attributes are broken down into 5 components:

- Skills
- Training
- Licenses and Certifications
- Education
- Memberships.

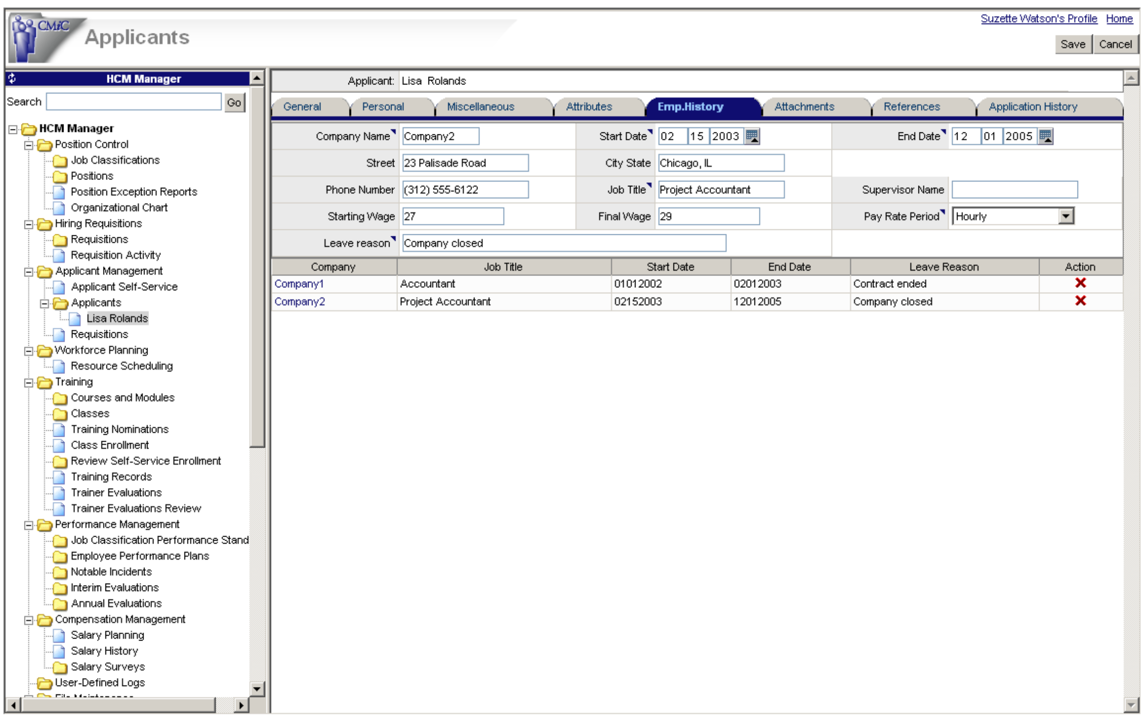
One or all of these components can have multiple attributes, some may be required others just nice to have.



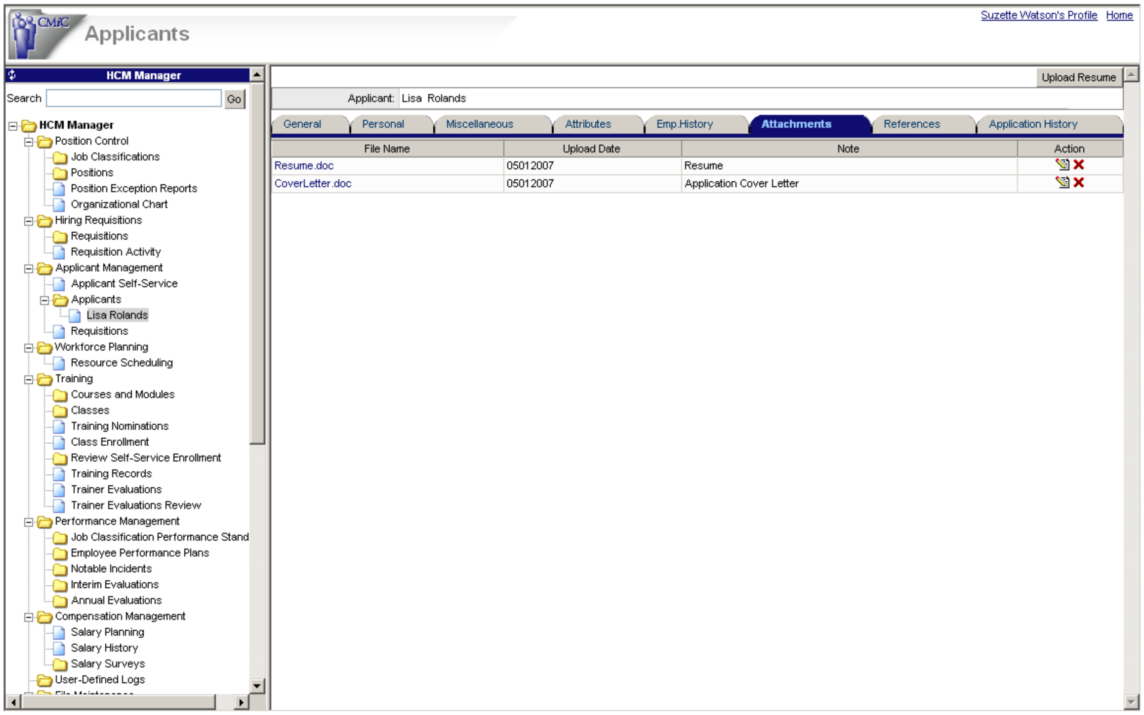
To add an attribute click on the 'EDIT' icon to the component required. This displays a list related to the attribute selected. From this list one or more attributes may be selected. Depending on the attribute type it may be possible to add criteria such as years of experience, institution, year completed, etc.



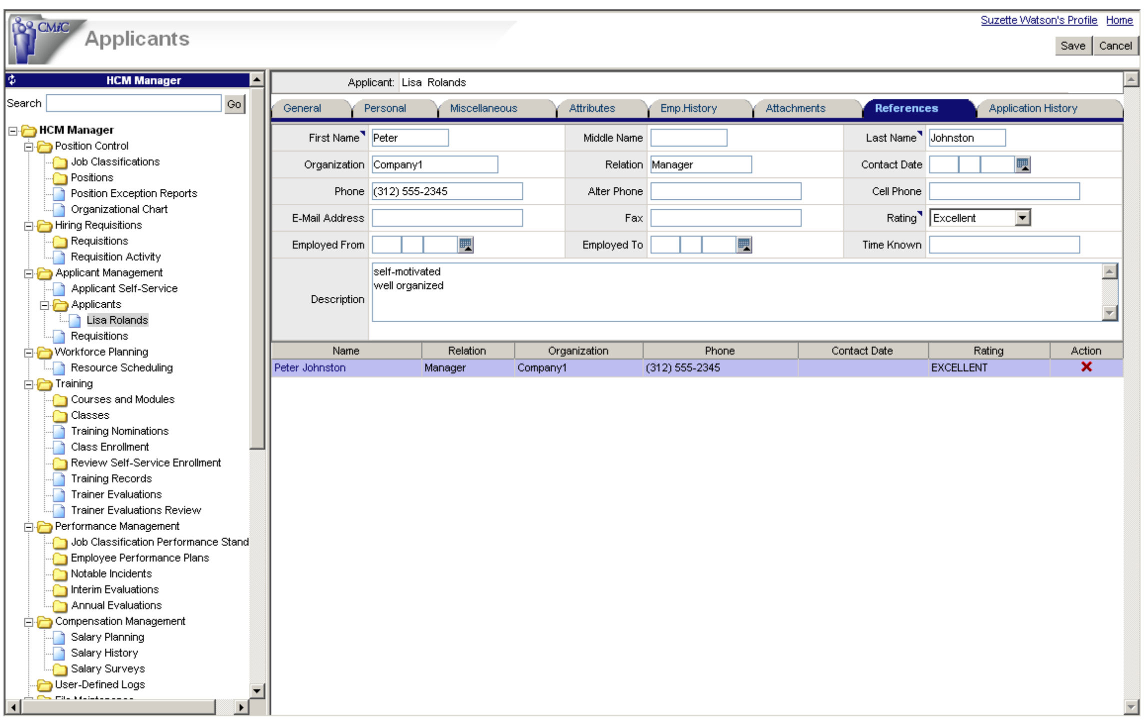
The **Employment History** tab is where details of the applicant's previous employment records are kept. This tab allows you to create new records or update/delete existing records.



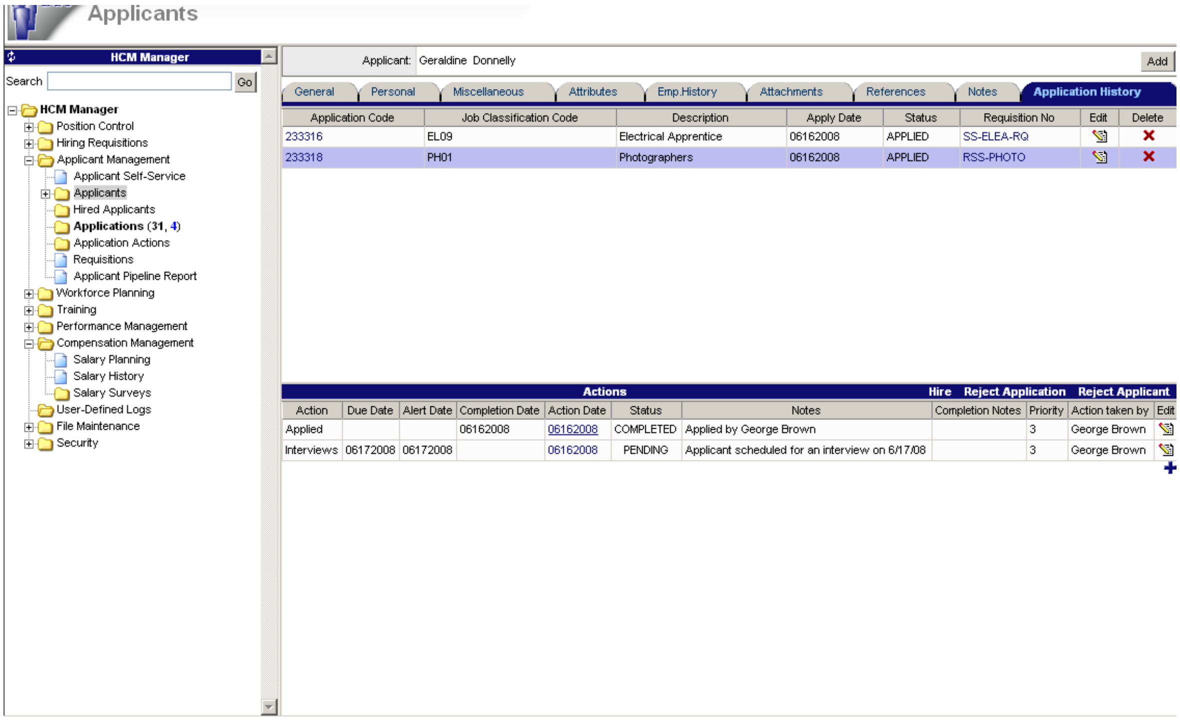
The **Employment History** tab starts with a log view. To view the details of a specific employment record click on the linked field.



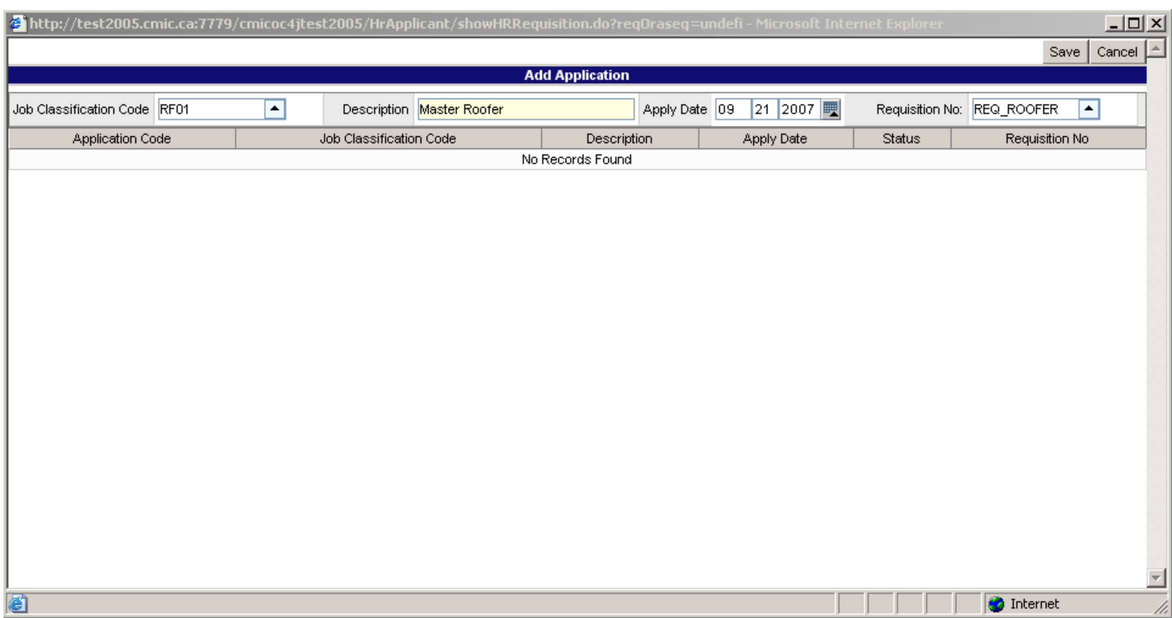
The **Attachments** tab may contain any number of documents uploaded by the applicant. To open one of the documents just click on the linked field name.



The **References** tab is used to record information regarding reference checks performed. Again this tab opens in with a view of all entered references. As a user you may edit an existing one by clicking on the linked field or create a new reference by using the [**Add**] button.



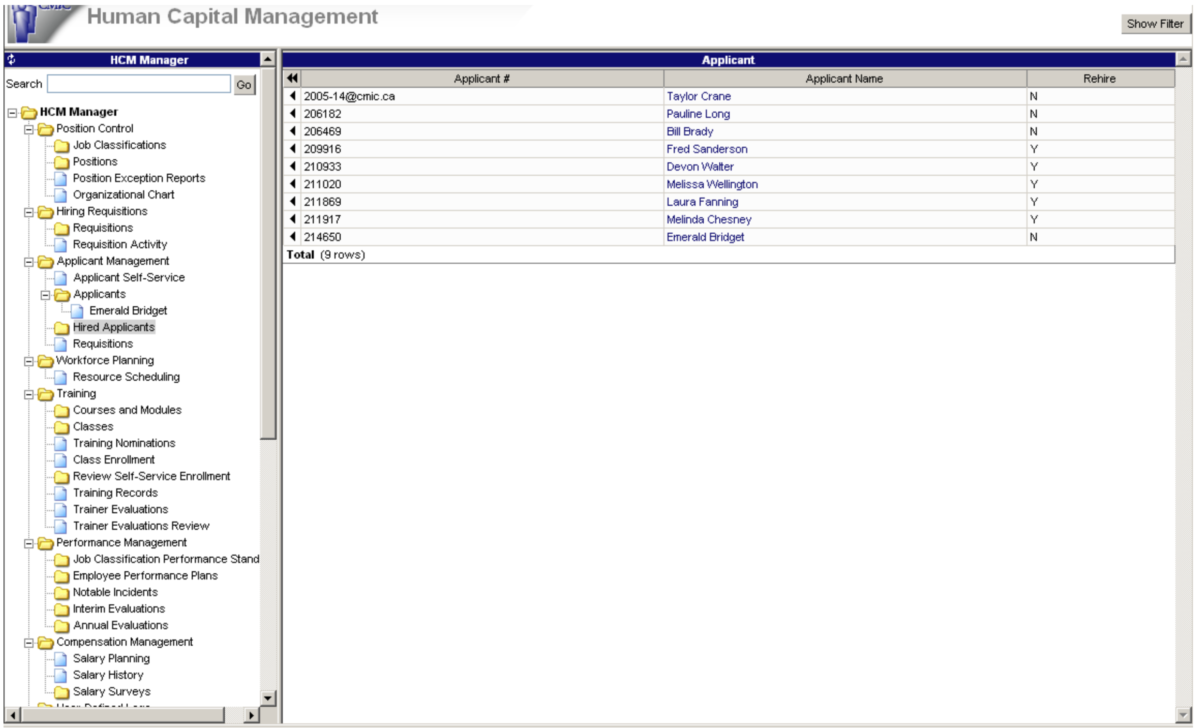
The **Application History** tab displays a log of applications submitted by the applicant. For each application, a list of 'Actions' is maintained. A [+] sign in the Actions block allows manual entry of Actions. These actions are based on entries in the Hiring Actions table. An action with status 'Applied' is automatically created for each new application entered through Applicant Self-Serve with the date set to the system date. The "Action Taken By" field is automatically updated with the name of the user. Applications may be added to an applicant by clicking the [**Add**] button at the top of the screen or deleted using the 'X' beside the application.



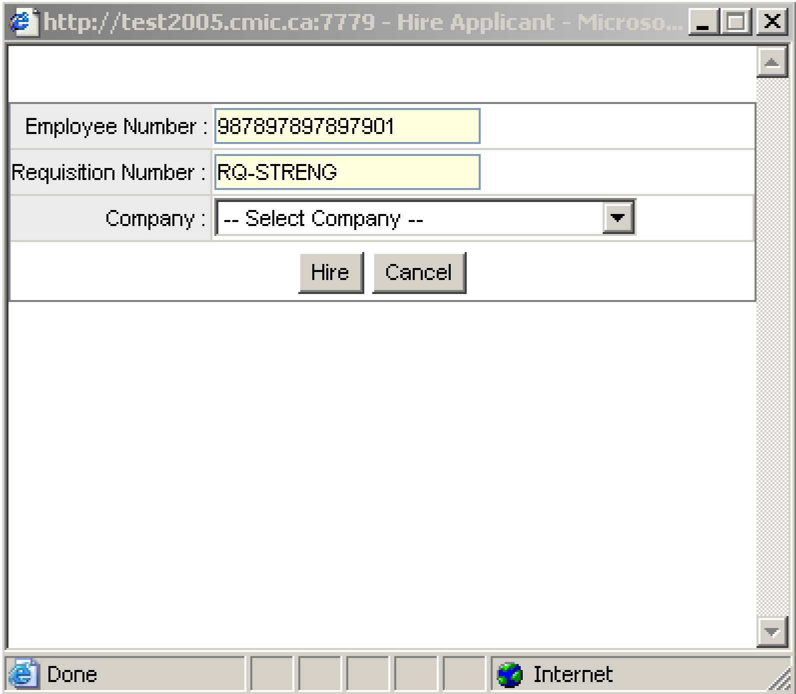
This brings up an Add Application pop-up where the user can select a requisition to add to the applicant's applications and enter the Apply date. The icon beside each application allows the user to edit an existing application by selecting another requisition for the specified job classification.

The [**Hire**] link changes the applicant's status to Hiring Pending and the applicant's record is added to the Hired Applicants list of applicants. The Requisition Status is updated to "Hiring in Progress". The [**Reject Application**] link changes the status of the application to Rejected and the applicant's status to Open. The [**Reject Applicant**] link changes the application's status to Rejected and the applicant's status to Closed.

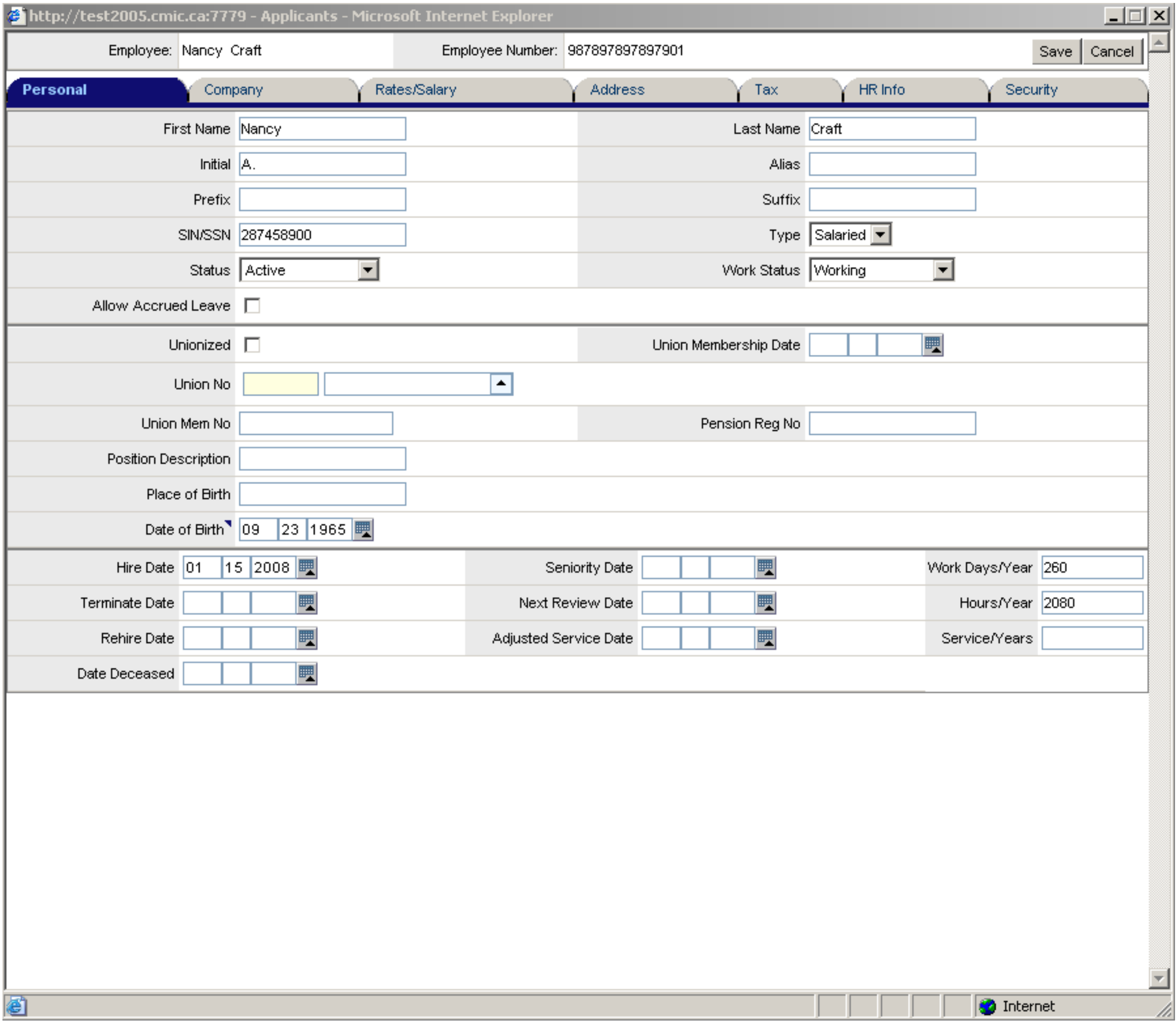
Hired Applicants



This screen provides a list of applicants that have been hired from the Applicants screen when the Hire link was selected. If this is the first time that the applicant is being hired, the Rehire status is 'N'. If the applicant was hired then terminated, then submitted another application and was hired again, the Rehire status will be 'Y'.

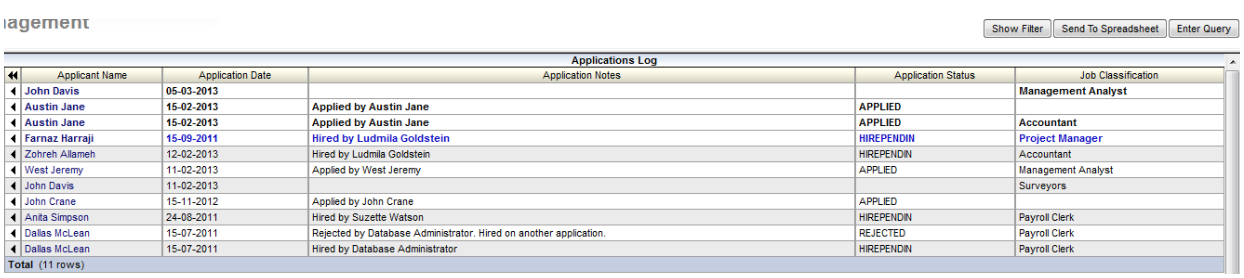


When the user clicks on the Applicant's name, a pop-up with the new employee number, associated requisition and company is displayed. The applicant number becomes the employee number. When the user selects the necessary data and clicks on the [**Hire**] button, the employee profile is displayed.



All data required for the employee must be entered to complete hiring of the applicant. Upon saving the employee, a new employee record is created and the applicant is removed from the Applicant log and the Hired Applicants log. The status of the Requisition and Position are updated to “Filled”.

Applications



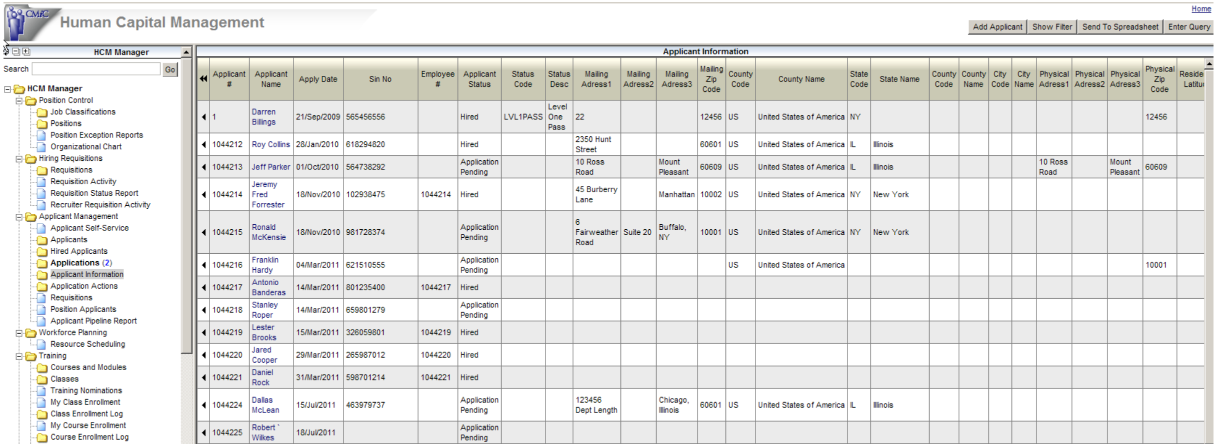
Applications Log

Applicant Name	Application Date	Application Notes	Application Status	Job Classification
John Davis	**05-03-2013**			**Management Analyst**
Austin Jane	**15-02-2013**	**Applied by Austin Jane**	**APPLIED**	
Austin Jane	**15-02-2013**	**Applied by Austin Jane**	**APPLIED**	**Accountant**
Farnaz Harraji	**15-09-2011**	**Hired by Ludmila Goldstein**	**HIREPENDIN**	**Project Manager**
Zohreh Allameh	12-02-2013	Hired by Ludmila Goldstein	HIREPENDIN	Accountant
West Jeremy	11-02-2013	Applied by West Jeremy	APPLIED	Management Analyst
John Davis	11-02-2013			Surveyors
John Crane	15-11-2012	Applied by John Crane	APPLIED	
Anita Simpson	24-08-2011	Hired by Suzette Watson	HIREPENDIN	Payroll Clerk
Dallas McLean	15-07-2011	Rejected by Database Administrator. Hired on another application.	REJECTED	Payroll Clerk
Dallas McLean	15-07-2011	Hired by Database Administrator	HIREPENDIN	Payroll Clerk

Total (11 rows)

The Applications Log provides a list of all applications for all applicants. The first number beside the link in bold is a count of applications that have not yet been viewed. The number in blue is a count of new applications. Similarly, applications in bold are applications that have not yet been viewed. Once an application is viewed from the log, the count is decreased by one. The applications in blue are new applications and the ones in black are the ones that have been modified. Clicking on an application will take the user to the Application in the Application History tab of the Applicant screen.

Applicant Information

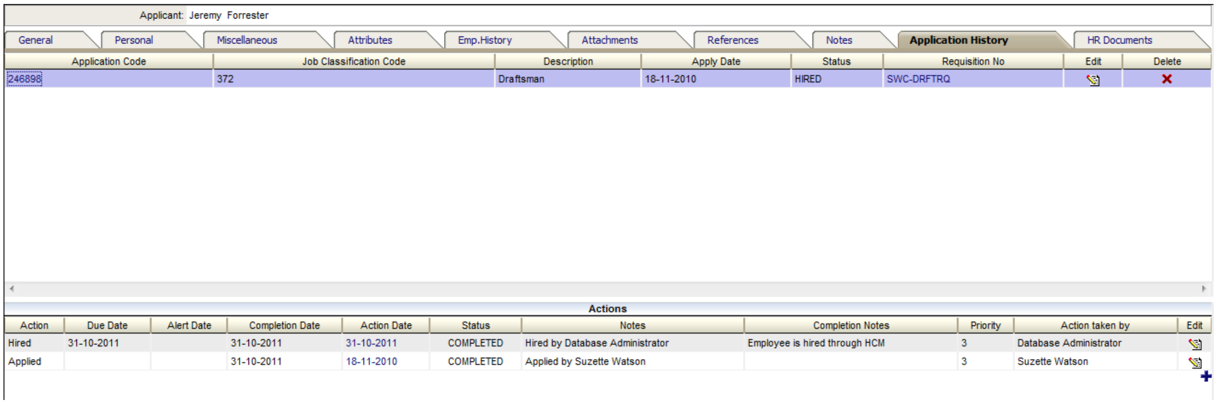


The Applicant Information Log provides a list of the information of all the applicants. A new applicant can be created from this screen using the ‘Add Applicant’ button.

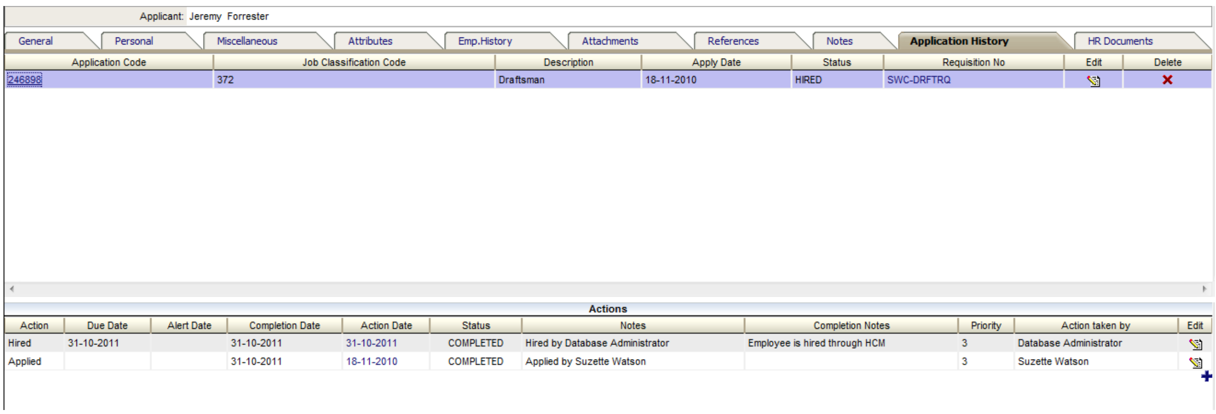
Application Actions

Application Action												
Applicant No	Name	Date	Job Classification Code	Job Classification	Requisition Number	Applicant Note	Action Code	Priority	Action Note	Status Code	Hiring Office	Requisition ID
1044214	Jeremy Forrester	18-11-2010	372	Draftsman	246896		HIRED	3	Hired by Database Administrator	COMPLETED	EC, USNE	SWC-DRFTRQ
1044214	Jeremy Forrester	18-11-2010	372	Draftsman	246896		APPLIED	3	Applied by Suzette Watson	COMPLETED	EC, USNE	SWC-DRFTRQ
1044217	Antonio Banderas	14-03-2011	326	Photographers	2434768		APPLIED	3	Applied by Suzette Watson	COMPLETED		0000000001
1044217	Antonio Banderas	14-03-2011	326	Photographers	2434768		HIRED		Hired by Suzette Watson	COMPLETED		0000000001
1044219	Lester Brooks	15-03-2011	1412	Accountant	2434986		HIRED		Hired by Suzette Watson	COMPLETED		0000000002
1044219	Lester Brooks	15-03-2011	1412	Accountant	2434986		APPLIED	3	Applied by Suzette Watson	COMPLETED		0000000002
1044220	Jared Cooper	29-11-2010	MNGR	Senior Level Manager	2442491		HIRED		Hired by Suzette Watson	COMPLETED		0000000003
1044220	Jared Cooper	29-11-2010	MNGR	Senior Level Manager	2442491		APPLIED	3	Applied by Suzette Watson	COMPLETED		0000000003
1044221	Daniel Rock	31-03-2011	6510	Carpenter	2444623		HIRED		Hired by Suzette Watson	COMPLETED		0000000004
1044221	Daniel Rock	31-03-2011	6510	Carpenter	2444623		APPLIED	3	Applied by Suzette Watson	COMPLETED		0000000004
1044224	Dallas McLean	15-07-2011	4713	Payroll Clerk	2506281		REJECTED		Rejected by Database Administrator. Hired on another application.	COMPLETED		0000000005
1044224	Dallas McLean	15-07-2011	4713	Payroll Clerk	2507064		HIRED		Hired by Database Administrator	COMPLETED		0000000006
1044224	Dallas McLean	15-07-2011	4713	Payroll Clerk	2507064		APPLIED		Applied by Dallas McLean	COMPLETED		0000000006
1044224	Dallas McLean	15-07-2011	4713	Payroll Clerk	2506281		APPLIED		Applied by Dallas McLean	COMPLETED		0000000005
1044224	Dallas McLean	15-07-2011	4713	Payroll Clerk	2506281		APPLIED		Unhired by Suzette Watson	COMPLETED		0000000005
1044224	Dallas McLean	15-07-2011	4713	Payroll Clerk	2506281		HIRED		Hired by Suzette Watson	COMPLETED		0000000005
1044226	West Jeremy	11-02-2013	142	Management Analyst	2520939		APPLIED		Applied by West Jeremy	COMPLETED	EC, USNE	0000000007
74859667	Anita Simpson	24-08-2011	4713	Payroll Clerk	2506281		APPLIED	3	Applied by Suzette Watson	COMPLETED		0000000005
74859667	Anita Simpson	24-08-2011	4713	Payroll Clerk	2506281		HIRED		Hired by Suzette Watson	COMPLETED		0000000005
74859668	Farnaz Harraji	15-09-2011	PRMG	Project Manager	246900		HIRED		Hired by Ludmila Goldstein	COMPLETED	EC	SWC-PMRQ
74859668	Farnaz Harraji	15-09-2011	PRMG	Project Manager	246900		APPL-OFFER	3		COMPLETED	EC	SWC-PMRQ
74859668	Farnaz Harraji	15-09-2011	PRMG	Project Manager	246900		HIRED		Hired by Suzette Watson	COMPLETED	EC	SWC-PMRQ
74859668	Farnaz Harraji	15-09-2011	PRMG	Project Manager	246900		APPLIED	3	Applied by Farnaz Harraji	COMPLETED	EC	SWC-PMRQ
74859668	Farnaz Harraji	15-09-2011	PRMG	Project Manager	246900		APPLIED		Unhired by Ludmila Goldstein	COMPLETED	EC	SWC-PMRQ
74859673	Naz Clark	08-11-2011	1634	Industrial Engineer	2597811		APPLIED		Applied by Naz Clark	COMPLETED		0000000008
74859673	Naz Clark	08-11-2011	1634	Industrial Engineer	2597811		APPL-OFFER	3		PENDING		0000000008
74859673	Naz Clark	08-11-2011	1634	Industrial Engineer	2597811		HIRED		Hired by Ludmila Goldstein	COMPLETED		0000000008
74859678	Jane Austin	12-02-2013	1412	Accountant	2878311		1ST INTERV	3		COMPLETED		0000000009
74859678	Jane Austin	12-02-2013	1412	Accountant	2878311		REJECTED		Rejected by HR. Closed	COMPLETED		0000000009
74859678	Jane Austin	12-02-2013	1412	Accountant	2878311		APPLIED		Applied by Jane Austin	COMPLETED		0000000009
74859679	Zohreh Allameh	12-02-2013	1412	Accountant	2878311		APPLIED	3	Applied by Ludmila Goldstein	COMPLETED		0000000009
74859679	Zohreh Allameh	12-02-2013	1412	Accountant	2878311		HIRED		Hired by Ludmila Goldstein	COMPLETED		0000000009
74859683	Austin Jane	15-02-2013	1412	Accountant			APPLIED		Applied by Austin Jane	COMPLETED		

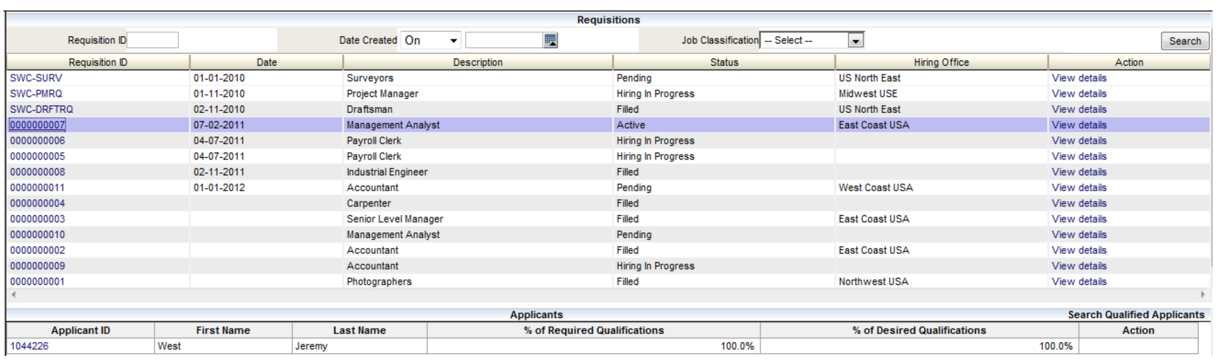
The Application Actions Log provides a list of application actions for all applications.



When user clicks on Application Number he gets all the information about the applicant on the screen including "Action" bottom screen with the records about hiring process of the specific applicant.

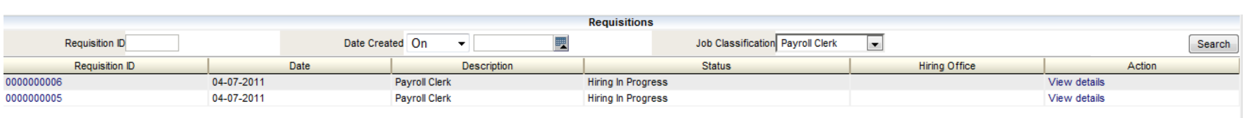


Requisitions

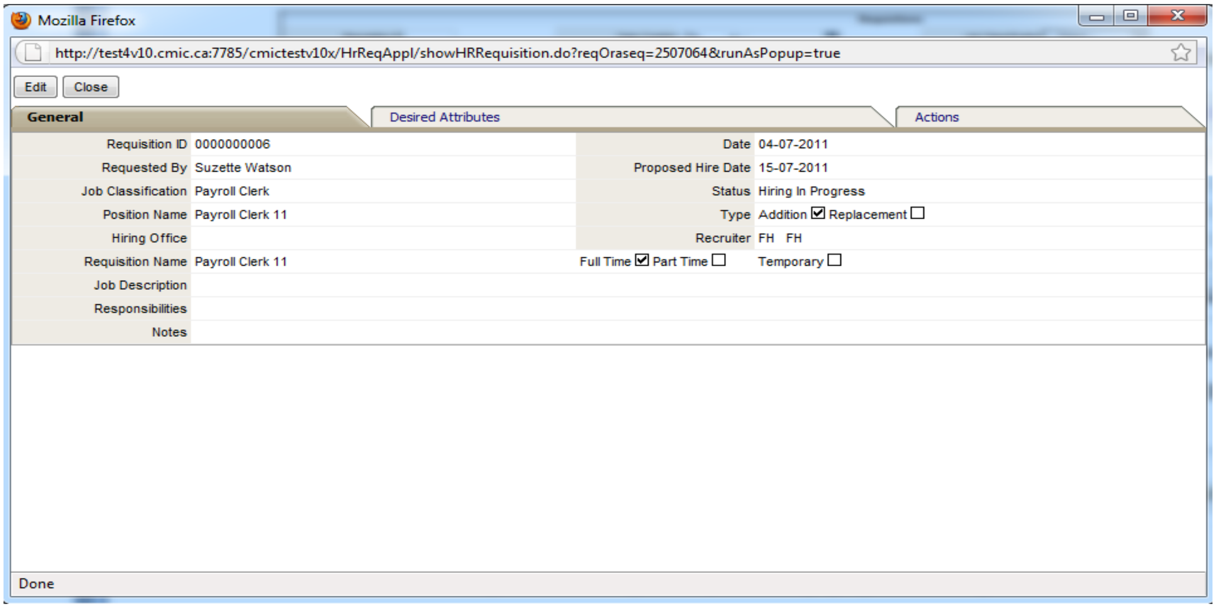


This page allows user to view the list of requisition with the details, date, description, status and hiring office.

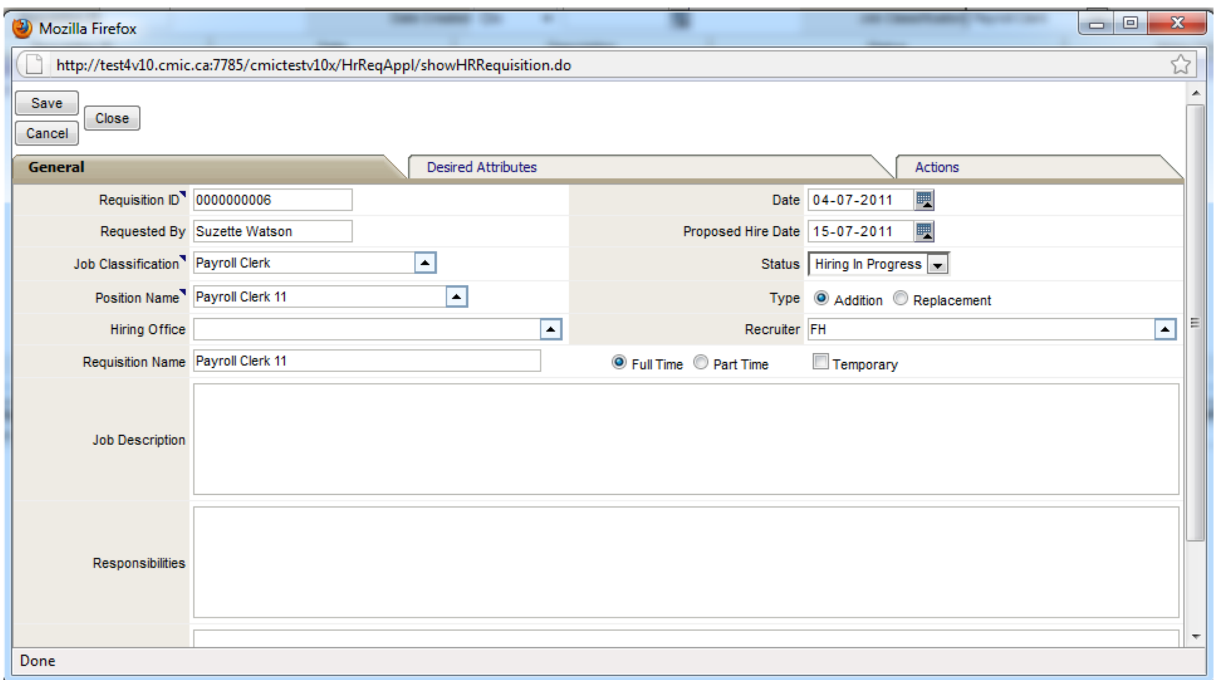
There is an option on this page to search for the specific requisition. User has to enter either Requisition ID, Date Created or/and Job Classification and click on [**Search**].



When user clicks on [**View Details**] button, the new pop up window opens with tabs: General, Desired Attributes and Actions.

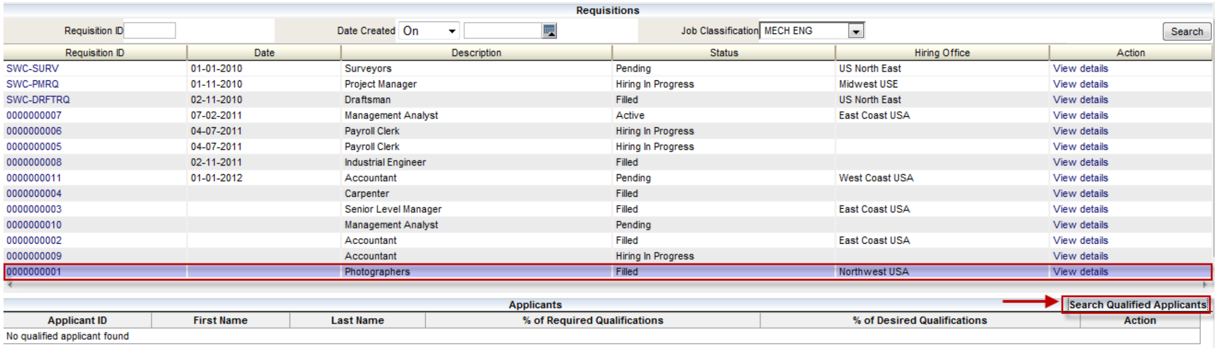


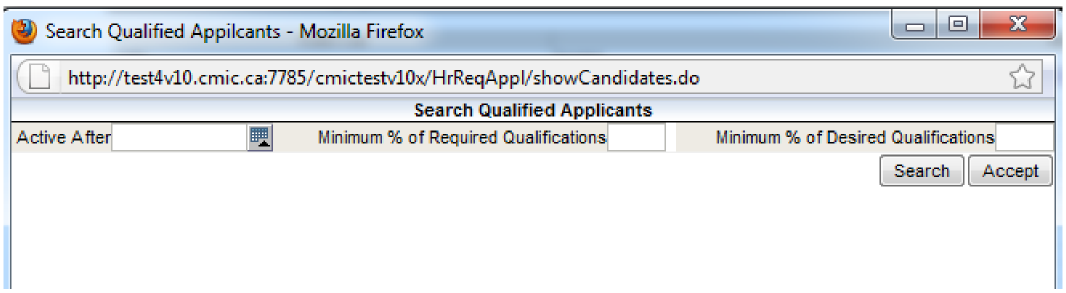
In this window, user can edit the requisition by clicking on [**Edit**] button, then [**Save**].



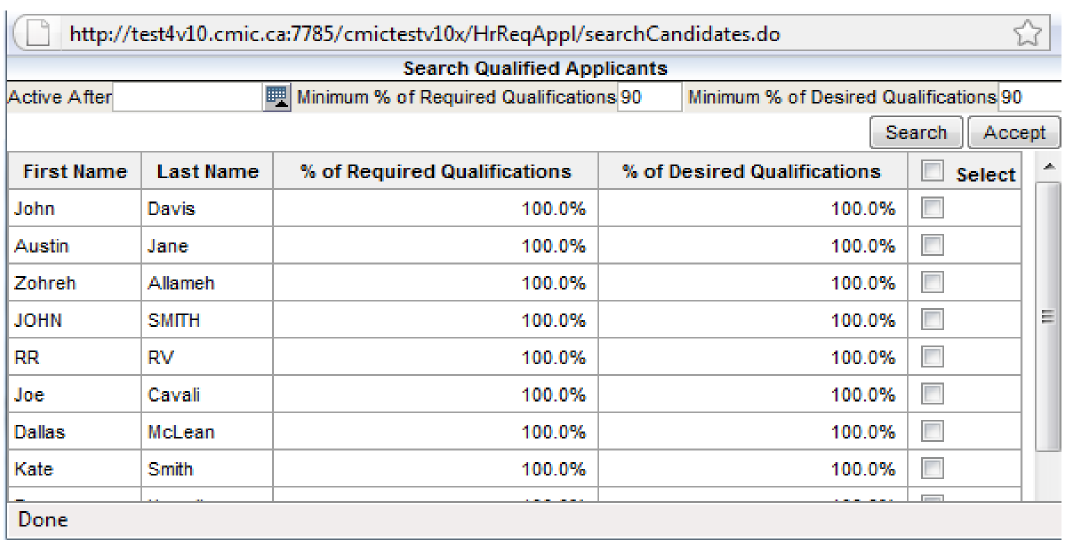
Requisition page also used to search for applicants that have attributes that match the requisition attributes entered.

First, a user searches for the requisition that he wants to fill out and clicks [**Search Qualified Applicants**].



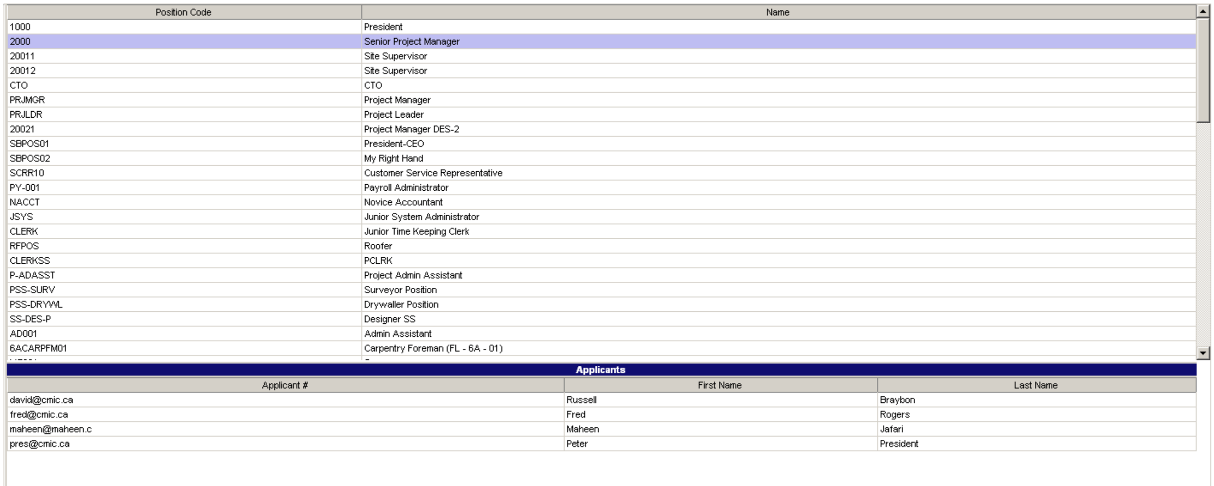


In the new pop up window that opens, users can set up the criteria of minimum and maximum percent of required qualifications, then click [**Accept**].



From this list of applicants, users can choose the applicants that suit employer’s criteria.

Position Applicants



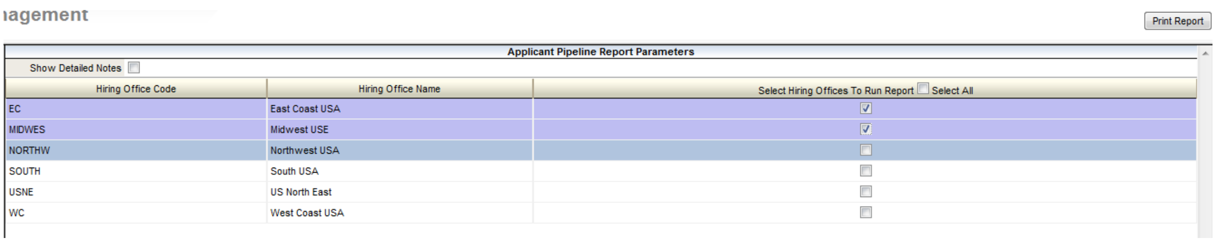
Position Code	Name
1000	President
2000	Senior Project Manager
20011	Site Supervisor
20012	Site Supervisor
CTO	CTO
PRJMGR	Project Manager
PRJLDR	Project Leader
20021	Project Manager DES-2
SBPOS01	President-CEO
SBPOS02	My Right Hand
SCRR10	Customer Service Representative
PY-001	Payroll Administrator
NACCT	Novice Accountant
JSYS	Junior System Administrator
CLERK	Junior Time Keeping Clerk
RFPOS	Roofer
CLERKSS	PCLRK
P-ADASST	Project Admin Assistant
PSS-SURV	Surveyor Position
PSS-DRYWL	Drywaller Position
SS-DES-P	Designer SS
AD001	Admin Assistant
6ACARPFM01	Carpentry Foreman (FL - 6A - 01)

Applicants

Applicant #	First Name	Last Name
david@cmic.ca	Russell	Braybon
fred@cmic.ca	Fred	Rogers
maheen@maheen.c	Maheen	Jafari
pres@cmic.ca	Peter	President

The Position Applicants screen displays a list of positions and the applicants that have applied to those positions.

Applicant Pipeline Report



ıagement

Print Report

Applicant Pipeline Report Parameters

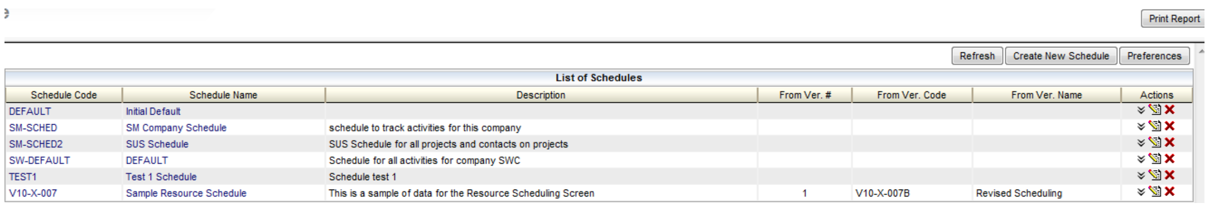
Show Detailed Notes

Hiring Office Code	Hiring Office Name	Select Hiring Offices To Run Report ☐ Select All
EC	East Coast USA	☑
MIDWES	Midwest USE	☑
NORTHW	Northwest USA	☐
SOUTH	South USA	☐
USNE	US North East	☐
WC	West Coast USA	☐

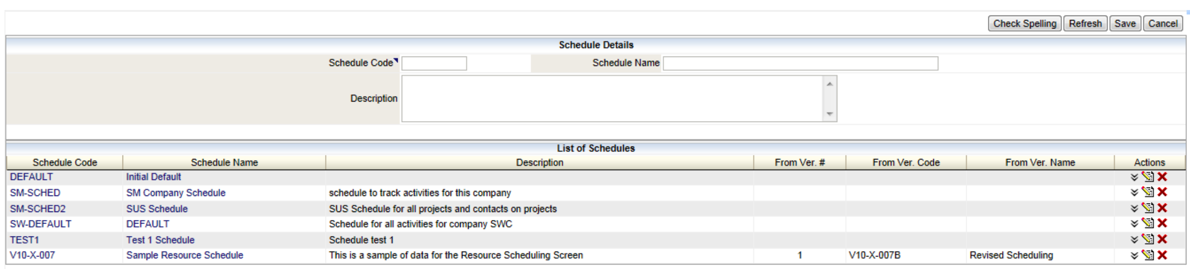
The Applicant Pipeline Report displays the actions (excluding the initial action of “Applied”) on an applicant’s application where the requisition has a hiring office specified.

Workforce Planning

Resource Scheduling

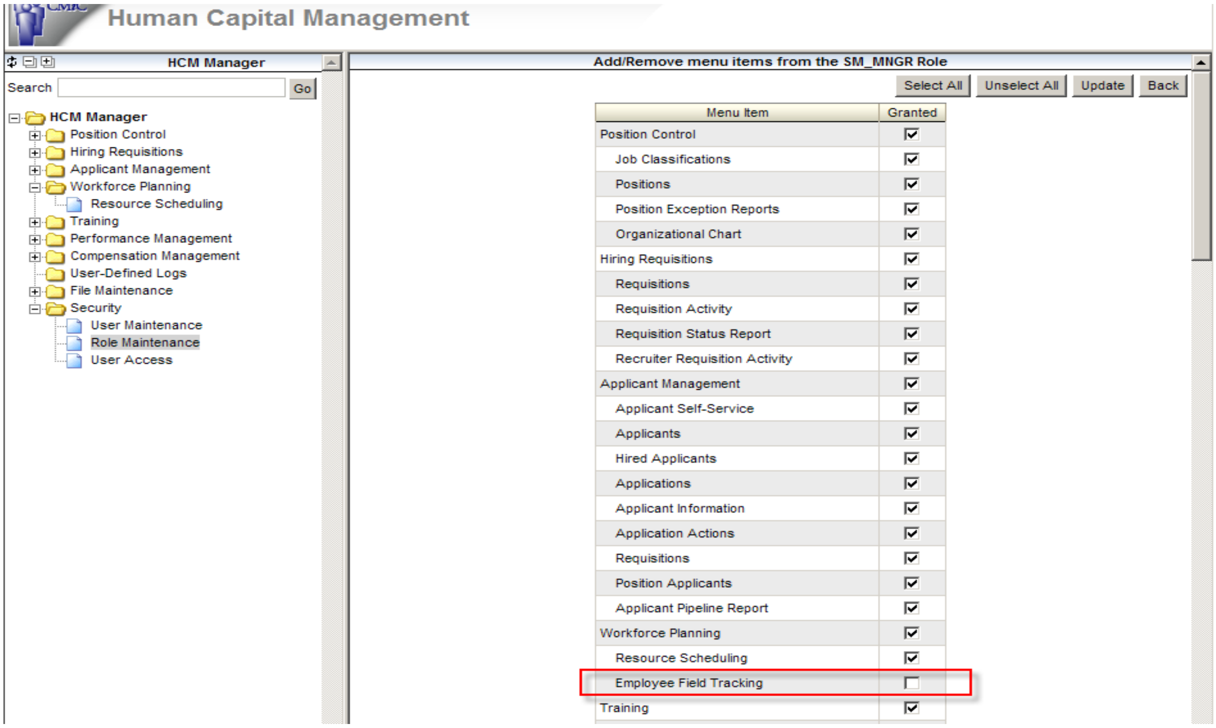


This page allows users to schedule and plan the workforce for different projects. There is an option to create a new schedule by clicking [**Create New Schedule**], in the top-right corner. Enter Schedule Code, Schedule Name and Description and click [**Save**].

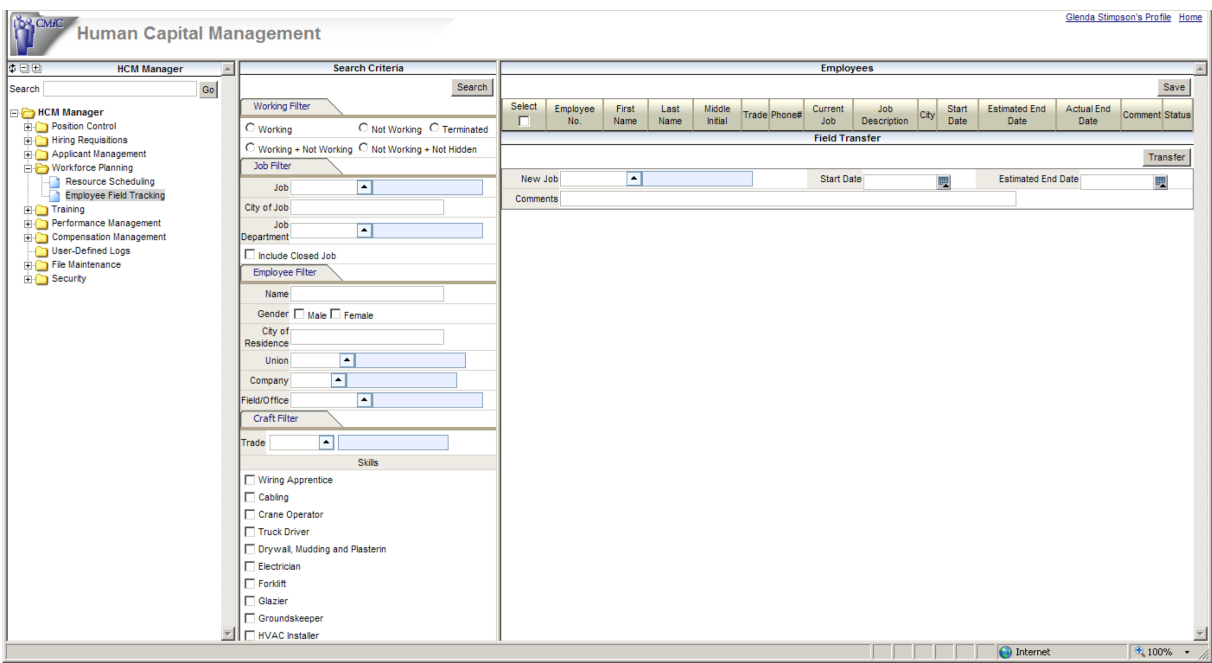


When the [**Preferences**] button is clicked, a new window opens, which allows selecting Default View, Default Scale, and Default Project from the drop down menu.

Employee Field Tracking



This menu item facilitates the transfer of employees between jobs. In addition to transferring multiple employees between jobs, the information processed within the screen adds records/entries to the Project History screen and related project tables.



Searching for Employees

Four Search Criteria sections (Working Filter, Job Filter, Employee Filter, and Craft Filter) are made available to the user, and can be used in combination to select eligible employees. The user can also type in parts of a string of characters to search on in each field. Below is a description of the various filter parameters within each search criteria section.

Working Filter

Working = Employees currently assigned to jobs

Not Working = Employees not assigned to Jobs (regardless of status)

Terminated = Terminated employees (but eligible for re-hire)

Working and Not Working = Employees assigned to jobs and employees not assigned to job

Not Working and Not Hidden (Hidden = inactive) = Employees not assigned to jobs and are Active.

Job Filter

Job = Valid Job code

City = City Code from project attached to job or sub-job

Job department = Valid department code from job company

Closed Jobs = checkbox to 'include closed jobs'

Employee Filter

Name = this is either First Name OR Last Name

City of Residence = search against Employee Mailing Address – Lines 2, 3

Union = Valid Union Code

Company Code = valid company code based on security access

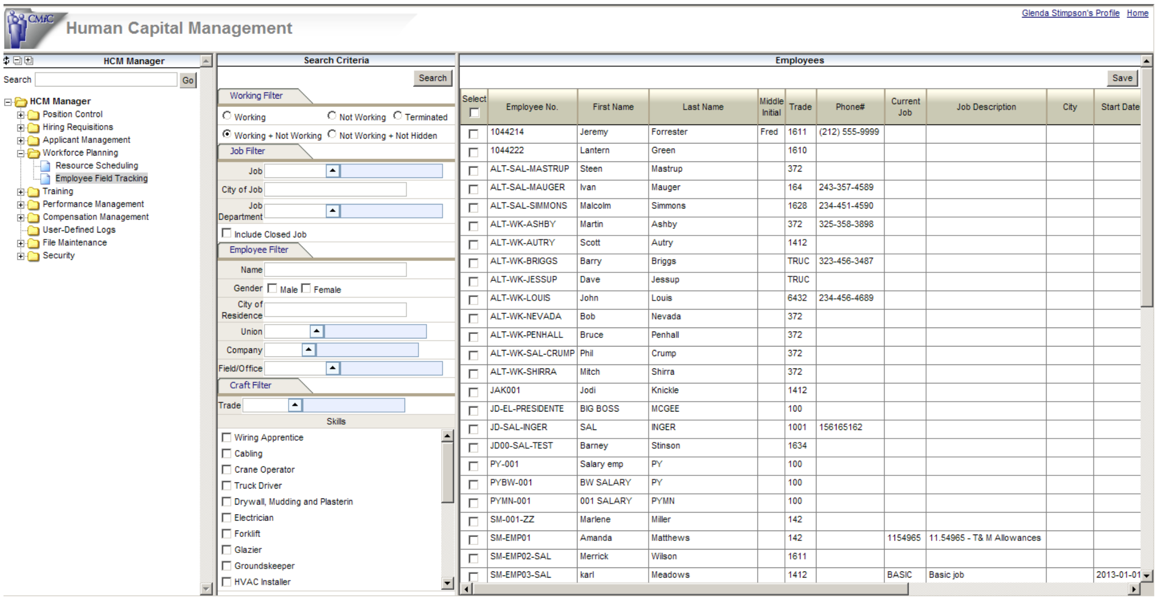
Field/Office = to be taken from new field in Employee Profile.

Craft Filter

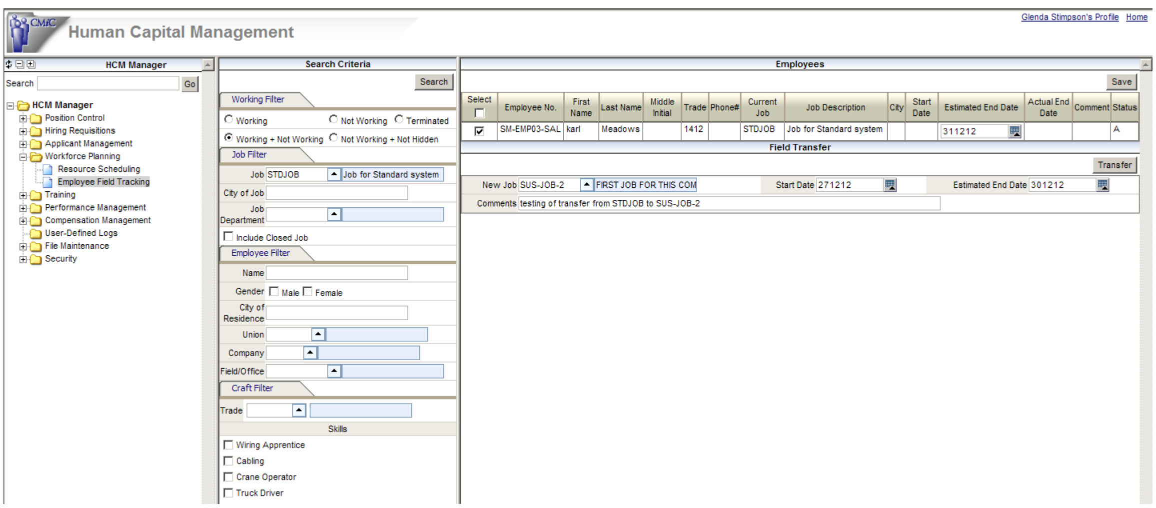
Trade = valid trade code from list of values

Skill = valid skill code from list of values

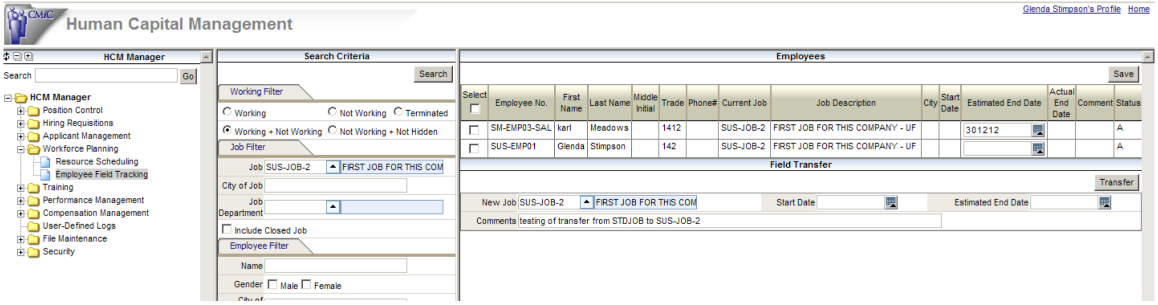
Select the appropriate filters and click [**Search**]. The Employees section will be populated with the records that match the criteria:



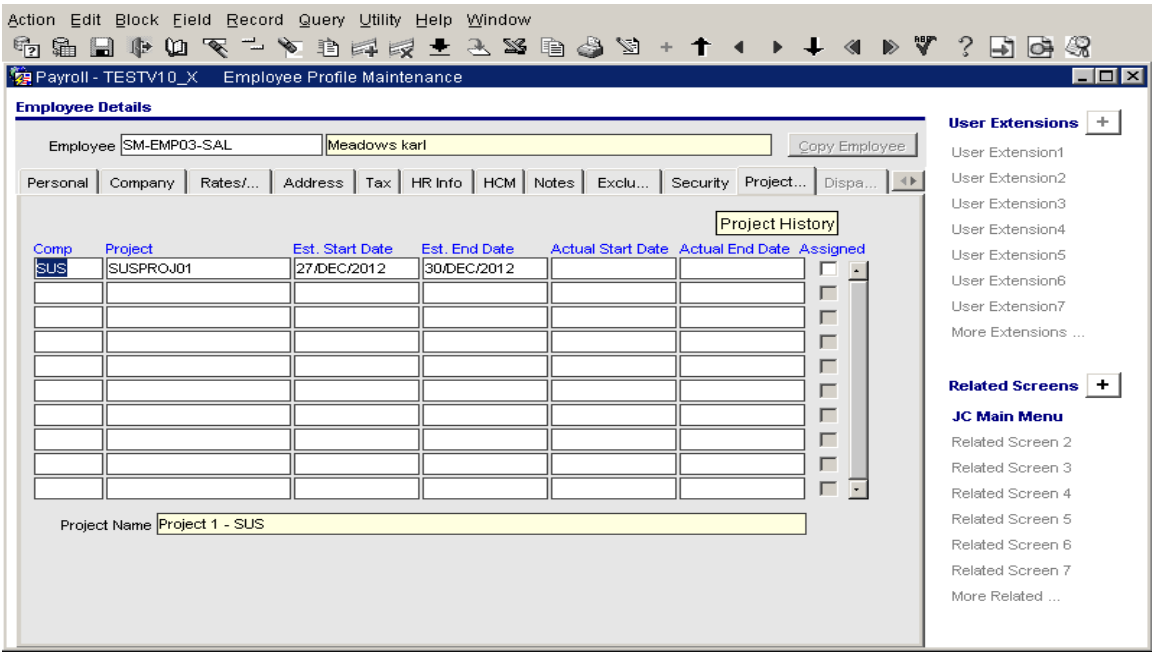
Transferring Employees to another Job



Select the Employee(s). Enter the particulars in the Field Transfer section, and click [**Transfer**]. After the Transfer, if you search on the new job, the employee record is located there:

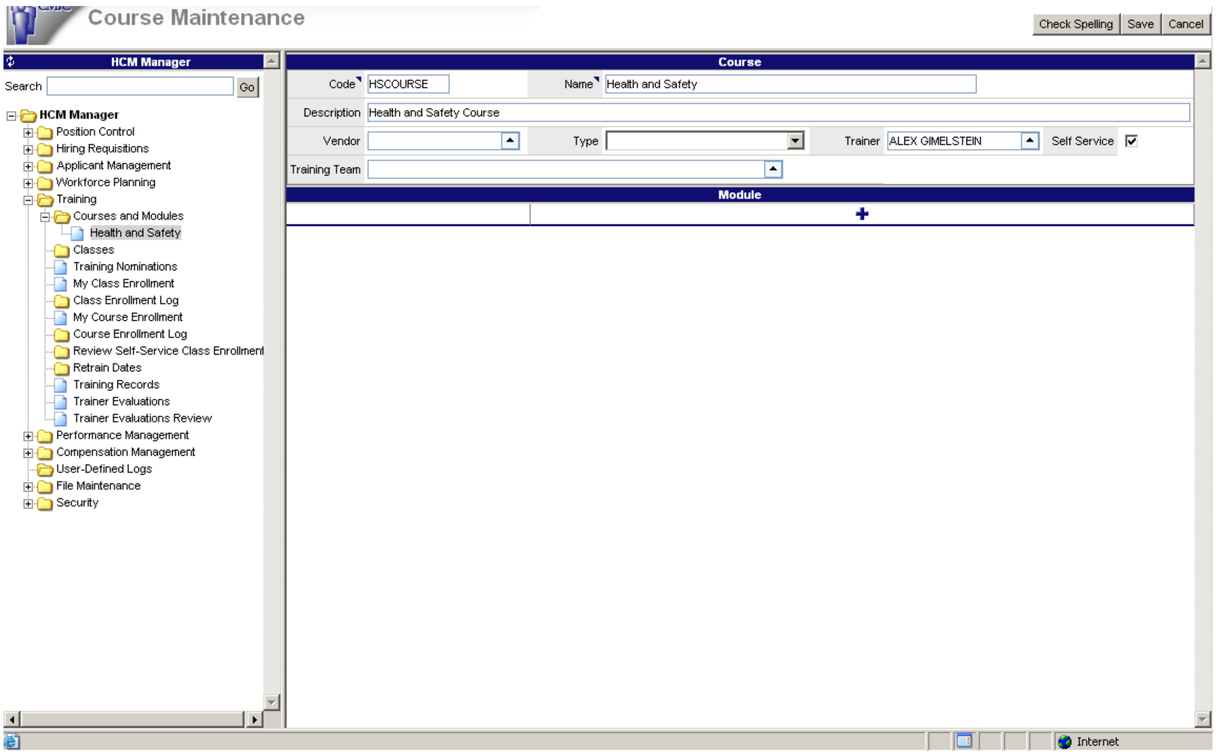


The Employee Profile – **Project History** tab is also updated:



Training

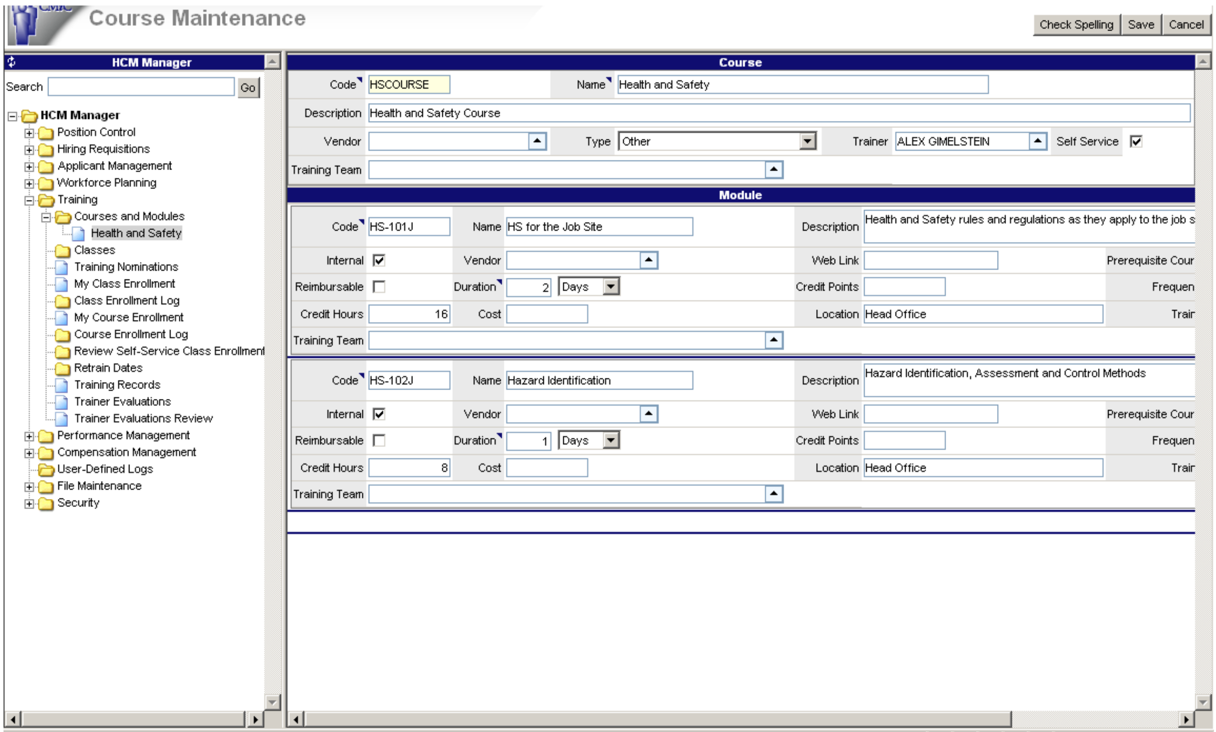
Courses and Modules



This program allows for the definition of Courses and Modules within courses. Courses can be in-house or external. The first step is to create the course, then the modules within the course.

Enter the Course Code and Name and a description of the course. If the course is offered by an external source, select the vendor. The type of course is a predefined list of course types. Enter the name of the trainer if known. When complete [**Save**] the record. If the Self-Service flag is checked, this course will be available for selection in the Course Enrollment screen if they intend to take the course.

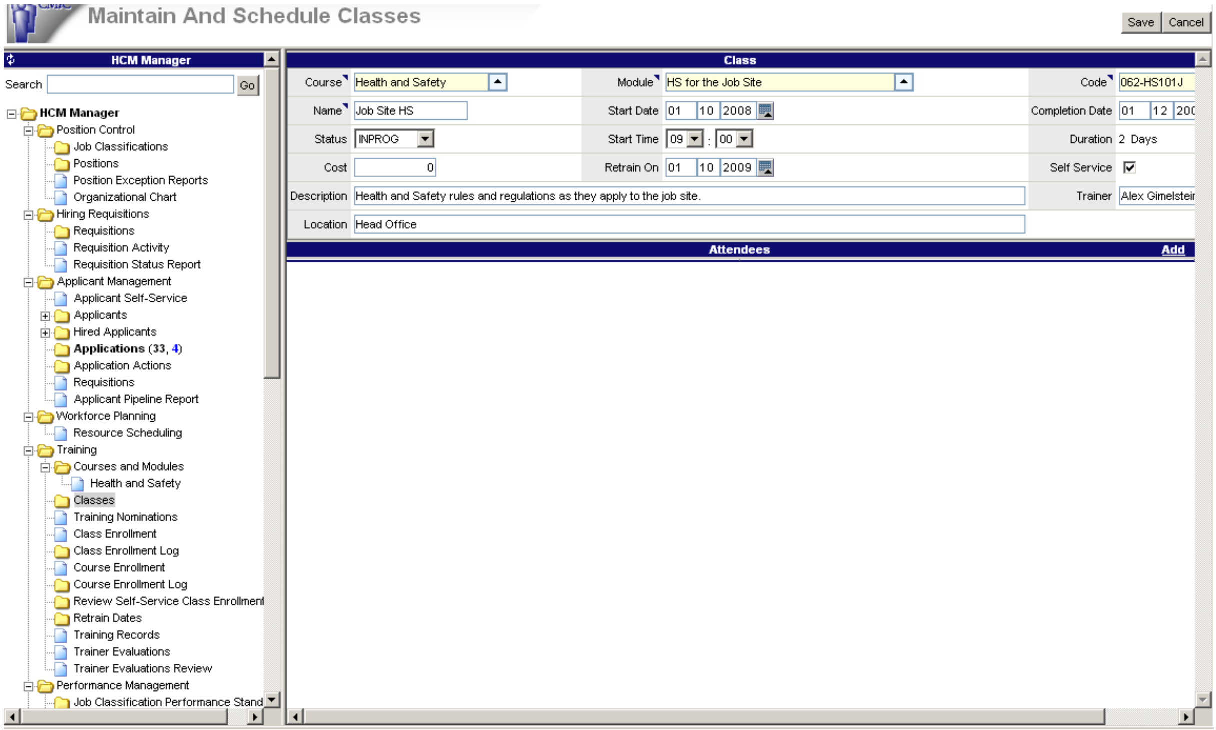
To add Modules to a course [**Edit**] the Course and use the ✚ in the Module section of the screen. This will open up an area to create the Module.



- Enter a unique code for this module along with a short name and description of the module.
- Indicate if the course is an internal course or else select the associated Vendor.
- Enter an associated Web Link if applicable and any pre-requisites. These pre-requisites can be already defined Courses and Modules or free form text.
- Enter the usual location and duration of the Module.
- The Credit Hours and Points, Frequency, Cost and Reimbursable are all reference fields that can be utilized as required.
- The Trainer will default from the Trainer of the associated course.

Once done, use the ✚ to add another Module or the [Save] button to save all the data entered.

Classes



Class Maintenance and Scheduling

Classes can be created for a Course or a Course/Module combination.

- Select the required course for the list of values.
- Select the required module from the List of Values.
- Enter the class code, short name and start date and select the correct status.
- If the completion date is not entered, it will be updated based on the duration of the module for that course.
- The Cost will default from the Cost of the module.
- The Class Description will have defaulted from the Module selected, and the Location and Trainer will have defaulted from the Course definition, but these values can be changed if required.
- Enter the Retrain On date. If the Self-Service flag is checked, the class will be available for selection in the Class Enrollment screen and the user can apply to take the class.

Once this is all complete [**Save**] the info.

Class Enrollment

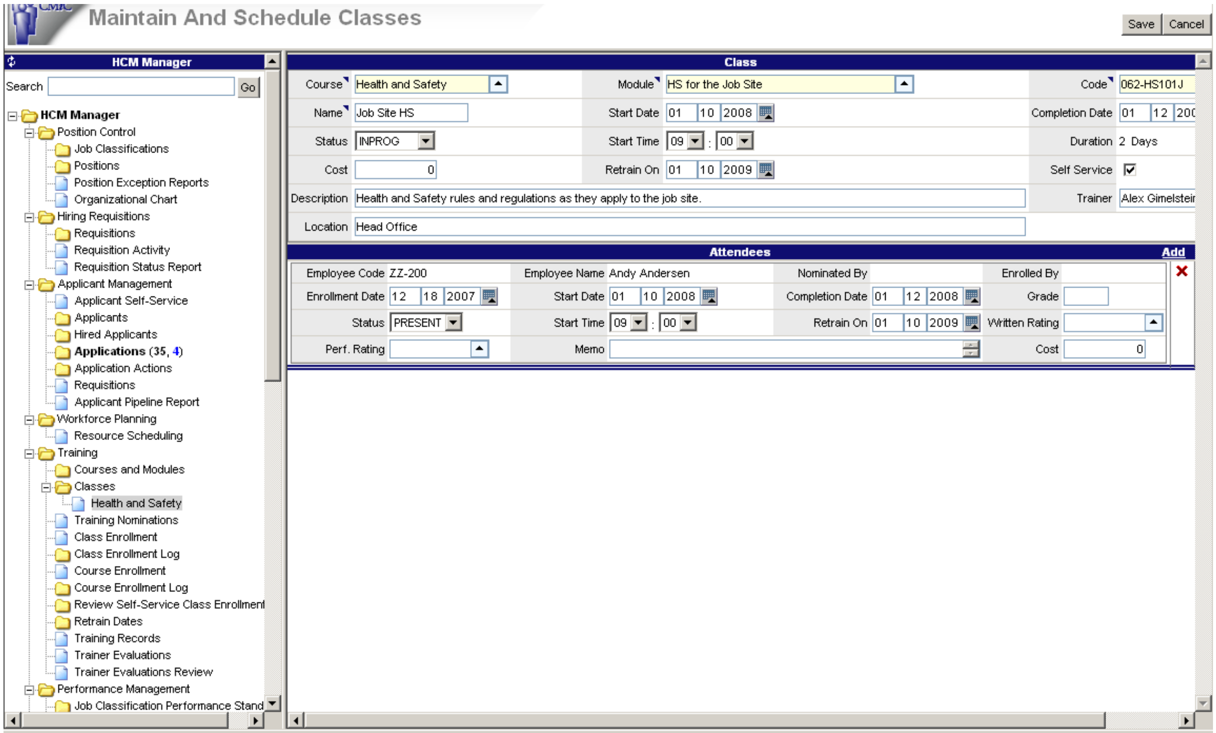
There are multiple ways to enroll an employee in a class.

1) Any employee can be added to a class directly in the ‘Class’ screen.

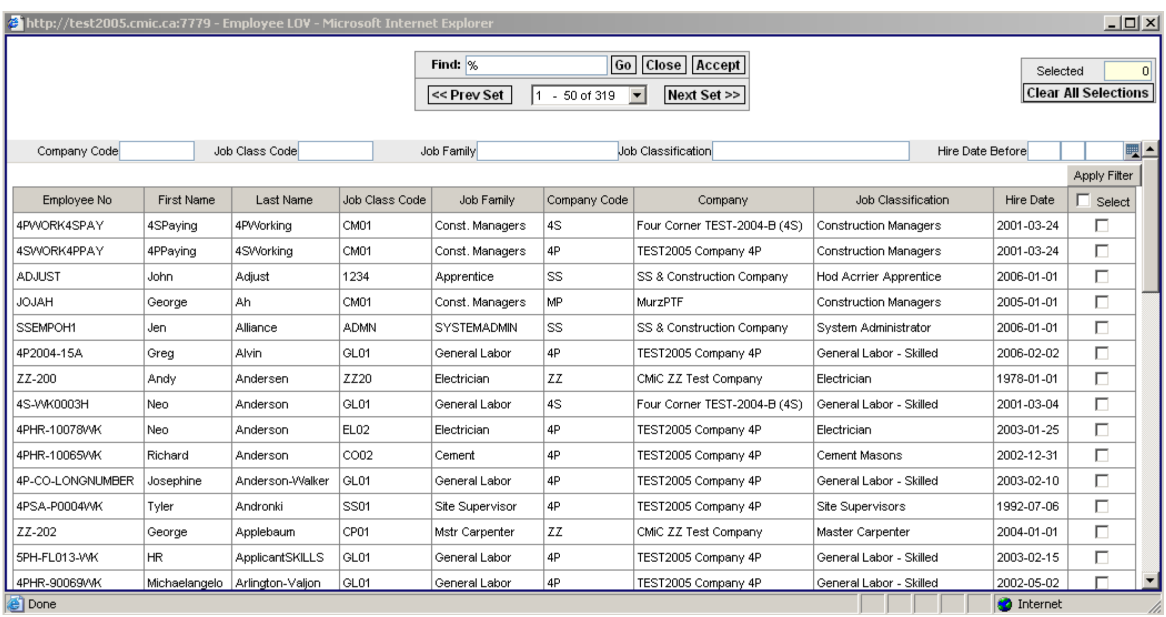
2) A manager can nominate any direct report employee via the ‘Training Nominations’ screen.

3) An employee can enroll themselves via the ‘Class Enrollment’ screen.

Add Employees Directly to a Class



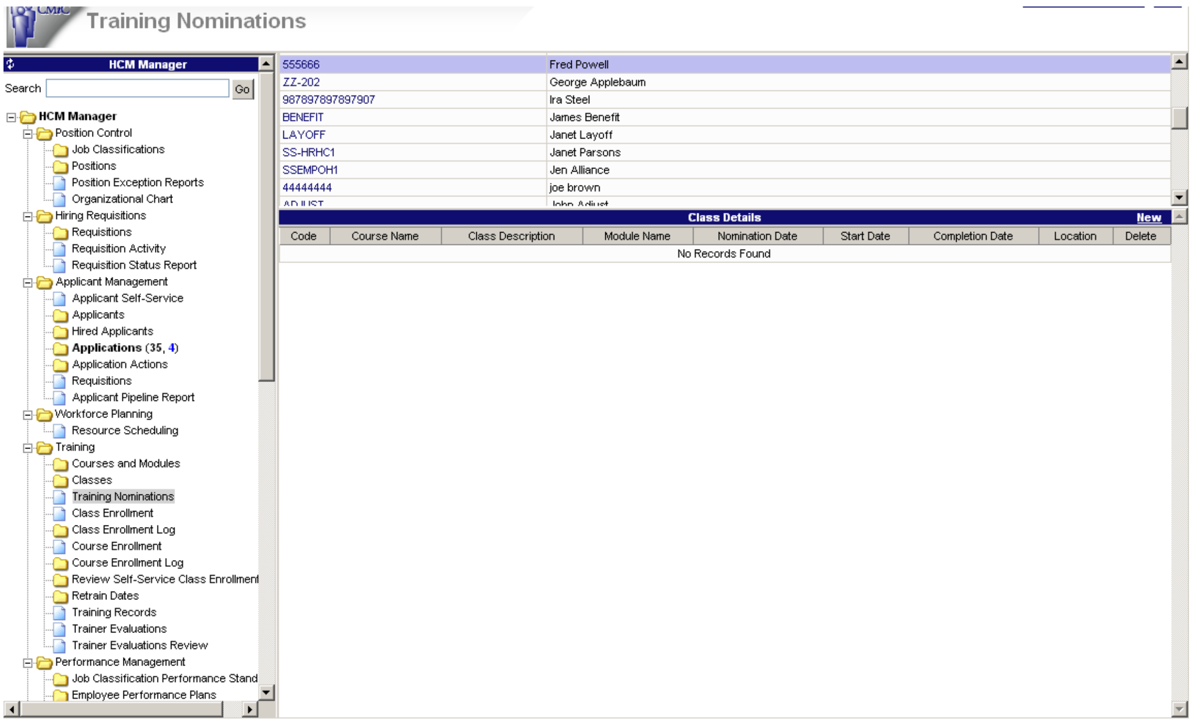
- Open the required class from the class log
- [**Edit**] the class
- Use the **Add** link on the 'Attendees' bar



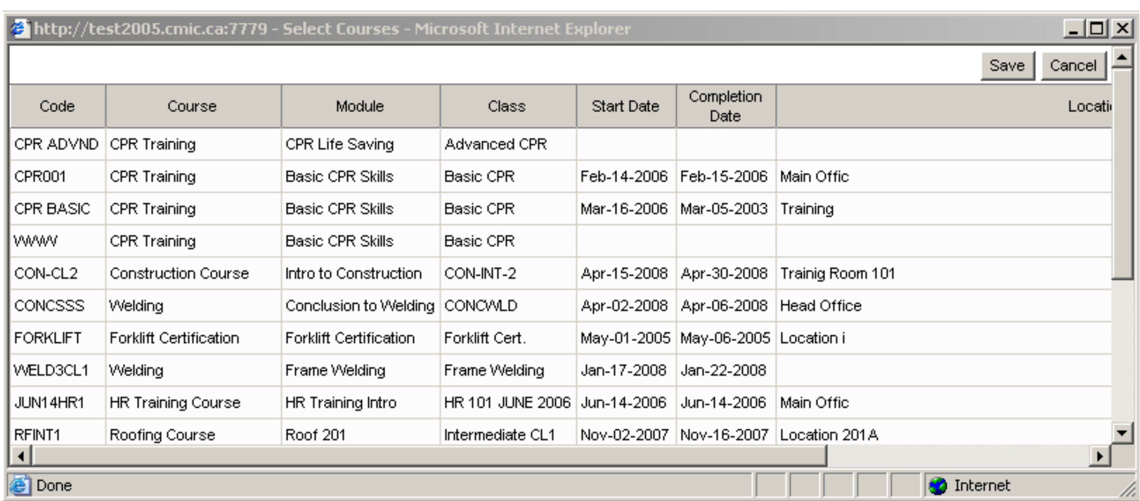
This will open a multi select list of all employees, select the required employees then [**Accept**] your selection.

This will assign all the selected employees to the class.

Nominate an Employee



- Open the Training Nominations screen.
- This displays a list of all employees that the user has access to.
- Select the employee.
- Use the **New** link on the 'Class Details' bar

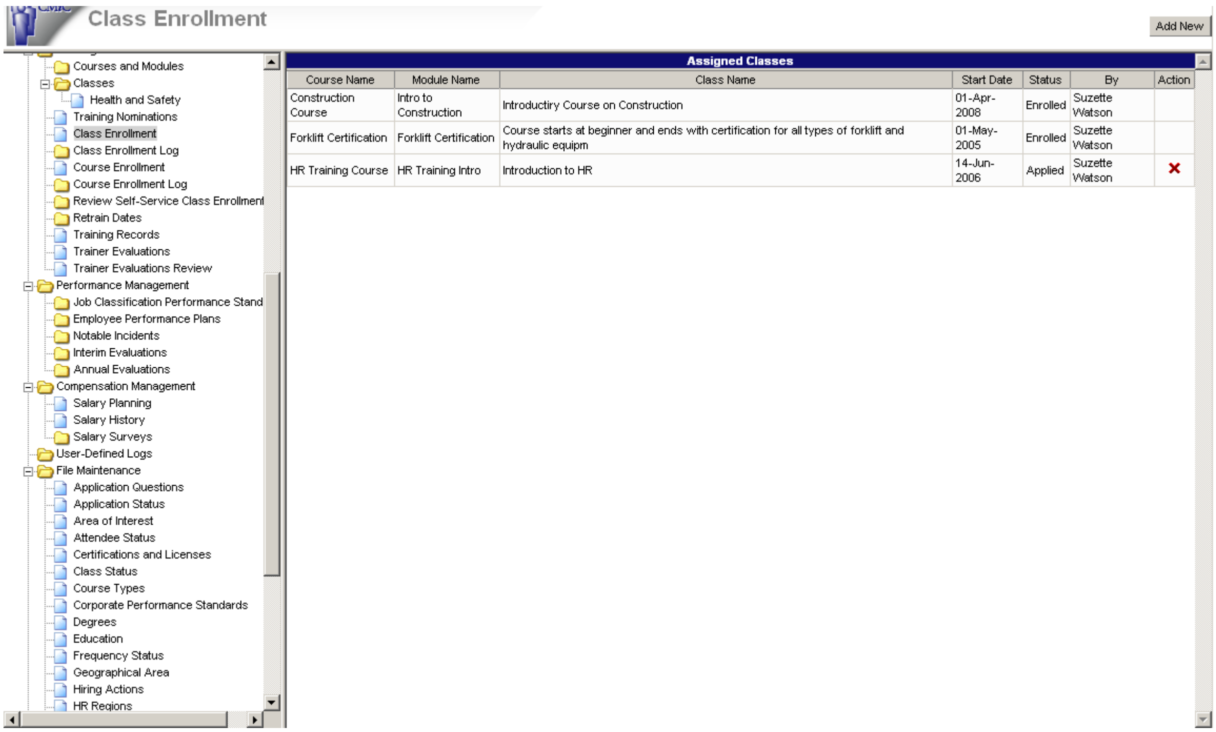


This will open a multi select list of all classes, select the required class(s) and then [**Accept**] your selection.

This will assign all the selected classes to the employee. The employee will be nominated for the class for enrollment.

NOTE: This screen can also be switched to run by classes instead of employees by using the Show Classes link on the Employees bar.

Self Enrollment



- Open the Class Enrollment screen
- This displays a list of all classes the current user has ever been enrolled in.
- Use the [**Add**] button to display a list of classes not yet taken
- This displays a multi select list of values, when the required classes have been selected use the [**Update**] button to enroll into the selected classes.

Class Enrollment Log

This log displays a list of all classes that have been applied for via Class Enrollment, nominated via Nominations or enrolled in.

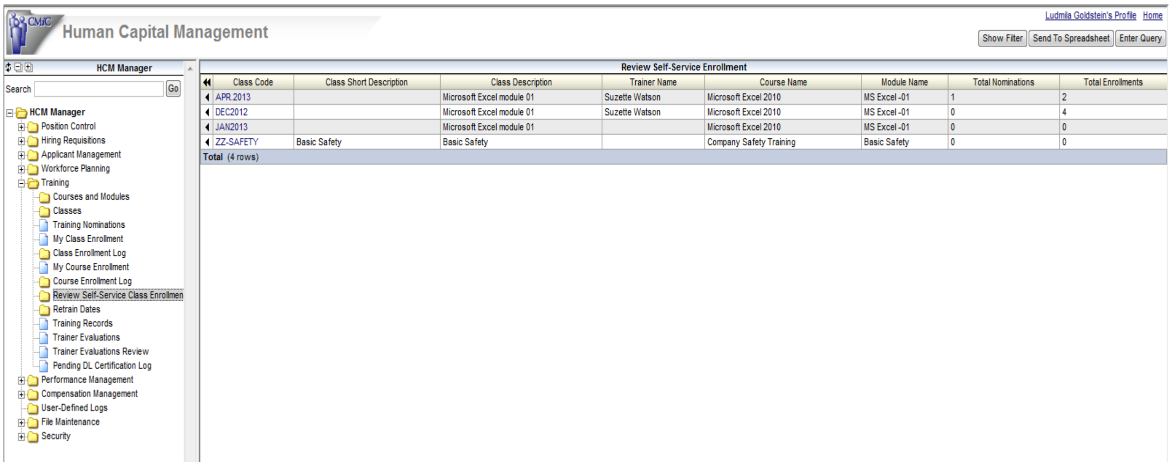
My Course Enrollment

The user can apply for a course in the My Course Enrollment screen. A list of courses that do not have classes assigned is provided when clicking on Add and the user can select the courses he intends to take.

Course Enrollment Log

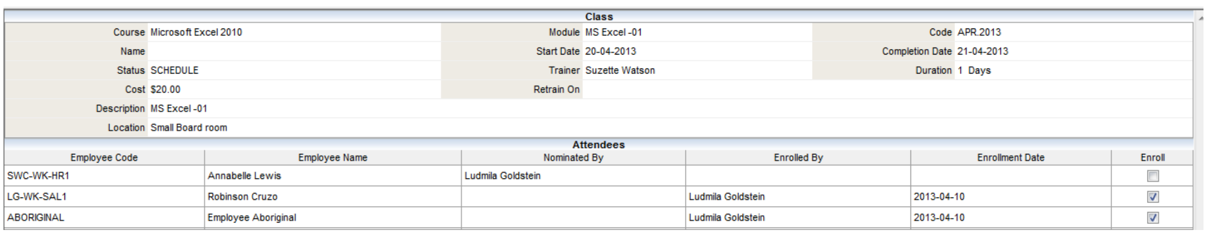
This log displays a list of all courses that have been applied for via My Course Enrollment.

Review Self-Service Class Enrollment



This screen allows user to review Self Service class enrollment.

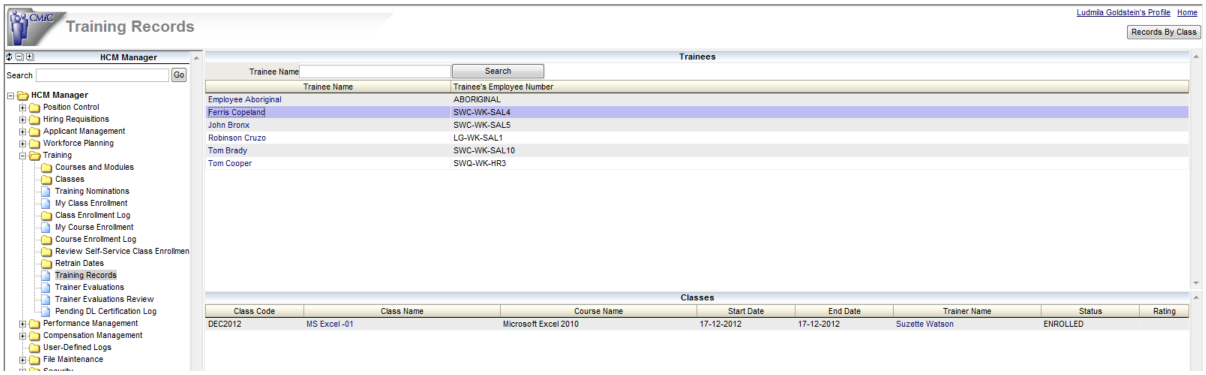
When user clicks on Class code, the new window opens with class details and the list of the employees who have been nominated or enrolled to this specific class.



By checking the box Enroll, user can Enroll on not to Enroll employees from the list and confirm the action by clicking [**Save**].

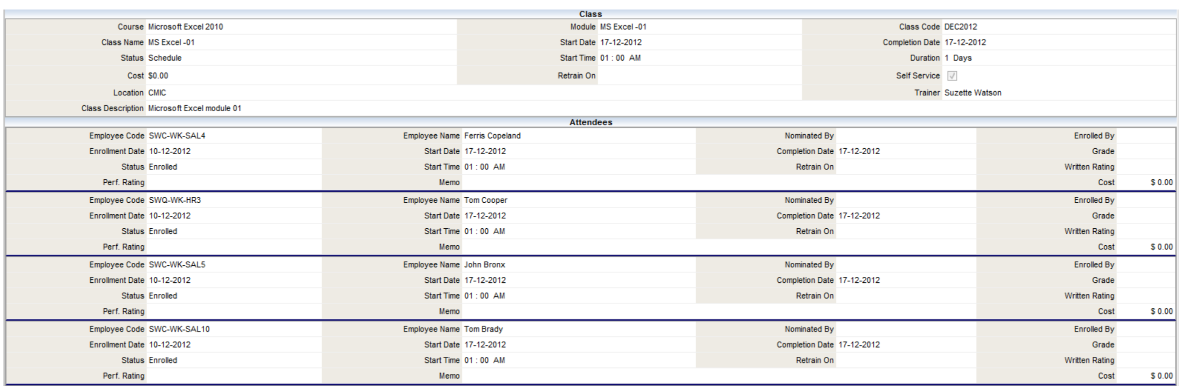
Retrain Dates

Training Records

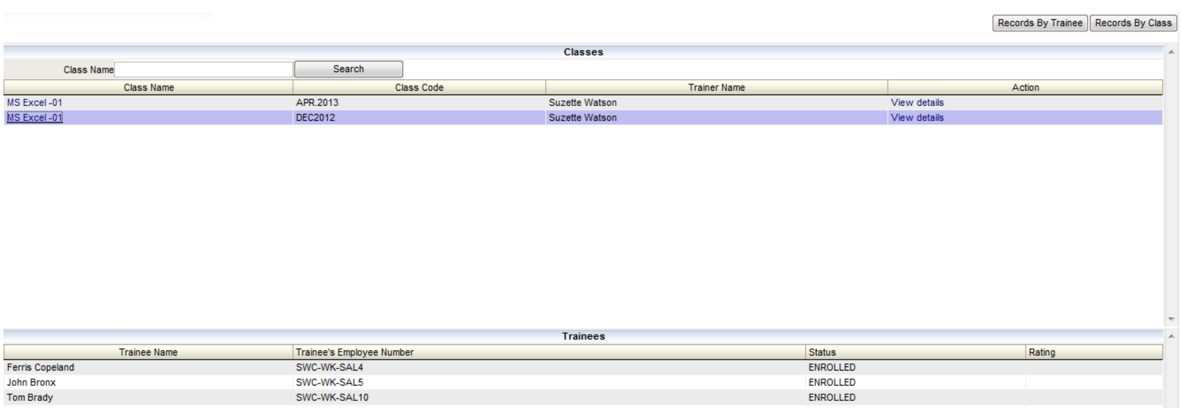


This program allows user to view training records of employees. When user clicks on Trainee Name in the lower block he can see Classes details for this Trainee.

When user clicks on the Class Name in the lower block, the new window opens with details of the Class and employees who attended this class.

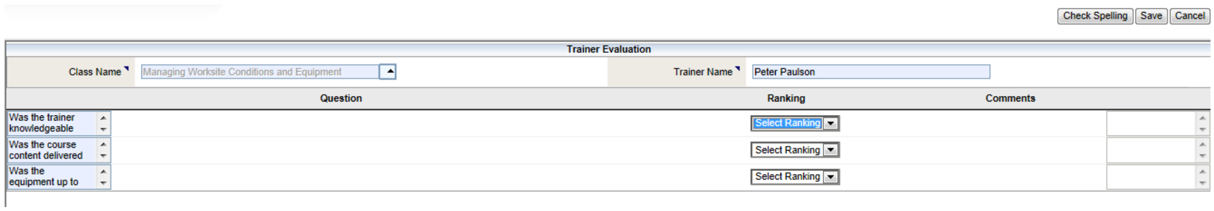


On the main screen there is an option to see Training Records by Class.



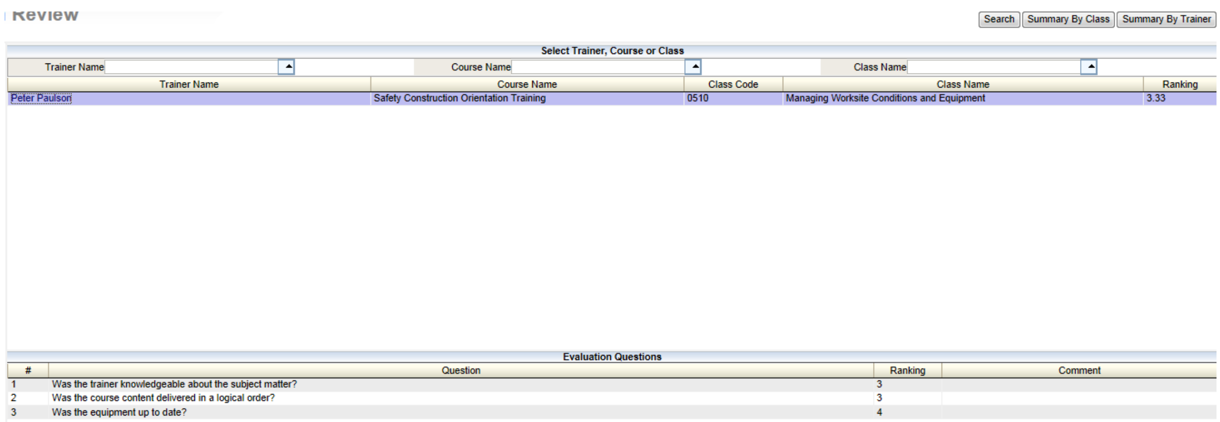
When user clicks on Class Name he can see list of Trainees for this specific class in the Trainee Block. There is an option to search the data by Class Name or Trainee Name on the top of the screen.

Trainer Evaluations



This program allows user to evaluate the trainer of the class. First, a user selects a class then click [**Start Evaluation**] button in the right top corner. The new screen opens with evaluation questions.

Trainer Evaluations Review

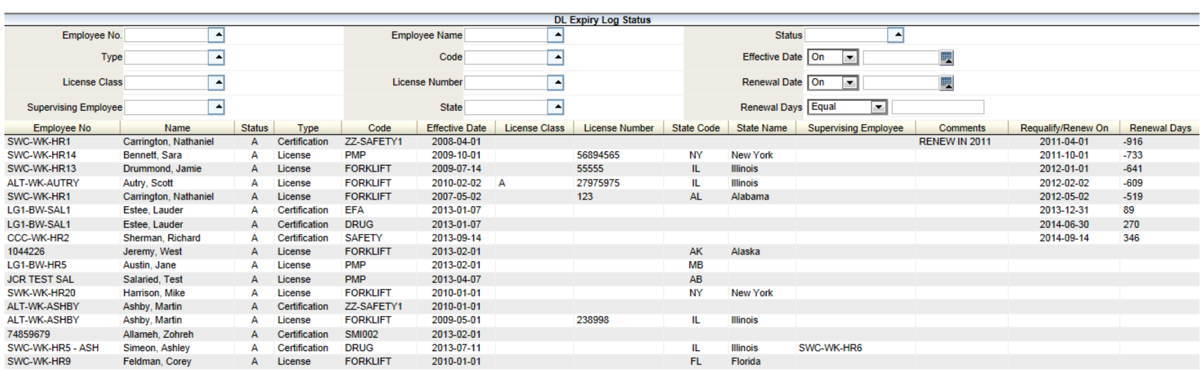


Trainer Name	Course Name	Class Code	Class Name	Ranking
Peter Paulson	Safety Construction Orientation Training	0510	Managing Worksite Conditions and Equipment	3.33

#	Question	Ranking	Comment
1	Was the trainer knowledgeable about the subject matter?	3	
2	Was the course content delivered in a logical order?	3	
3	Was the equipment up to date?	4	

This program displays the Trainer Evaluation results. The Results can be sorted by Summary by Class, or Summary by Trainer.

Pending DL Certification Log



Employee No	Name	Status	Type	Code	Effective Date	License Class	License Number	State Code	State Name	Supervising Employee	Comments	Requalify/Renew On	Renewal Days
SWC-WK-HR1	Carrington, Nathaniel	A	Certification	ZZ-SAFETY1	2008-04-01						RENEW IN 2011	2011-04-01	-916
SWC-WK-HR14	Bennett, Sara	A	License	PMP	2009-10-01		56894565	NY	New York			2011-10-01	-733
SWC-WK-HR13	Drummond, Jamie	A	License	FORKLIFT	2009-07-14		55555	IL	Illinois			2012-01-01	-641
ALT-WK-AUTRY	Autry, Scott	A	License	FORKLIFT	2010-02-02	A	27975975	IL	Illinois			2012-02-02	-609
SWC-WK-HR1	Carrington, Nathaniel	A	License	FORKLIFT	2007-05-02		123	AL	Alabama			2012-05-02	-519
LG1-BW-SAL1	Estee, Lauder	A	Certification	EFA	2013-01-07							2013-12-31	89
LG1-BW-SAL1	Estee, Lauder	A	Certification	DRUG	2013-01-07							2014-06-30	270
CCC-WK-HR2	Sherman, Richard	A	Certification	SAFETY	2013-09-14							2014-09-14	346
1044226	Jeremy, West	A	License	FORKLIFT	2013-02-01			AK	Alaska				
LG1-BW-HR5	Austin, Jane	A	License	PMP	2013-02-01			MB					
JCR TEST SAL	Salaried, Test	A	License	PMP	2013-04-07			AB					
SWK-WK-HR20	Harrison, Mike	A	License	FORKLIFT	2010-01-01			NY	New York				
ALT-WK-ASHBY	Ashby, Martin	A	Certification	ZZ-SAFETY1	2010-01-01								
ALT-WK-ASHBY	Ashby, Martin	A	License	FORKLIFT	2009-05-01		238998	IL	Illinois				
74859679	Allameh, Zohreh	A	Certification	SMI002	2013-02-01								
SWC-WK-HR5 - ASH	Simeon, Ashley	A	Certification	DRUG	2013-07-11			IL	Illinois	SWC-WK-HR6			
SWC-WK-HR9	Feldman, Corey	A	License	FORKLIFT	2010-01-01			FL	Florida				

This screen allows reviewing Licenses and Certifications expiry date, status, renewal dates and etc.

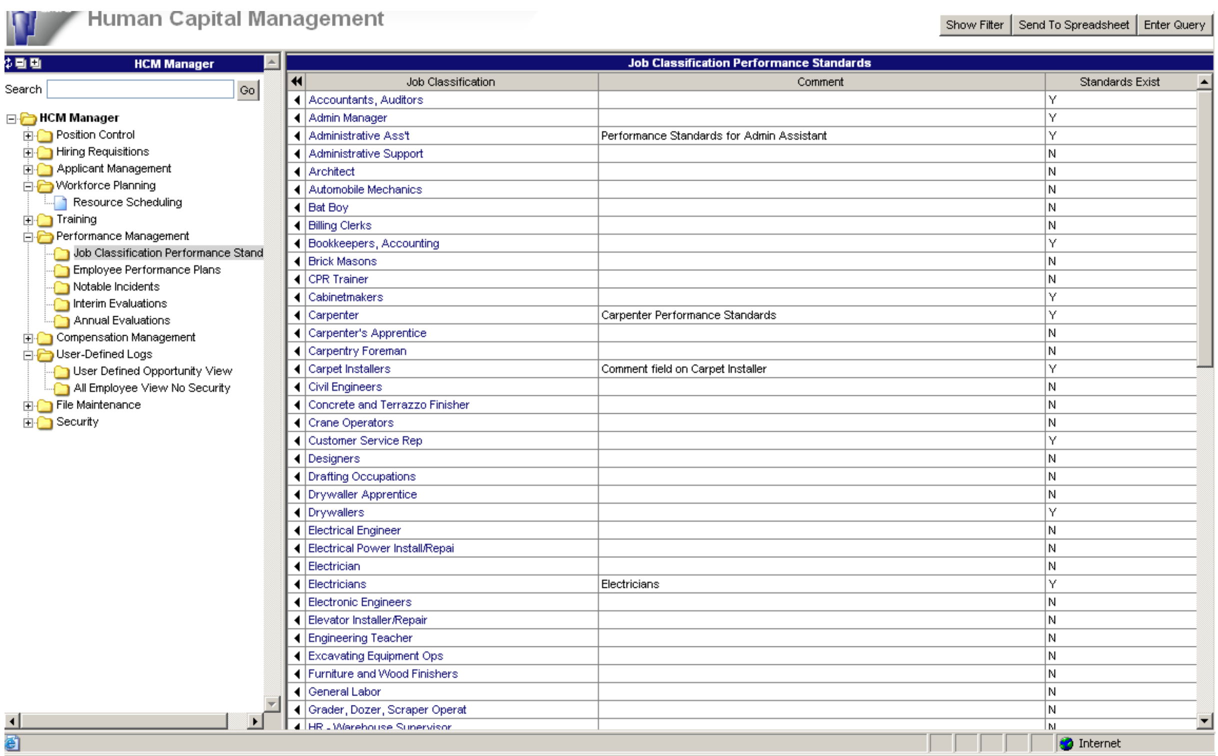
Performance Management

Overview of Performance Management

Performance Management starts with the definition of corporate level standards and then these are refined at the Job Classification Level, and then again at the employee level. Performance standards are split into categories, where there can then be multiple sections. Each category can be assigned a weight and a display order.

Corporate Performance Standards must be defined before Job Classification standards can be created, and likewise Job Classification Standards must have been defined before employee performance plans can be created.

Job Classification Performance Standards



Job Classification Performance Standards

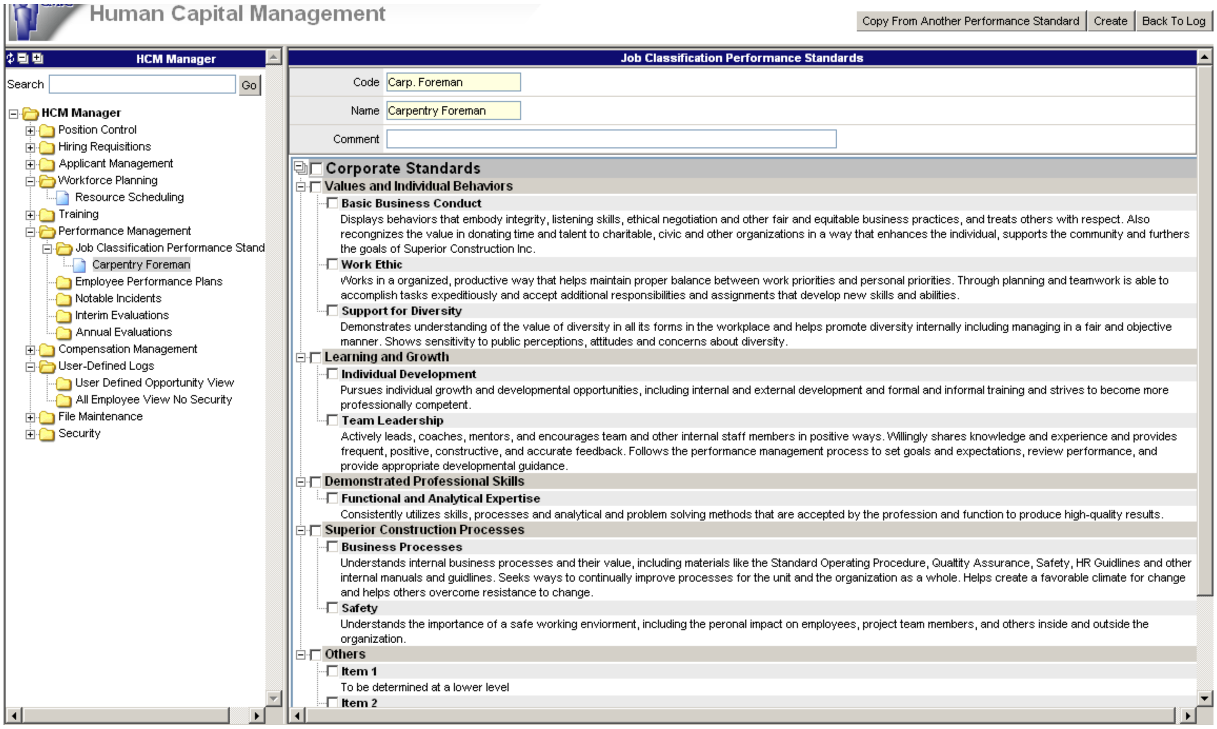
This program defines the performance standards that relate to a specific Job Classification. The system will automatically create the standard as a copy of the Corporate Standard. It is then available for editing as some of the Corporate Standards may need to be changed to be more specifically related to the position and the weight of the different categories may differ between Job Classifications.

Pre-Requisites:

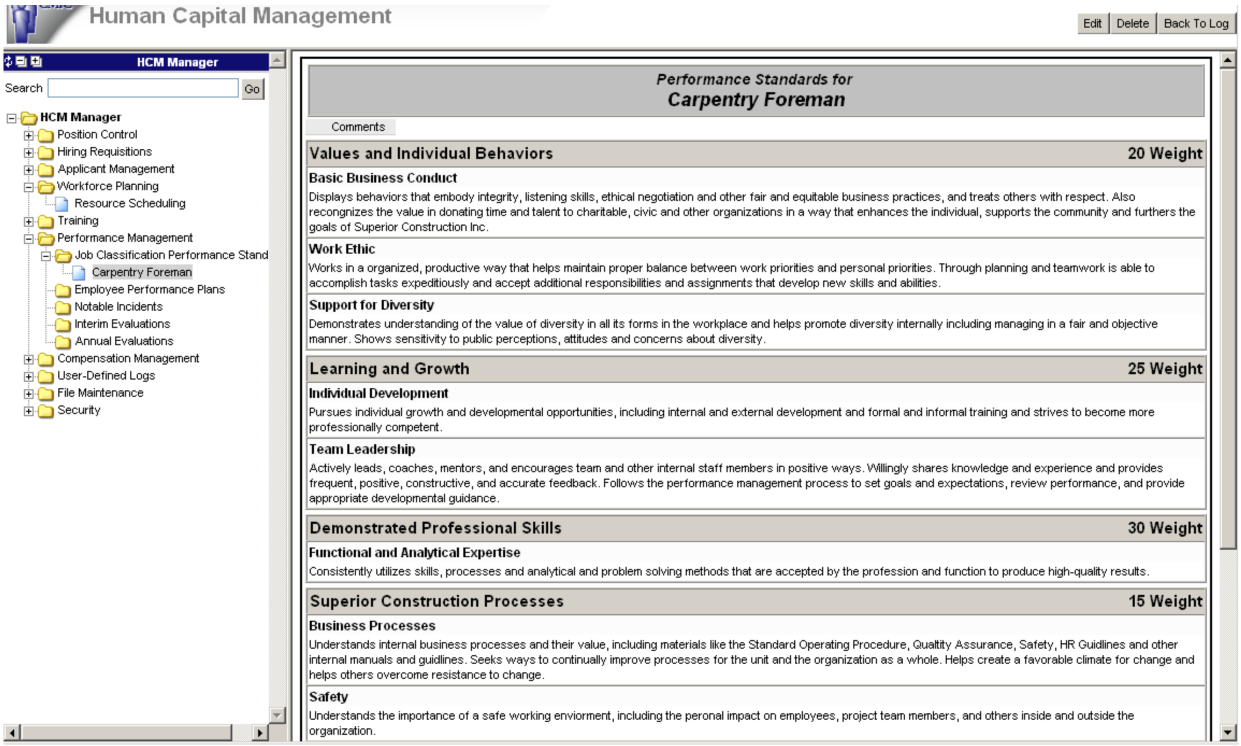
Mandatory: Corporate Performance Standards, Job Classifications

To create/view or edit a Job Classification Performance Standard, select a Job Classification by clicking on the linked field from the log.

If a classification does not exist already the system will display a screen similar to below:



Enter a comment about this performance standard. Then select the categories and sections that apply to this job classification. The [**Create**] button will copy those standards into the Job Classification Standards where they can then be edited. The [**Copy From Another Performance Standard**] button allows the user to copy standards from another job classification into the current one.

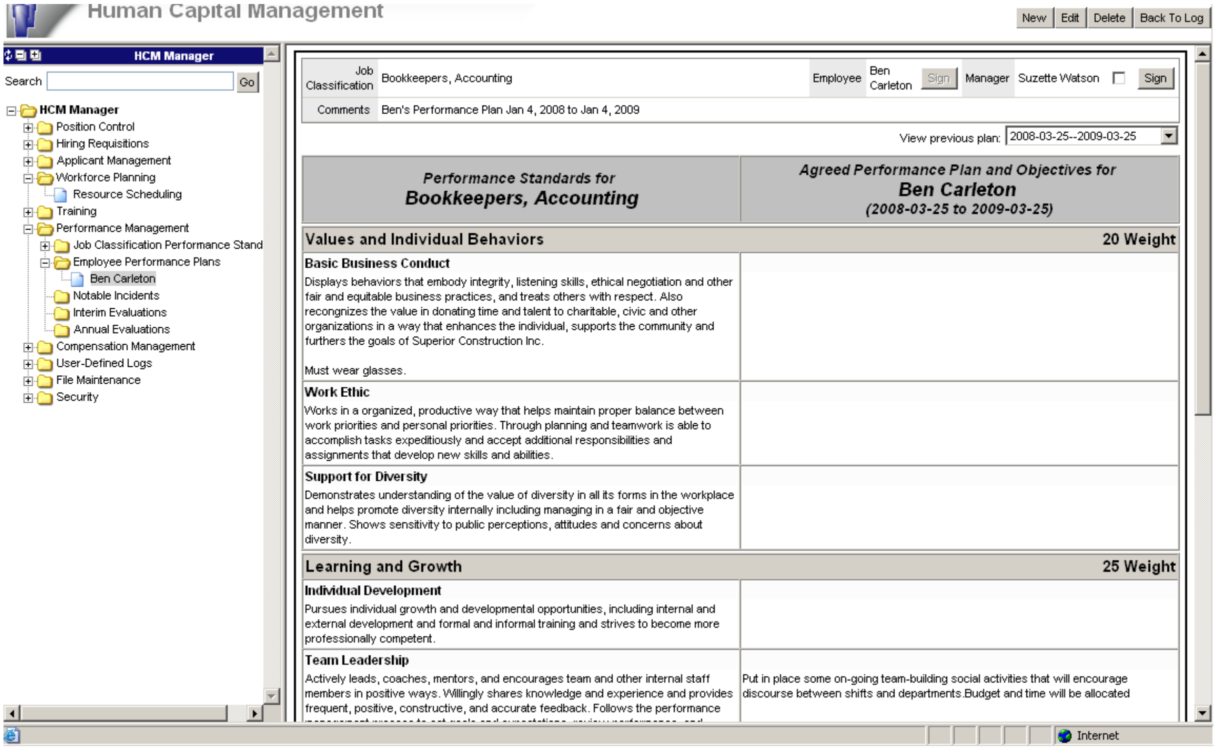


Performance Standards Example

It is now possible to [**Edit**] the Job Specific performance standard and change the weight of each category as required. It is not possible to remove sections or categories, the only changes allowed are to the text of each area. This helps to maintain a corporate look and ensures every position is aware of the corporate categories.

Once any required changes have been made use the [**Save**] button to update the data.

Employee Performance Plans



Performance Review

Employee Performance Plans start with employees related Job Specific Performance Plan as a base. It is then possible to add specific objectives against each of the sections as applicable. Both the employee and their manager must sign off on the plan. If a change is made to the plan it must be re-signed by both the employee and the manager.

Pre-Requisites:

Mandatory: 1. Job Classification Performance Standards

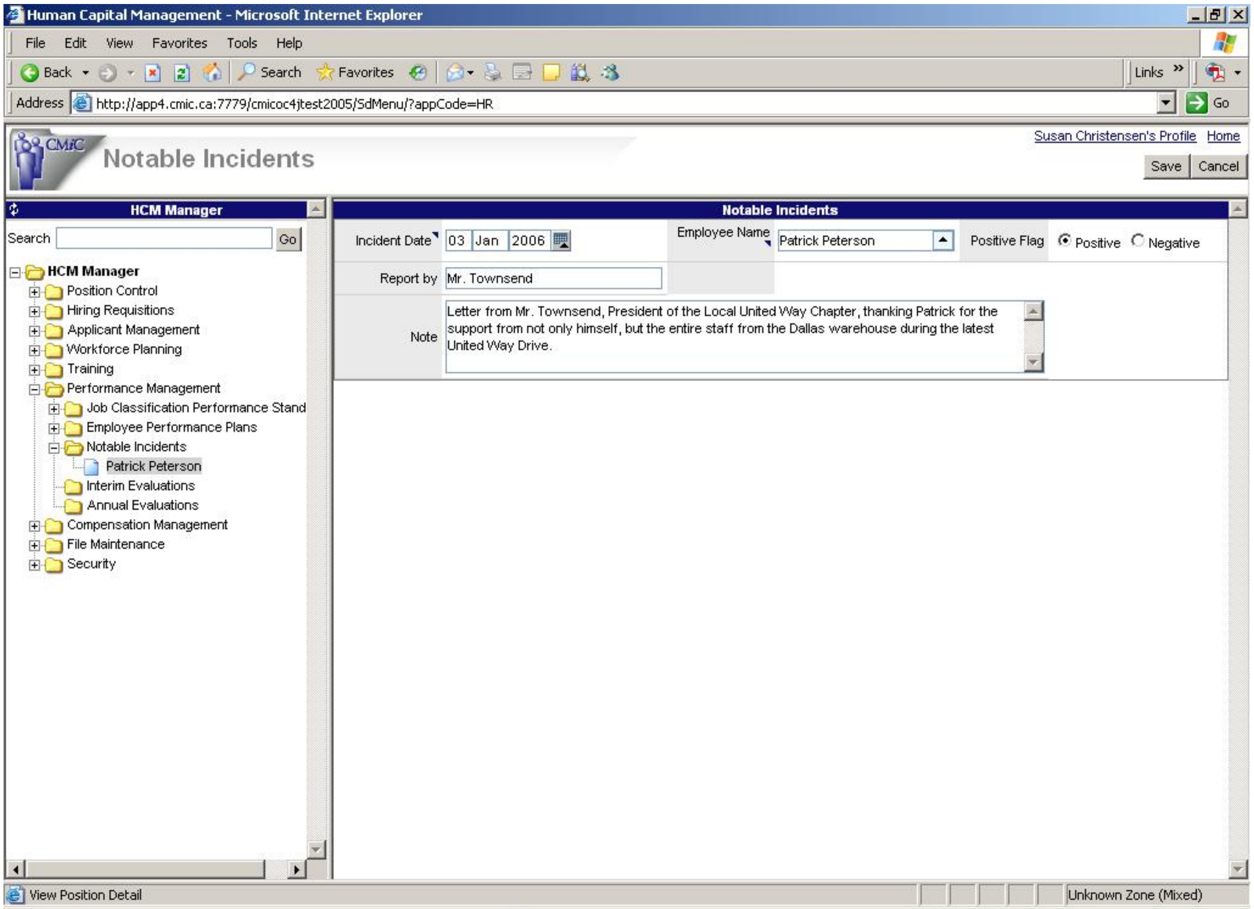
2. Positions

3. Employees assigned to Positions where Job Classification Performance Standards exist

To create a plan for a new employee – select the employee from the log. The system will default the current date as the Start Date and the End Date will be one year from the Start Date. This can be edited. Enter a comment if necessary. The View Previous Plan drop-down allows the user to see other performance plans that have been created for the employee.

Enter the Agreed upon Objectives and [**Save**] when done. These objectives can be modified at any time by either party if the plan is not signed by either party. Once signed, the user must [**Un-sign**] the plan before any changes can be made.

Notable Incidents



Notable Incidents Entry

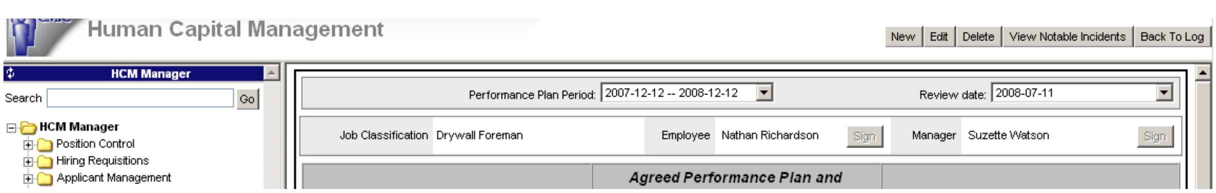
Notable Incidents are way to record important information regarding an employee. This can be comments from anyone inside or outside the organization. The comments can then be viewed during the review process.

From the Notable Incidents Log – use the [**Add Incident**] button to create a new Notable Incident.

- Enter the date of the incident.
- Select the employee the incident is to be recorded against
- Indicate if the Incident is Positive or Negative if applicable
- Enter the Name of who reported the incident and the details

[**Save**] when done.

Interim Evaluations

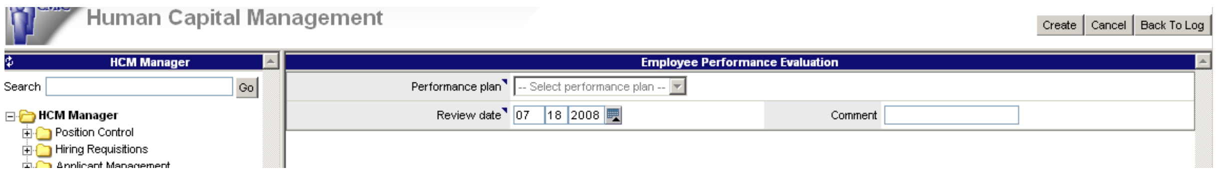


Interim evaluations have been designed to allow as many interim evaluations as required during a year. Interim Evaluations allow the manager to enter observations/notes against each section of the employees plan and to rate the performance in each category between ‘Outstanding’ and ‘Unacceptable’.

Each observation can optionally be carried forward to the Final Evaluation. To create a new review or edit a review select the employee from the log. The system will open with a screen where you can create a new review, edit the current review or review an older one.

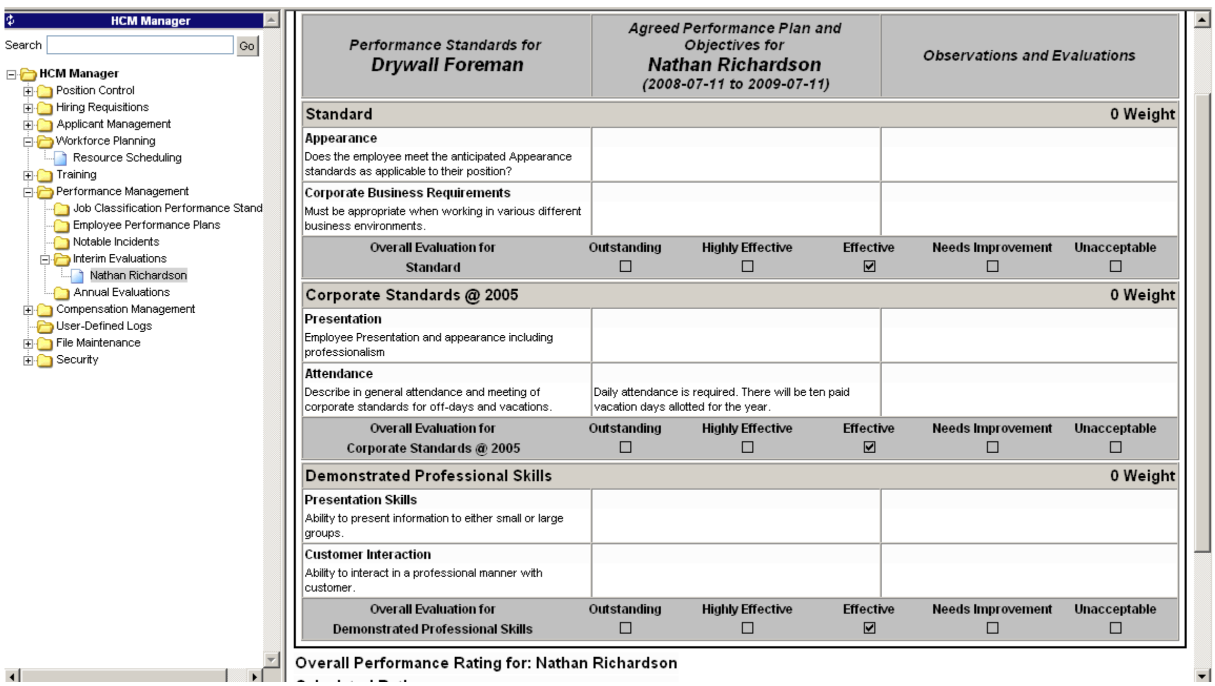
The system will default to the latest created review. To review previously performed reviews select the review from the Review date drop down list and retrieve the review information.

To create a new review use the [**New**] button. The system will then prompt you as shown below:



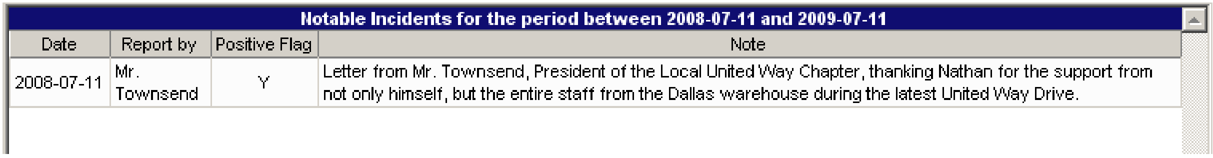
The Review Date defaults to the current date. You may edit the dates and enter a comment regarding the review.

When done, use the [**Create**] button to build the interim review.



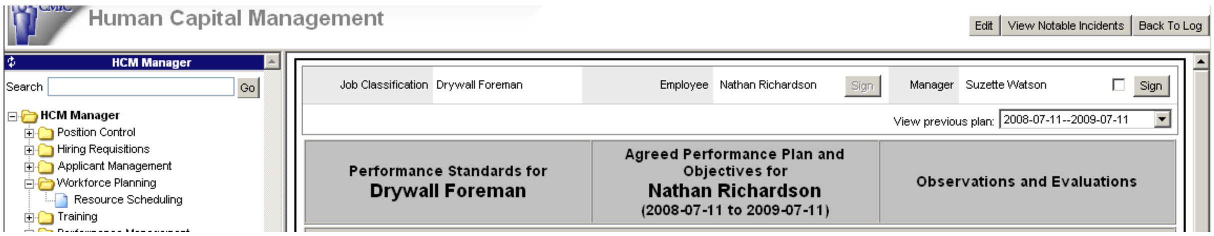
Enter Observation and Evaluation notes against each objective, and for each category assign the overall evaluation rating. When done [**Save**] the evaluation.

At any point during the process it is possible to view any Notable Incidents that fall within the current plan year by using the [**View Notable Incidents**] button.



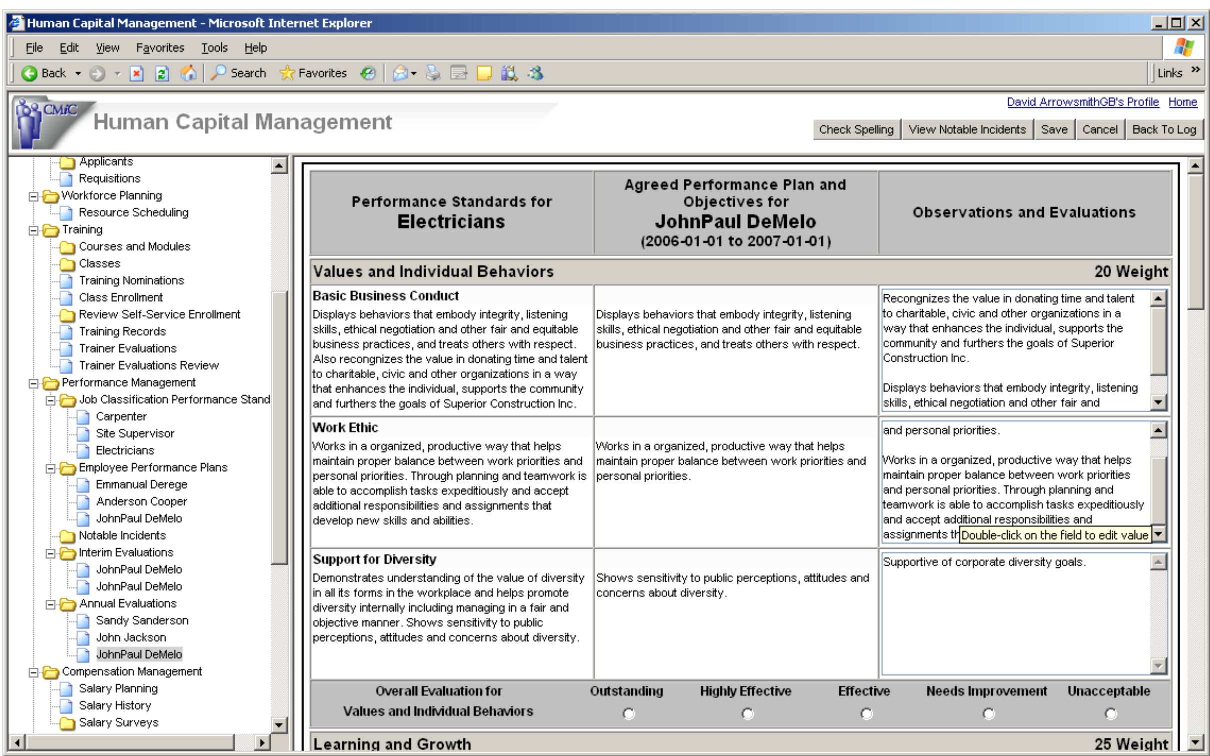
Viewing Notable Incidents

Annual Evaluations



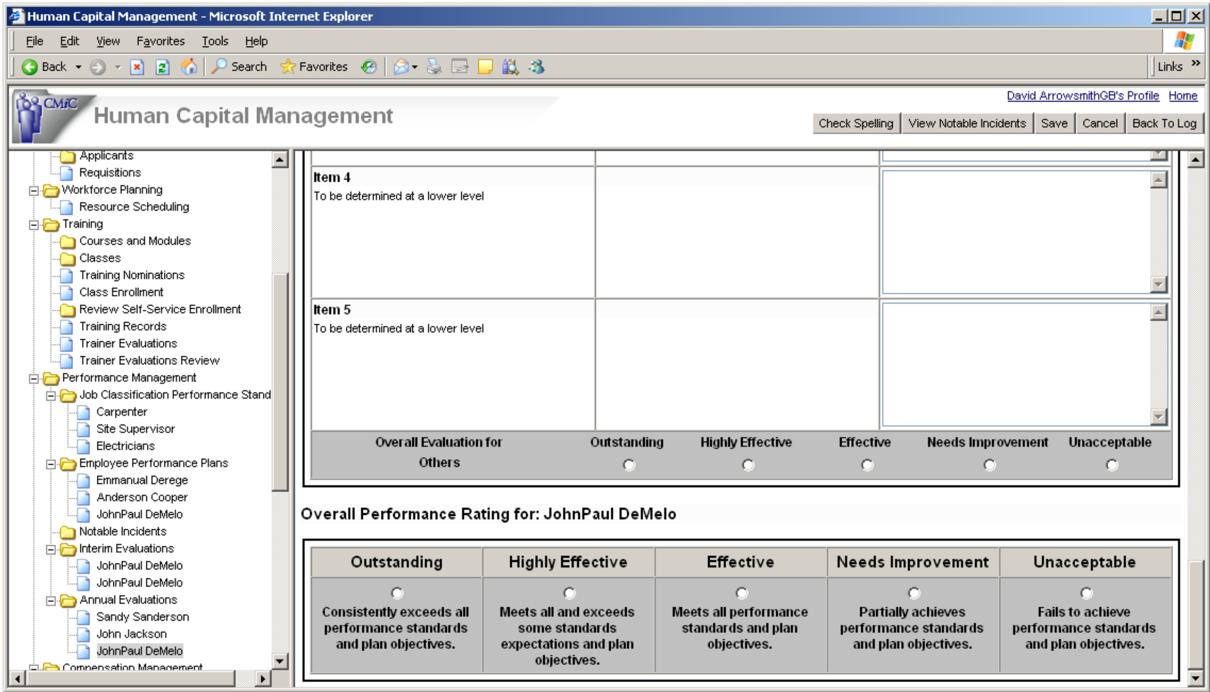
Annual evaluations have been designed to be pre-populated with all the items from the interim evaluations that were flagged to be carried forward to the Final Evaluation. Annual Evaluations allow the manager to enter additional observations/notes against each section of the employee's plan and to rate the performance in each category between 'Outstanding' and 'Unacceptable'. Additionally, revision to the values carried forward from the Interim Evaluations may also be made. To update the current 'unsigned' Evaluation, click on the [**Edit**] button. Only unsigned Evaluations may be edited.

The system will default to the latest created review. To review previously performed Annual reviews select the review date then use the [**View Previous Evaluation**] button to retrieve the review information.

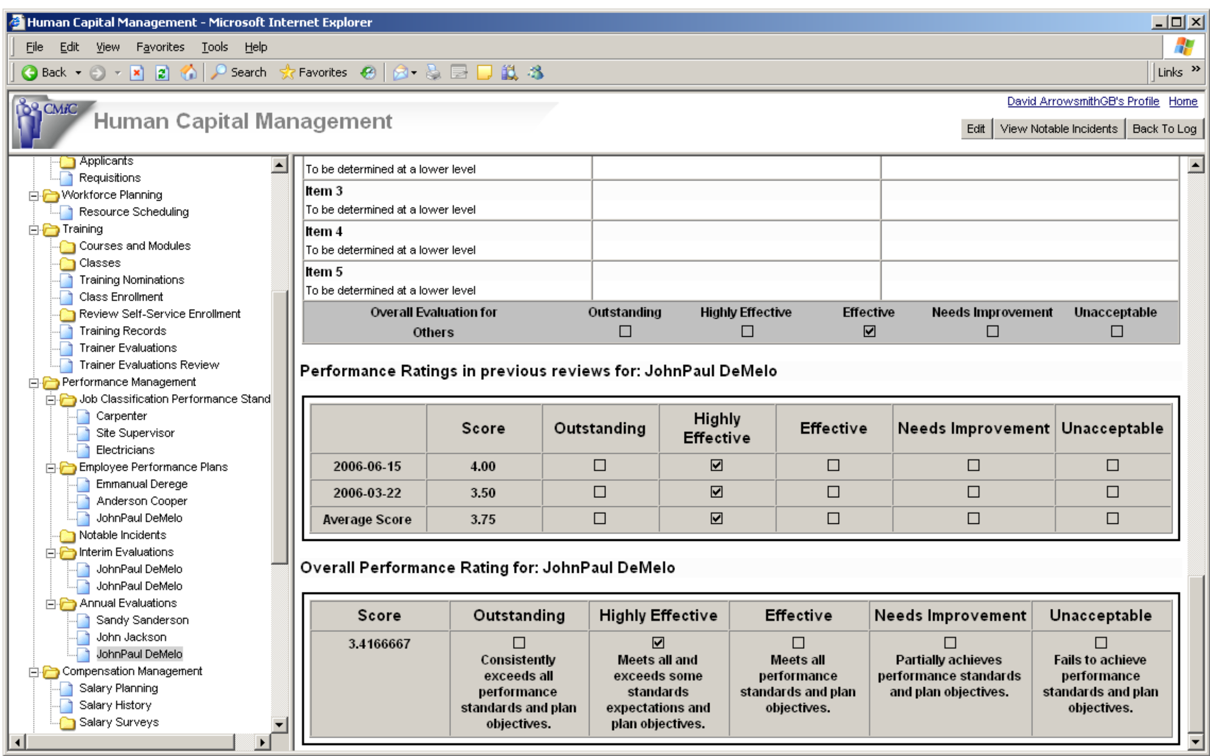


The Annual Evaluation is completed by updating the observations/notes and setting the Overall Evaluation Ratings against each category. When done [**Save**] the evaluation.

At any point during the process it is possible to view any Notable Incidents that fall within the current plan year by using the [**View Notable Incidents**] button.

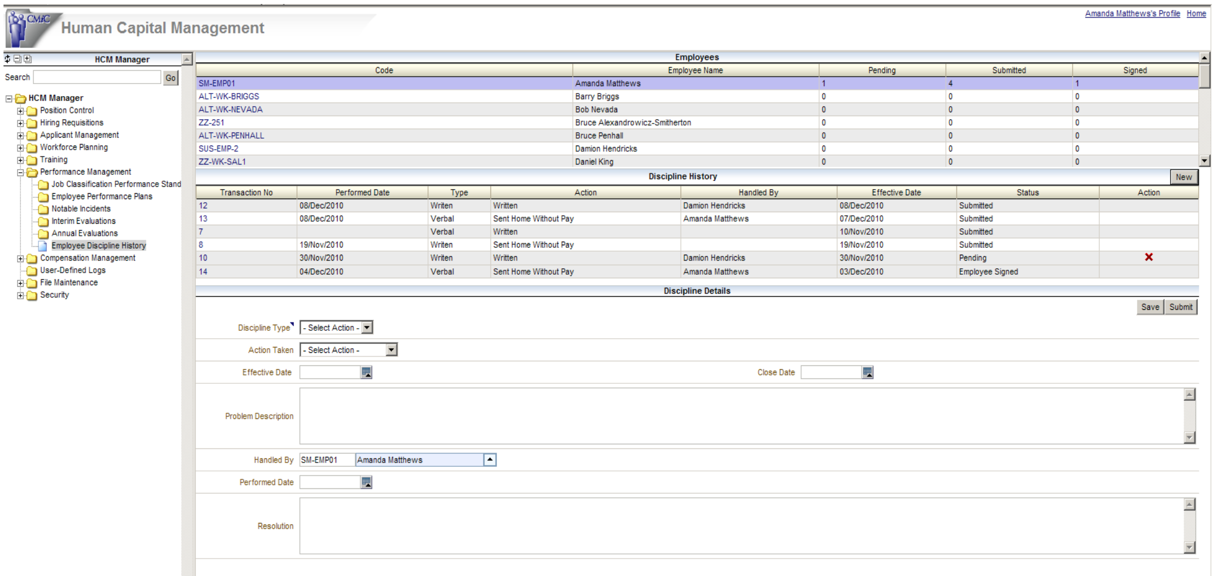


When using the [**Edit**] option, the reviewer will also update the 'Overall Performance Rating' for the Employee prior to saving the final version for signing.

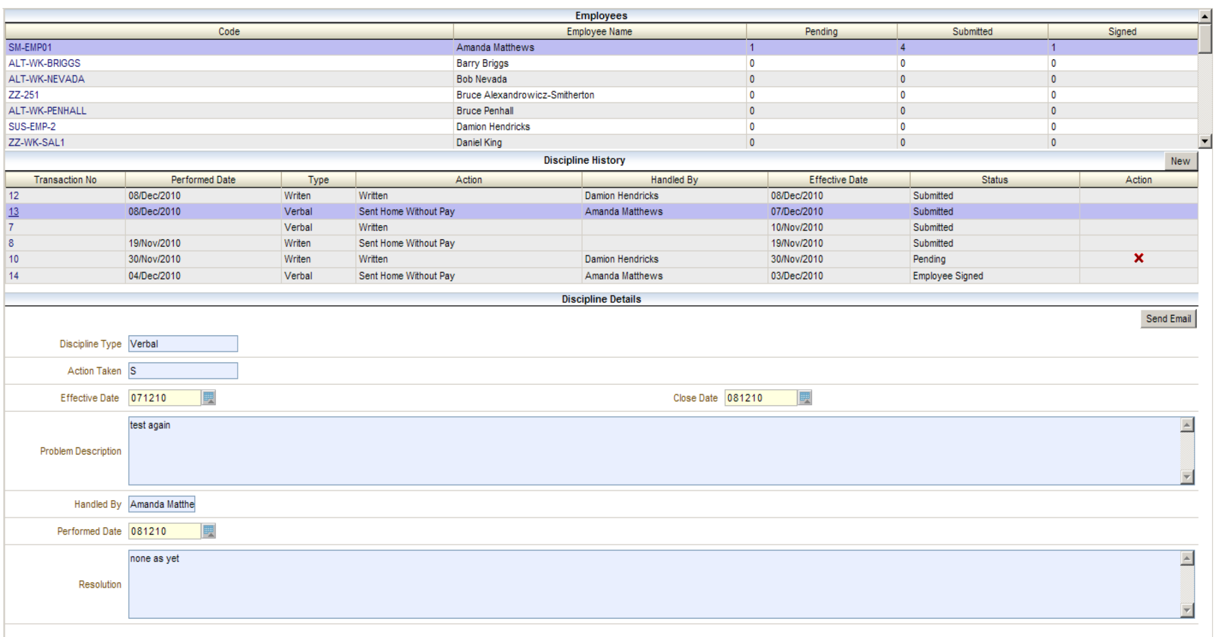


Employee Discipline History

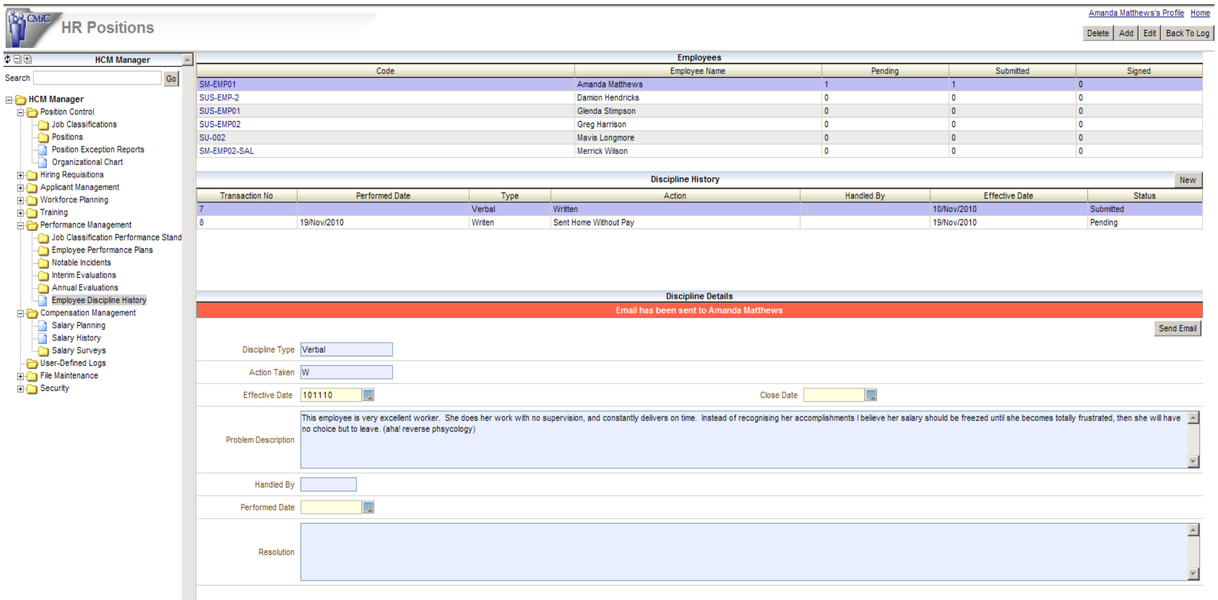
This is analogous to the HR Forms version of Discipline Tracking.

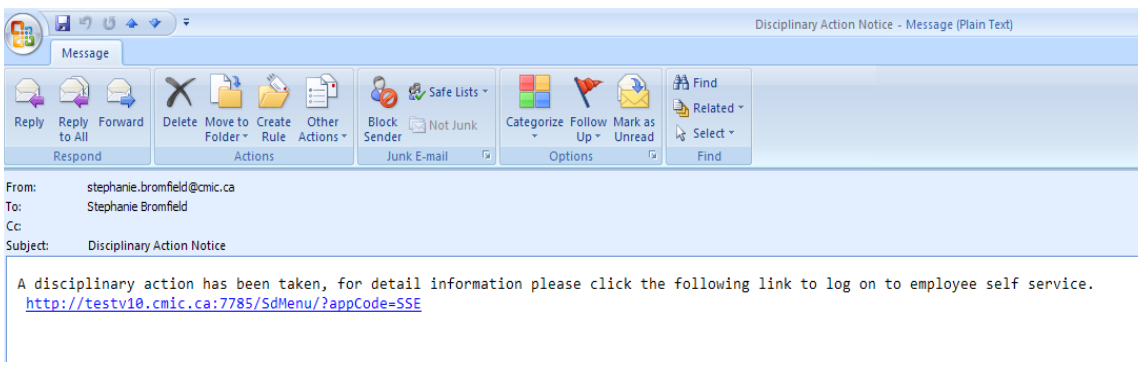


The JSP HCM version allows the creation of the record in 'Draft' form so that the employee or anyone else cannot see it. Once the manager submits the record the employee will be able to see the item in Self Service.

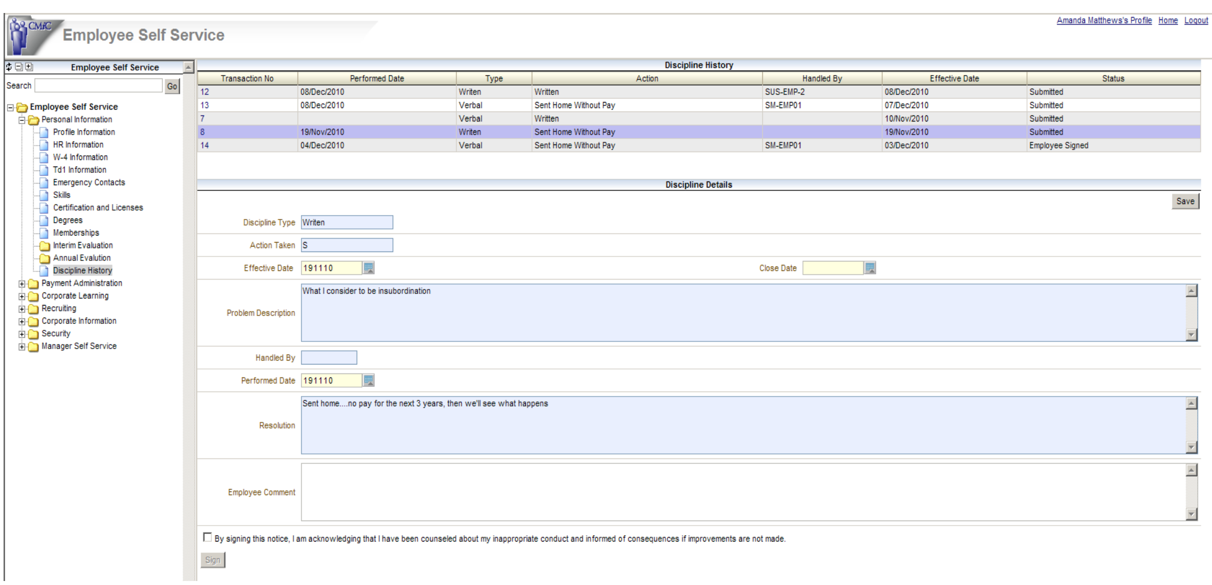


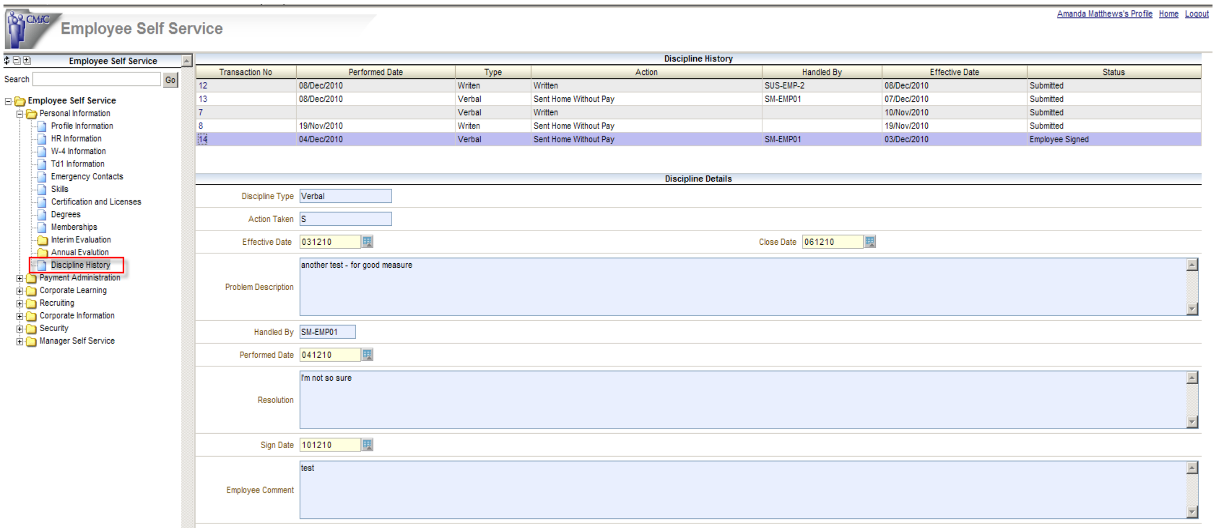
The [**Send Email**] button is available on a **submitted** record. It sends a predefined email to the employee that will inform of the Disciplinary Action Notice and it will contain the URL to the self service system.





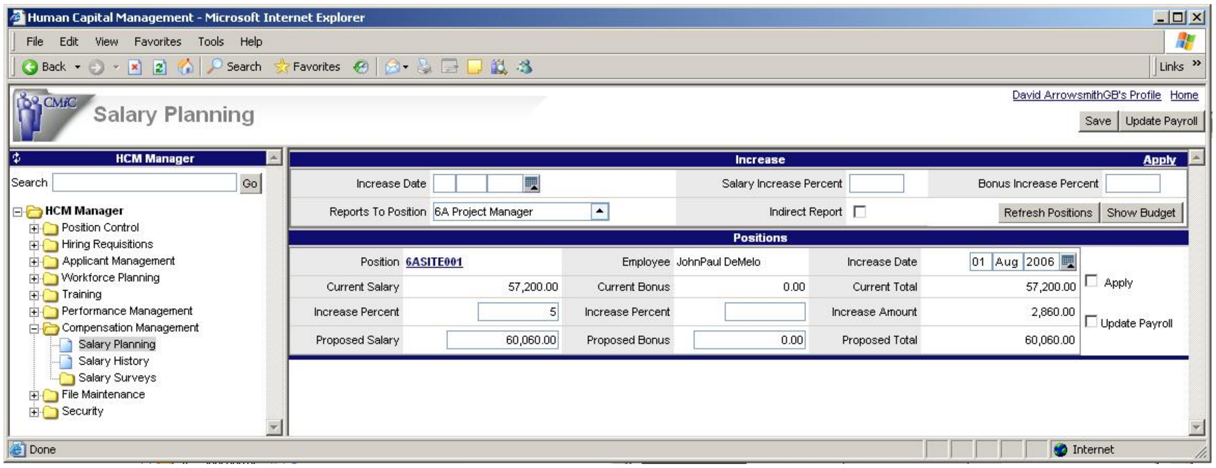
The employee will be able to open the item in Self Service and add their own comments as well as their electronic signature to indicate that they have seen the document.




Employee Self Service
Amanda Matthews's Profile Home Logout
Employee Self Service
Search
Go
Employee Self Service
Personal Information
Profile Information
HR Information
W-4 Information
Td1 Information
Emergency Contacts
Skills
Certification and Licenses
Degrees
Memberships
Interim Evaluation
Annual Evalution
Discipline History
Payment Administration
Corporate Learning
Recruiting
Corporate Information
Security
Manager Self Service
Discipline History
Transaction No | Performed Date | Type | Action | Handled By | Effective Date | Status
12 | 08/Dec/2010 | Writen | Written | SUS-EMP-2 | 08/Dec/2010 | Submitted
13 | 08/Dec/2010 | Verbal | Sent Home Without Pay | SM-EMP01 | 07/Dec/2010 | Submitted
7 | | Verbal | Written | | 10/Nov/2010 | Submitted
8 | 19/Nov/2010 | Writen | Sent Home Without Pay | | 19/Nov/2010 | Submitted
14 | 04/Dec/2010 | Verbal | Sent Home Without Pay | SM-EMP01 | 03/Dec/2010 | Employee Signed
Discipline Details
Discipline Type Verbal
Action Taken S
Effective Date 031210
Close Date 061210
Problem Description another test - for good measure
Handled By SM-EMP01
Performed Date 041210
Resolution I'm not so sure
Sign Date 101210
Employee Comment test

Compensation Management

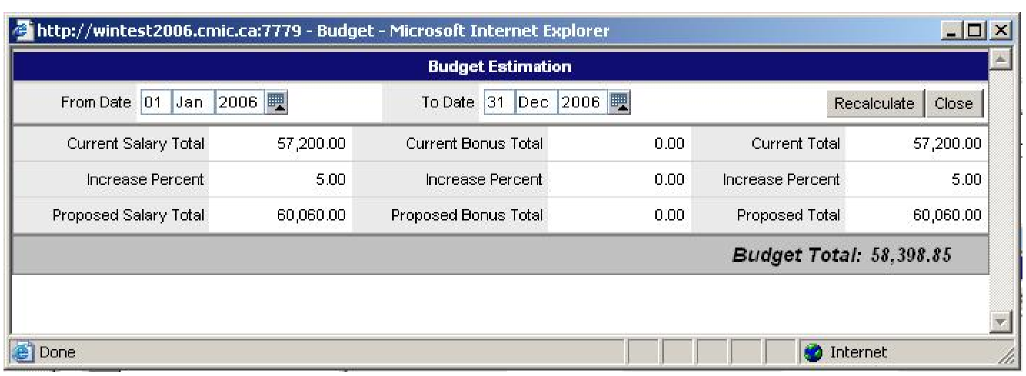
Salary Planning



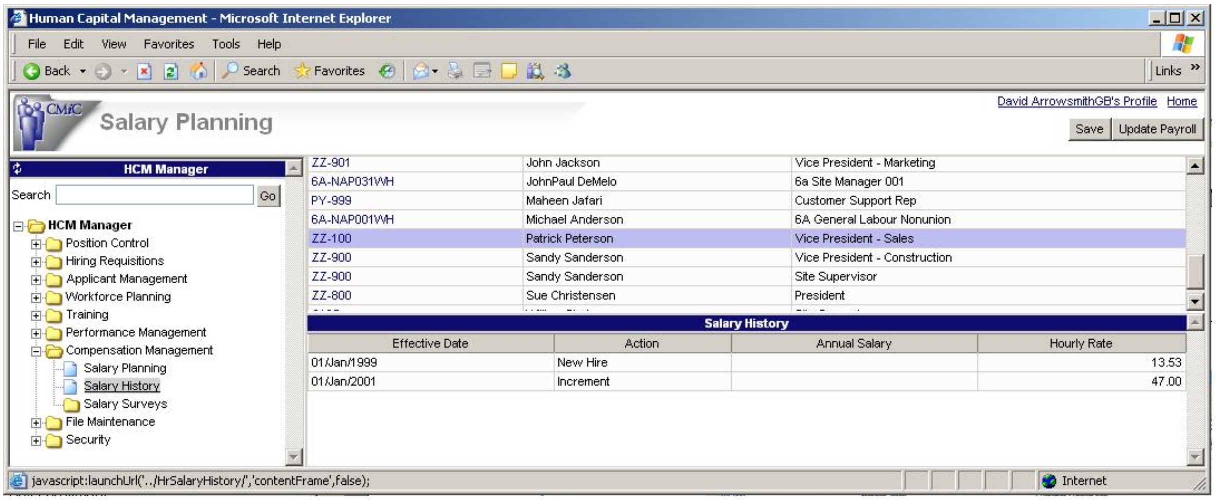
Salary Planning Initial Display

Salary Planning allows updates to Payroll or just to the Budgeted payroll amounts. Checking the Indirect Reporting option allows specification of employees that do not directly report to the supervising position as selected (this value defaults the current users position). The Refresh Positions button is used to display a list of positions that reports to the "Reports to Position" in the top section of the screen. If the "Indirect Report" flag is checked, the list in the Positions section of the screen will include indirect reports.

To apply a Salary Increase Percent and a Bonus Increase Percent to positions, enter the increase in the top section and check the Apply checkboxes for all the positions that this increase will be applied to. Then click on the Apply link at the top of the Increase section. This will update all positions with the Apply flag checked with the increase percent amounts. Alternatively, the user can enter different increase percent amounts in each position.



Salary History

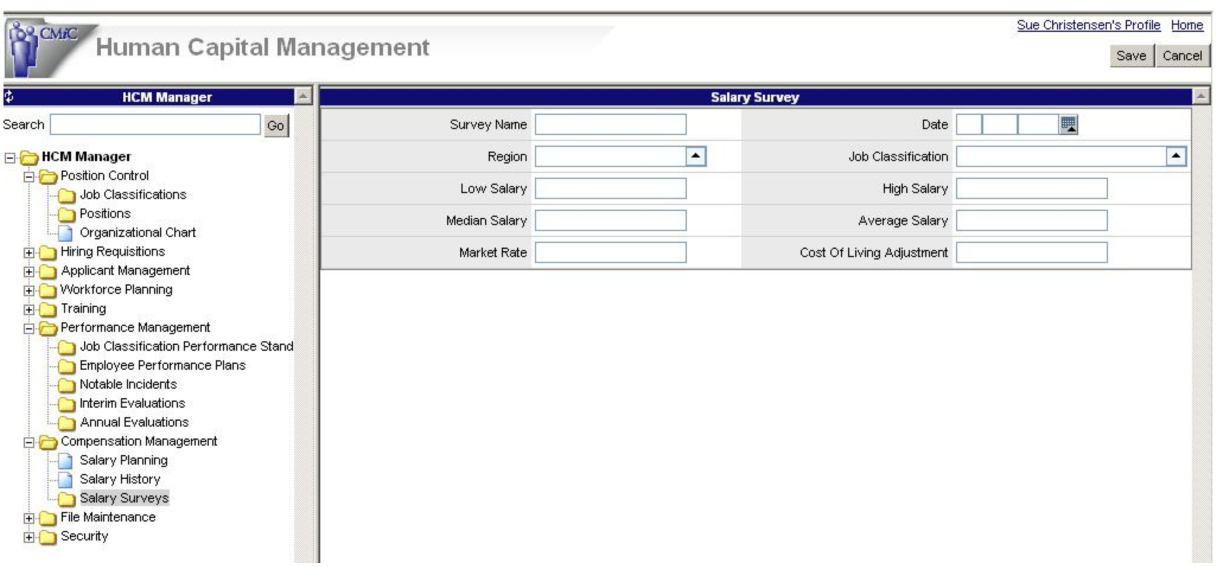


Salary Planning History Default Screen Example

The Salary History option will display records from Payroll Employee History where the change type was either New Hire, Re-Hire or Increment.

NOTE: Only pay changes made using the update type of “Increment” will be displayed.

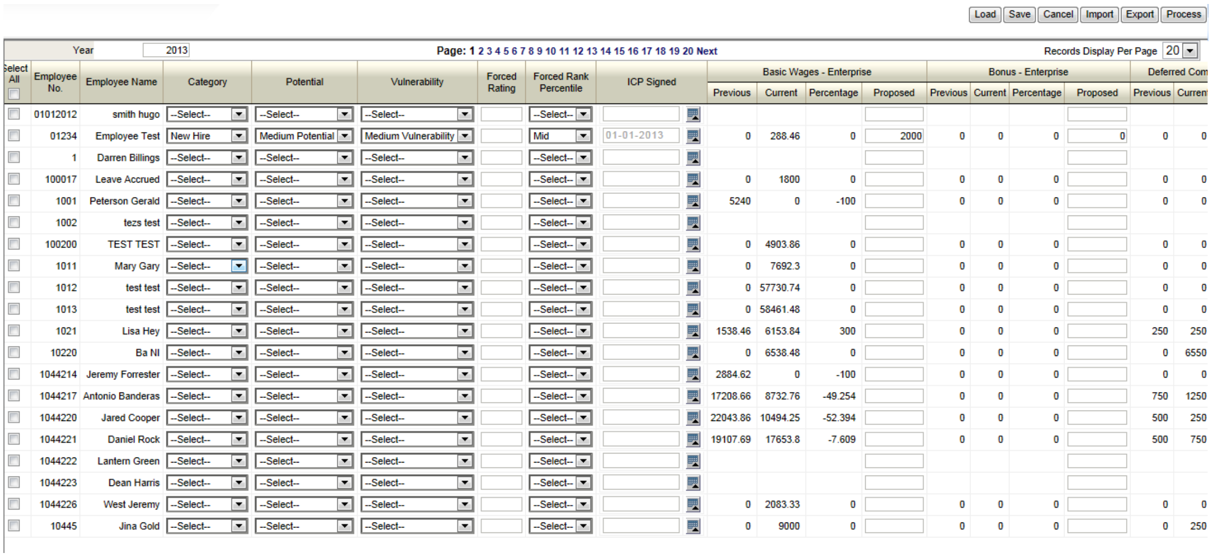
Salary Surveys



Salary Surveys are for reference only. They allow you to record results from different external surveys by position. This information can then be used via 3rd part reporting tools compare your own salary ranges to that of surveys.

There are no required fields on this page. But we recommend that a name and date at least be entered.

Salary Increase



Load | Save | Cancel | Import | Export | Process

Year 2013   Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Next   Records Display Per Page 20

Select All	Employee No.	Employee Name	Category	Potential	Vulnerability	Forced Rating	Forced Rank Percentile	ICP Signed	Basic Wages - Enterprise				Bonus - Enterprise				Deferred Com	
									Previous	Current	Percentage	Proposed	Previous	Current	Percentage	Proposed	Previous	Curren
	01012012	smith hugo	--Select--	--Select--	--Select--		--Select--											
	01234	Employee Test	New Hire	Medium Potential	Medium Vulnerability		Mid	01-01-2013	0	288.46	0	2000	0	0	0	0	0	0
	1	Darren Billings	--Select--	--Select--	--Select--		--Select--											
	100017	Leave Accrued	--Select--	--Select--	--Select--		--Select--		0	1800	0		0	0	0		0	0
	1001	Peterson Gerald	--Select--	--Select--	--Select--		--Select--		5240	0	-100		0	0	0		0	0
	1002	tezs test	--Select--	--Select--	--Select--		--Select--											
	100200	TEST TEST	--Select--	--Select--	--Select--		--Select--		0	4903.86	0		0	0	0		0	0
	1011	Mary Gary	--Select--	--Select--	--Select--		--Select--		0	7692.3	0		0	0	0		0	0
	1012	test test	--Select--	--Select--	--Select--		--Select--		0	57730.74	0		0	0	0		0	0
	1013	test test	--Select--	--Select--	--Select--		--Select--		0	58461.48	0		0	0	0		0	0
	1021	Lisa Hey	--Select--	--Select--	--Select--		--Select--		1538.46	6153.84	300		0	0	0		250	250
	10220	Ba NI	--Select--	--Select--	--Select--		--Select--		0	6538.48	0		0	0	0		0	6550
	1044214	Jeremy Forrester	--Select--	--Select--	--Select--		--Select--		2884.62	0	-100		0	0	0		0	0
	1044217	Antonio Banderas	--Select--	--Select--	--Select--		--Select--		17208.66	8732.76	-49.254		0	0	0		750	1250
	1044220	Jared Cooper	--Select--	--Select--	--Select--		--Select--		22043.86	10494.25	-52.394		0	0	0		500	250
	1044221	Daniel Rock	--Select--	--Select--	--Select--		--Select--		19107.69	17653.8	-7.609		0	0	0		500	750
	1044222	Lantern Green	--Select--	--Select--	--Select--		--Select--											
	1044223	Dean Harris	--Select--	--Select--	--Select--		--Select--											
	1044226	West Jeremy	--Select--	--Select--	--Select--		--Select--		0	2083.33	0		0	0	0		0	0
	10445	Jina Gold	--Select--	--Select--	--Select--		--Select--		0	9000	0		0	0	0		0	250

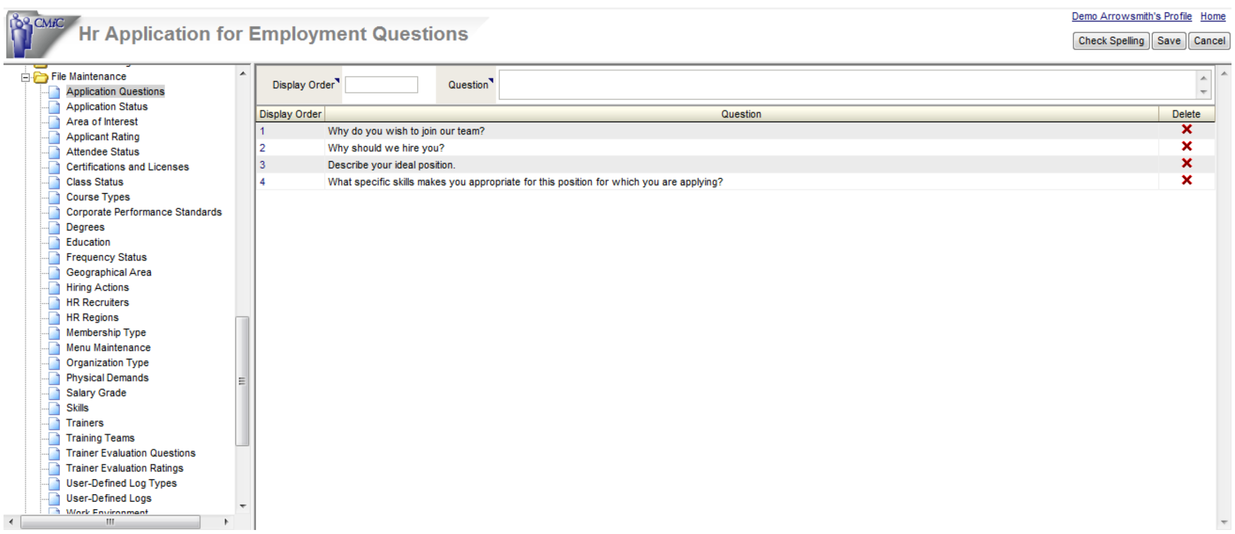
This program allows user to increase salary of employees.

File Maintenance

Overview – File Maintenance

The tables included in HCM module include tables that in some cases can also be maintained within the Forms HR or Payroll Modules. For the purpose of this manual only the file that can be updated via the HCM system will be discussed.

Application Questions



Application Questions are used on the Self Service Applicant Screen. They allow you to customize your application form.

Adding New Questions

To add a new record use the **[Add]** button at the top of the screen. This will open up two new fields above the list of actions already defined.

Both fields the Display Order and Question are required fields. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

Use the **[Check Spelling]** button to initiate Spell Checker on the Question field.

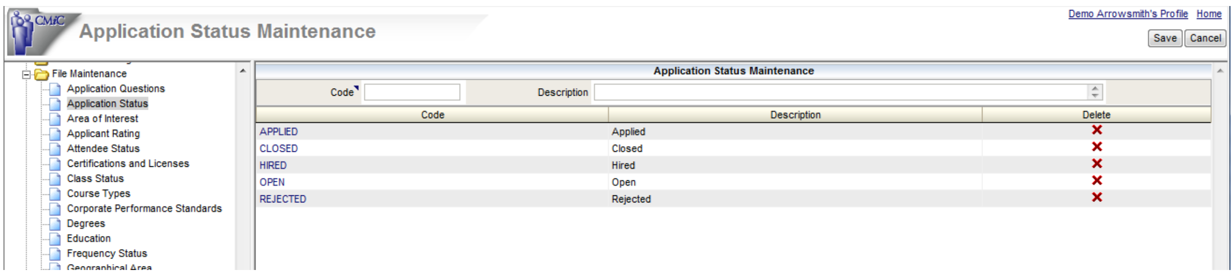
Update or Delete an Existing Record

To update an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the data can be changed.

Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

To delete the record, use the Delete Icon to remove the highlighted record.

Application Status



The Application Status is used to enter the status of any application entered in HCM. This application status can be entered in an action on the application of the applicant. There will already be a status of 'Applied' in this table.

Adding a New Application Status

To add a new status, click on the [**Add**] button at the top of the screen. This will open up two new fields above the list of actions already defined.

The Code is a required field but the Description is not. Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel]** button.

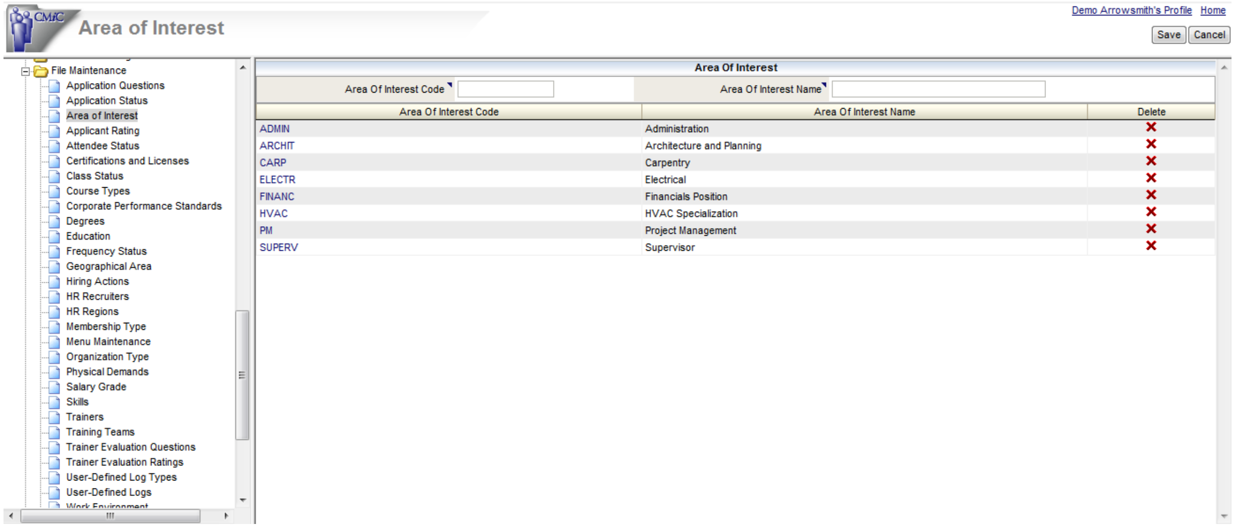
Update or Delete an Existing Record

To update an existing record, select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Description can be changed.

Enter the new information and when done use the [**Save]** button. To exit Add Mode without saving any changes use the [**Cancel**] button.

To delete the record, use the Delete Icon to remove the highlighted record.

Area of Interest



The Area of Interest is used to enter preferences on areas of interest. These will be used in the Applicant Self-Serve screen when the applicant applies for a requisition as well as the Applicant screen when a new applicant is created.

Adding a New Area of Interest

To add a new Area of Interest, click on the **[Add]** button at the top of the screen. This will open up two new fields above the list of actions already defined.

The Area of Interest Code and Area of Interest Name are required fields. Enter the new information and when done use the **[Save]** button. To exit Add Mode without saving any changes use the [**Cancel**] button.

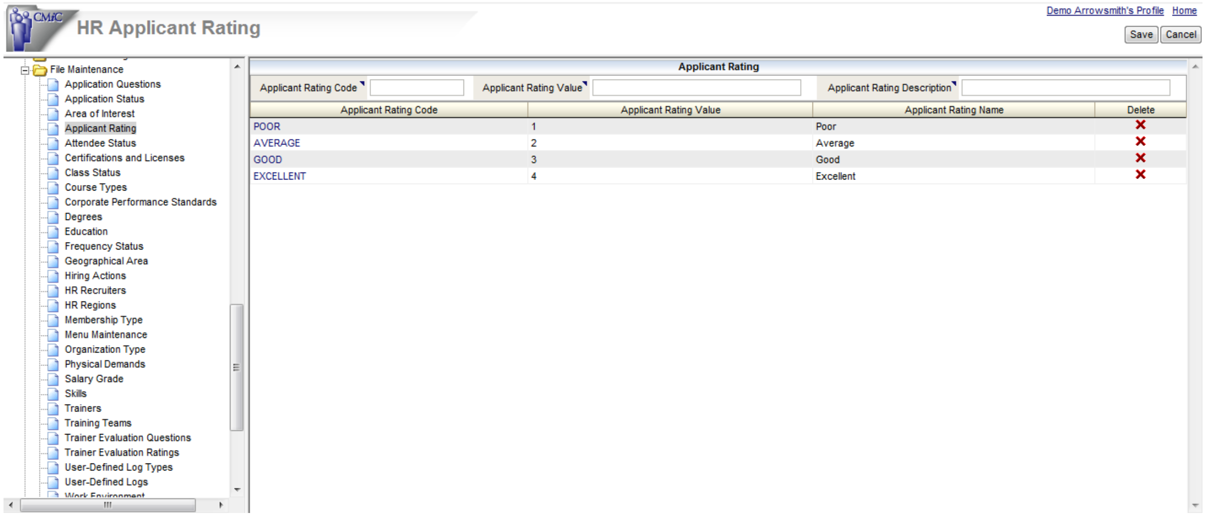
Update or Delete an Existing Record

To update an existing record, select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Area of Interest Code and Name can be changed.

Enter the new information and when done use the **[Save]** button. To exit Add Mode without saving any changes use the [**Cancel**] button.

To delete the record, use the Delete Icon to remove the highlighted record.

Applicant Rating



Applicant Ratings are used in the References Tab of the Applicant screen.

Adding New Ratings

To add a new record use the [**Add**] button at the top of the screen. This will open up three new fields above the list of actions already defined – Applicant Rating Code, Applicant Rating Value and Applicant Rating Description.

All the fields are required fields. Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

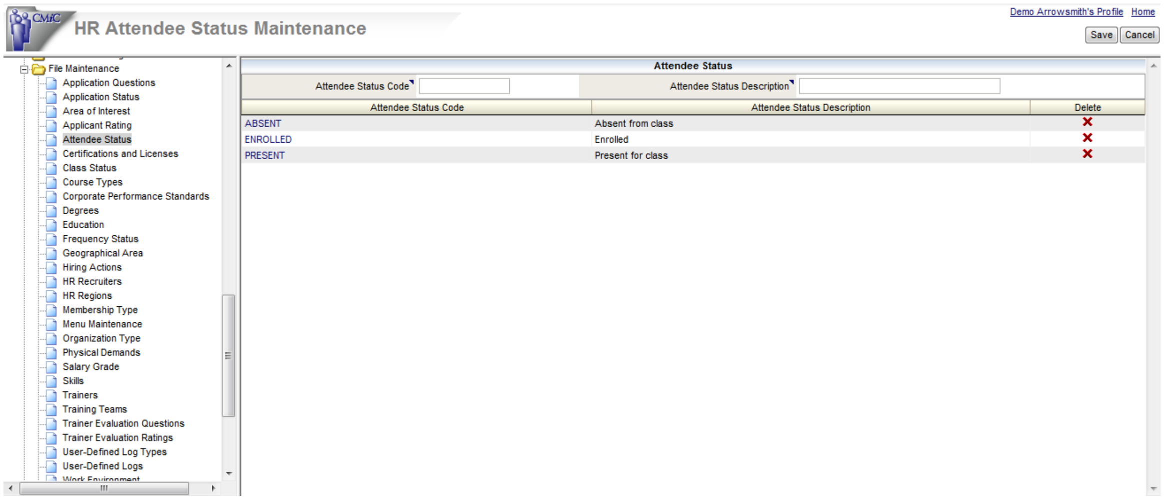
Update or Delete an Existing Record

To update an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the data can be changed.

Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

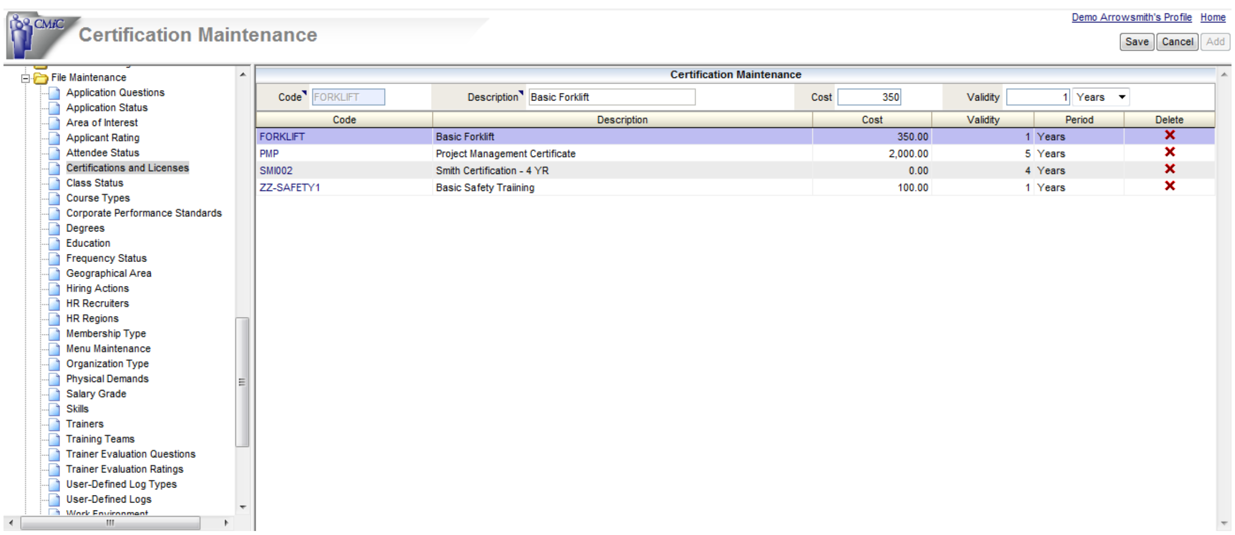
To delete the record, use the Delete Icon to remove the highlighted

Attendee Status



This screen allows add/delete different Course Attendees statuses.

Certifications and Licenses



Certifications and Licenses can be created either via HCM or via the Enterprise HR Module. This means that when this program is first entered, there may already be data defined if the Enterprise HR Module has been utilized in the past.

Certifications and Licenses are one of the attributes that can be applied to Job Classifications, and are used by the applicants programs. For example an 'Accountant' Job Classification may have certification requirement such as a Certified Payroll Accountant.

When this program is first opened it will display all records previously defined.

Adding New Certifications/Licenses

To add a new record use the **[Add]** button at the top of the screen. This will open up four new fields above the list of degrees already defined.

Both fields the code and the description are required fields. The Cost and Validity Period fields are optional and are currently for reference only. Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

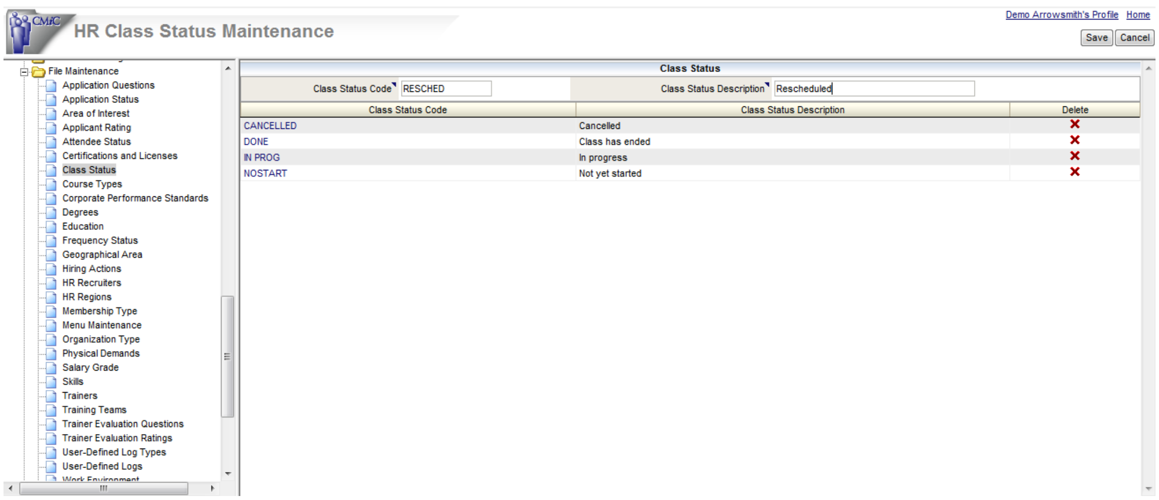
Update or Delete an Existing Record

To update the description, Cost or Validity period of an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where all fields except the code can be edited.

Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

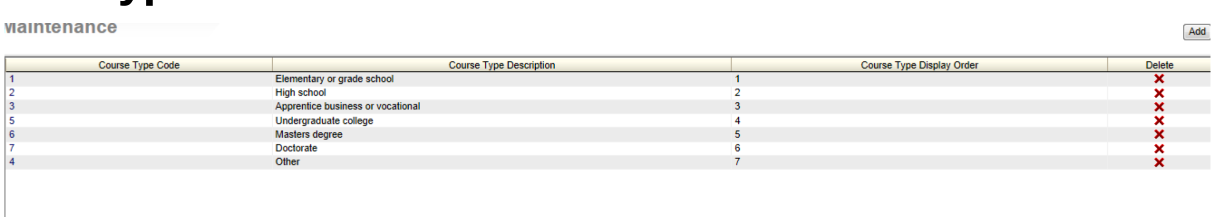
To delete the record, use the Delete Icon to remove the highlighted record.

Class Status



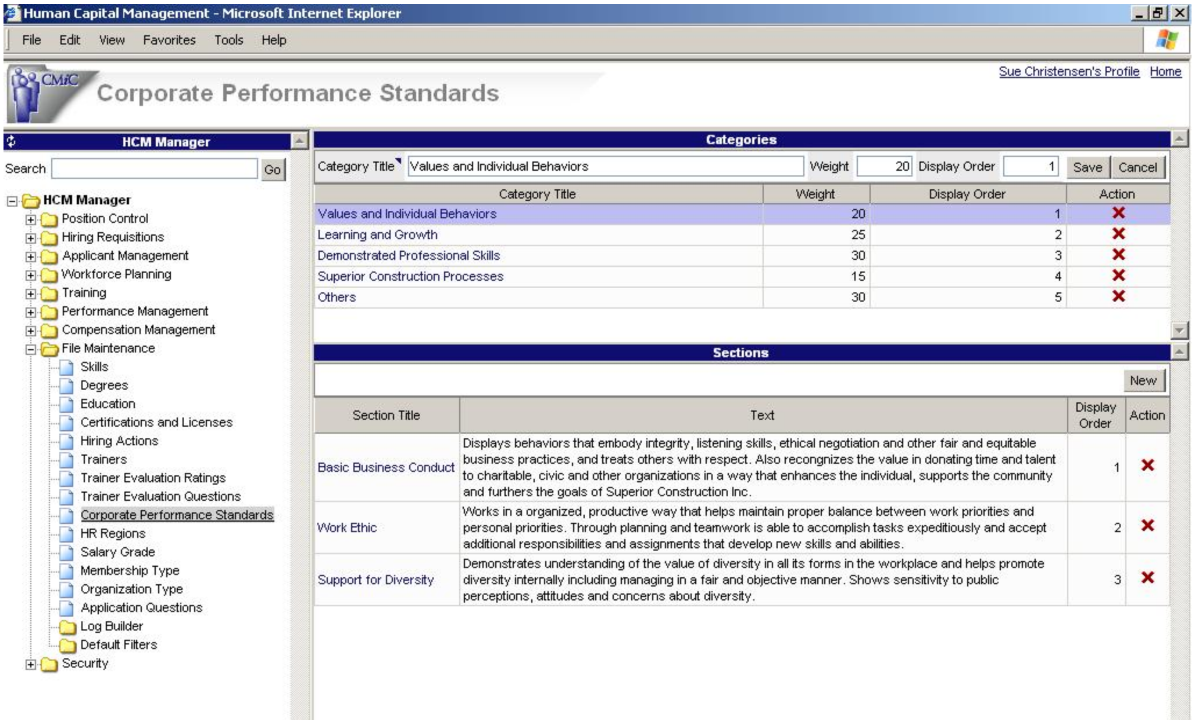
This screen allows to Add/Delete different Courses Statuses.

Course Types



This screen allows user to add and delete different types of courses.

Corporate Performance Standards



The corporate performance standards are the base from which all performance standards for the organization are created. Performance standards are broken into two areas, the category which carries a weighting factor and sections which are the required standards by category.

The structure of the performance plan created here cannot be changed at the Job Classification or Employee Level. This means the Categories and Section Titles and Order of the Standards cannot be changed. The only part that may be changed is the text of a section.

Adding New Performance Categories

To add a new Performance Category use the [**New**] button at the top of the screen. This will open up an area above the list of already defined categories.

The Title is the only required field. The weight, is the importance of this category compared to the others. Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

Update or Delete an Existing Record

To update an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where all fields except the Code may be changed.

Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

To delete the record, use the Delete Icon to remove the highlighted record.

Adding Sections to Performance Categories

To add a section to an existing Category use the [**New**] button at the top of the Sections area of the screen. This will open up multiple fields at the top of the region area.

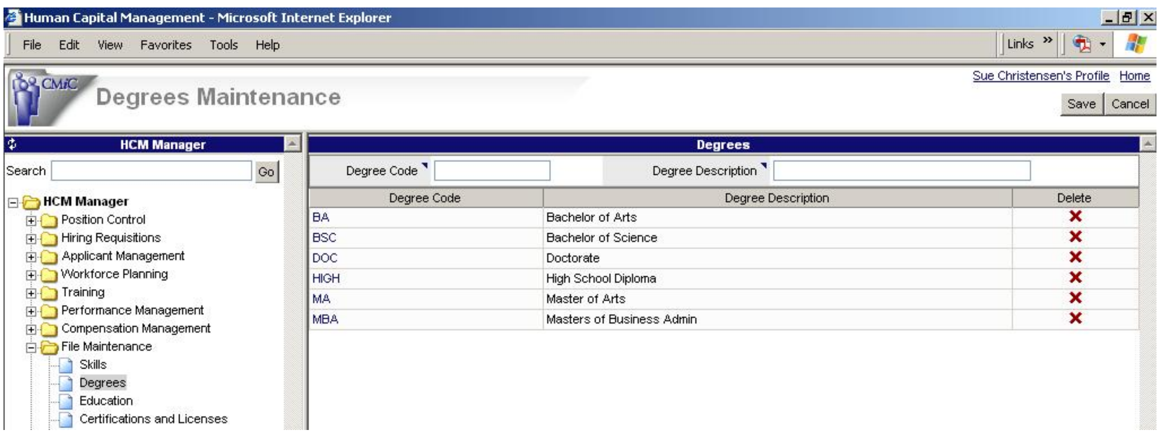
The only required field is the Section Title. Use the [**Check Spelling**] button to initiate Spell Checker on the Text field. Once done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

Update or Delete an Existing Section

To update an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where all fields changed.

Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button. To delete the record, use the Delete Icon to remove the highlighted record.

Degrees



Degrees can be created either via HCM or via the Enterprise HR Module. This means that when this program is first entered, there may already be data defined if the Enterprise HR Module has been utilized in the past.

Degrees are one of the attributes that can be applied to Job Classifications. For example an 'Engineer' Job Classification would probably have a Degree requirement of a BSC.

When this program is first opened, it will display all 'Degrees' previously defined.

Adding New Degrees

To add a new Degree use the [**Add**] button at the top of the screen. This will open up two new fields above the list of degrees already defined.

Both fields the degree code and the description are required fields. Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

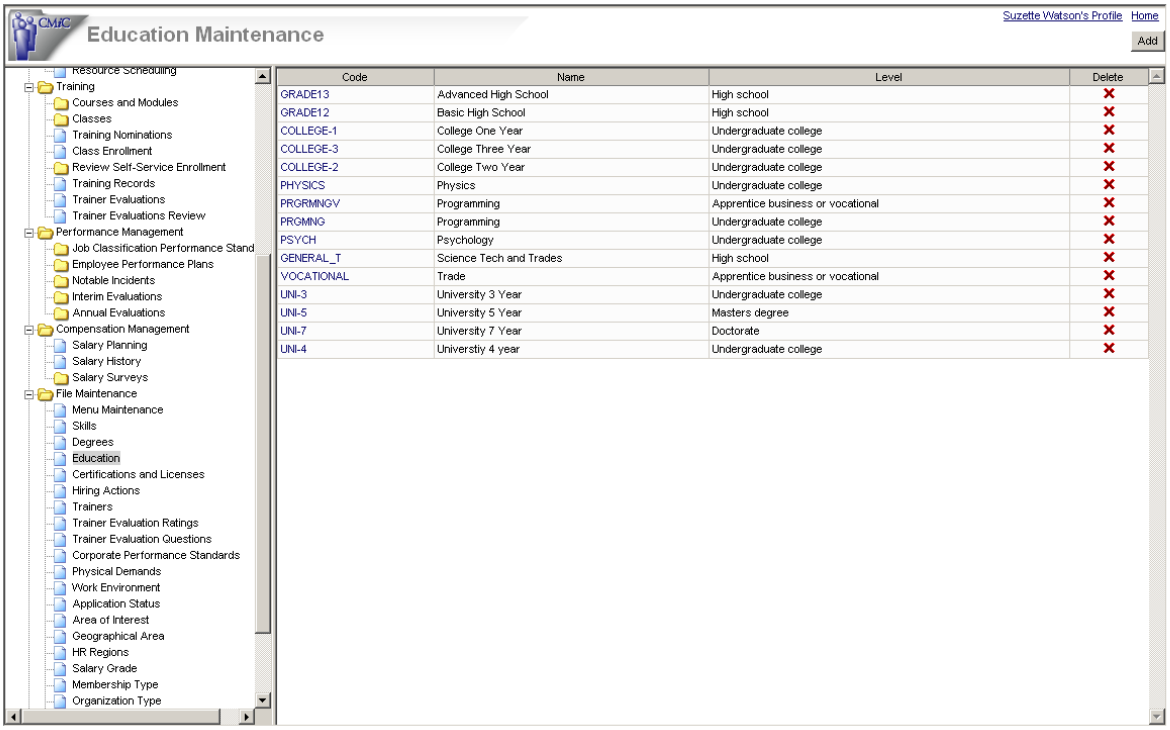
Update or Delete an Existing Degree

To update the description of an existing degree, select the record from the list by clicking on the Degree code field. This will highlight the complete line and place the info into an area at the top of the list where the Description can be edited. The Code cannot be changed.

Enter the new description and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

To delete the record, instead of changing the description at the top of the screen use the Delete Icon to remove the highlighted record.

Education



Education is one of the attributes used in the Applicant and Applicant Self-Serve screens. When this screen is first opened, it will display all records previously defined.

Adding Education

To add a new record use the **[Add]** button at the top of the screen. This will open up three new fields above the list already defined.

The Code, Name and Level are required fields. The Level field provides a drop-down list with pre-defined values. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

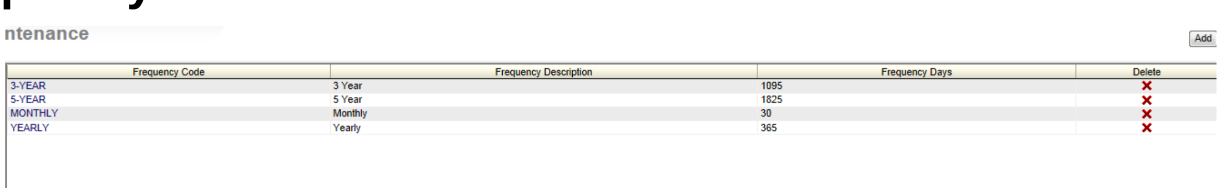
Update or Delete an Existing Record

To update the Code, Name or Level of an existing record, select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where all fields except the code can be edited.

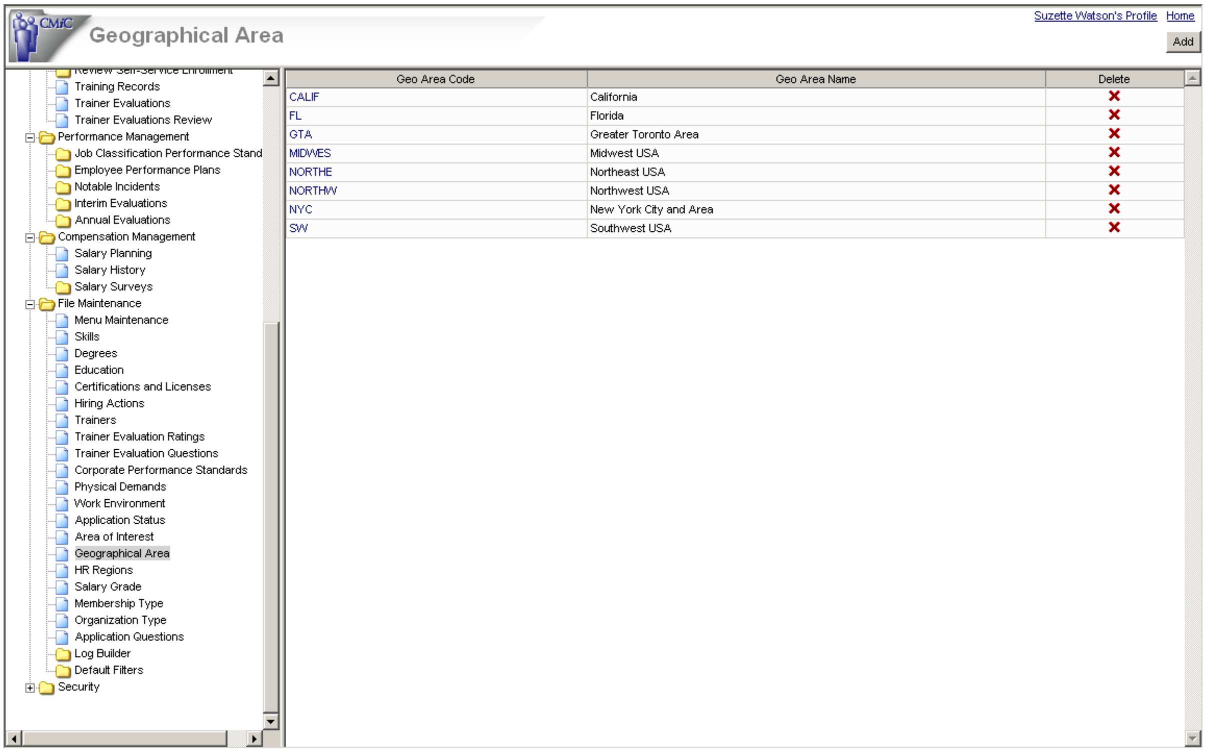
Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

To delete the record, use the Delete Icon to remove the highlighted record.

Frequency Status



Geographical Area



The Geographical Area is used to enter geographical areas where the applicant would be willing to work. It is used in the Applicant Self-Serve screen when the applicant applies for a requisition as well as the Applicant screen when a new applicant is created.

Adding a New Geographical Area

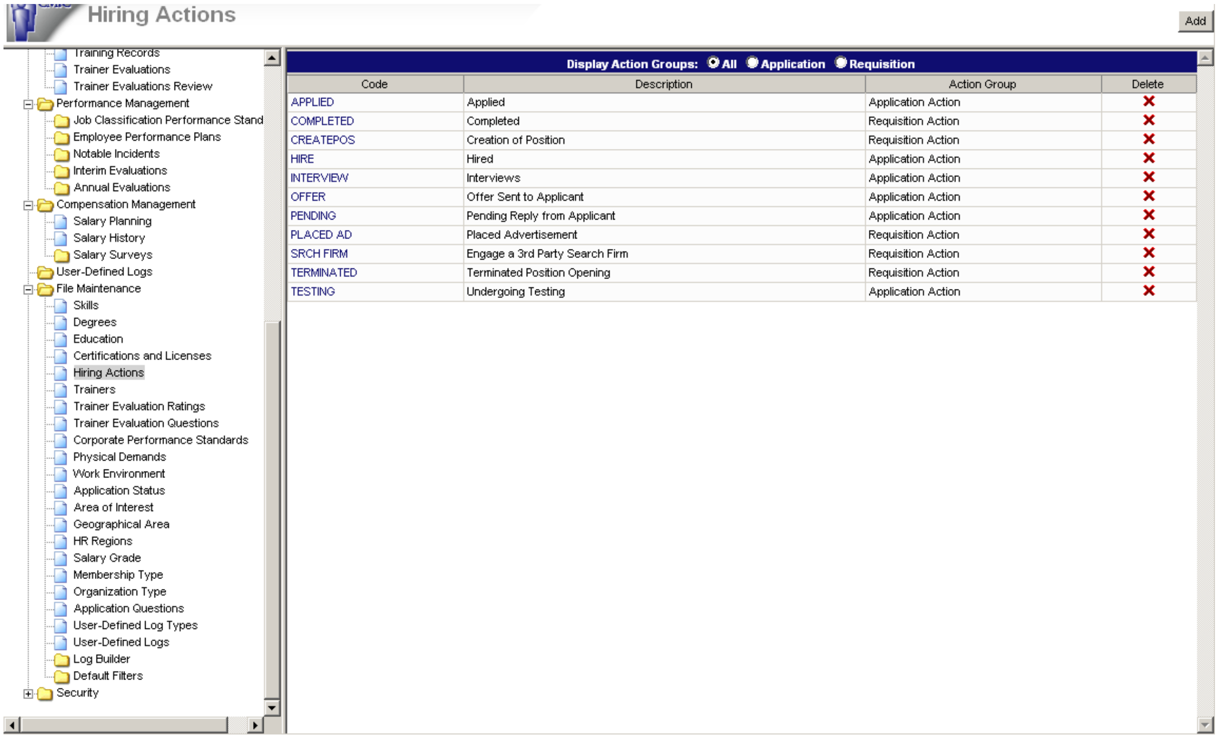
To add a new Geographical Area, click on the **[Add]** button at the top of the screen. This will open up two new fields above the list of actions already defined.

The Geographical Area Code and Geographical Area Name are required fields. Enter the new information and when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

Update or Delete an Existing Record

To update an existing record, select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Geographical Area Name can be changed.

Hiring Actions



Hiring actions are used by Hiring Requisitions and Applications to record the different actions taken during the process of filling a position. An Action can be recorded against the requisition along with descriptive fields such as associated cost, who completed the action and when. An Action can also be recorded against an application to track the status of the application with action name, action date, action taken by whom and notes. Requisition actions will be displayed for Requisitions and Application Actions will be displayed for Applications.

Adding New Hiring Actions

To add a new record use the **[Add]** button at the top of the screen. This will open up three new fields above the list of actions already defined.

The code, description and action group fields are required fields. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

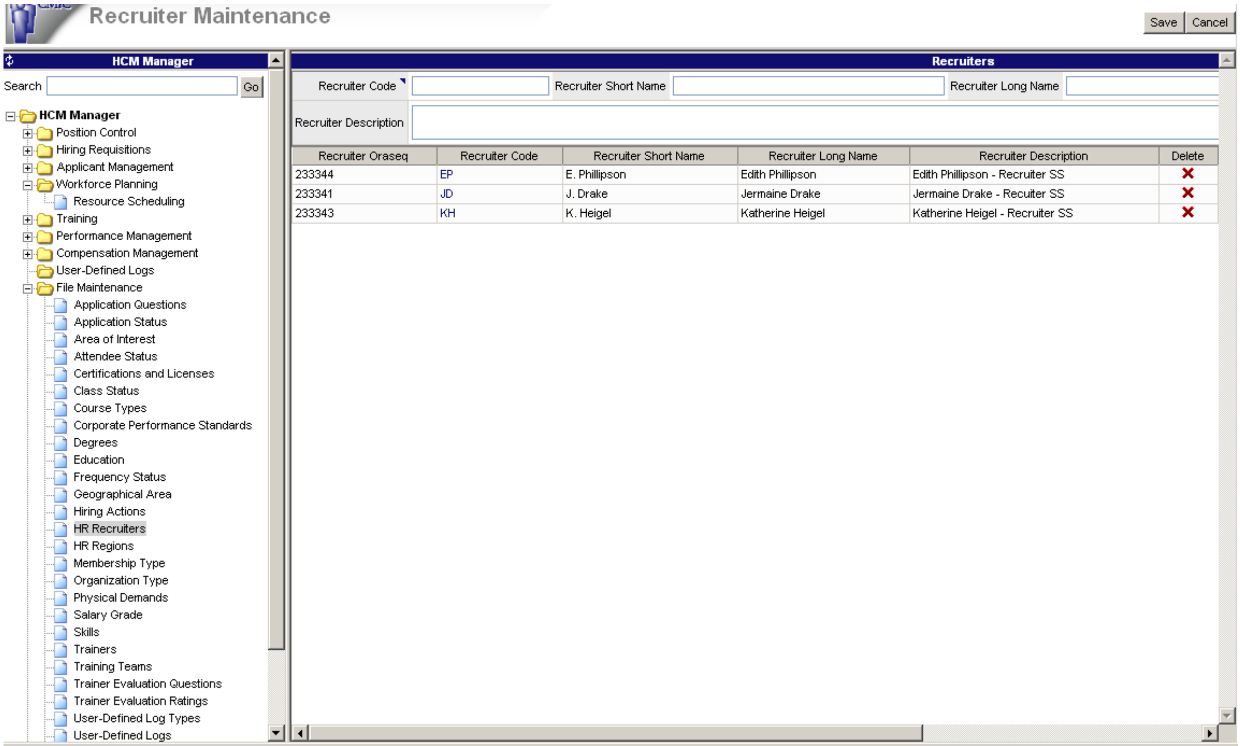
Update or Delete an Existing Record

To update the description of an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the description can be changed.

Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

To delete the record, use the Delete Icon to remove the highlighted record.

HR Recruiters



HR Recruiters is used to enter a recruiter on the hiring requisition.

Adding a New HR Recruiter

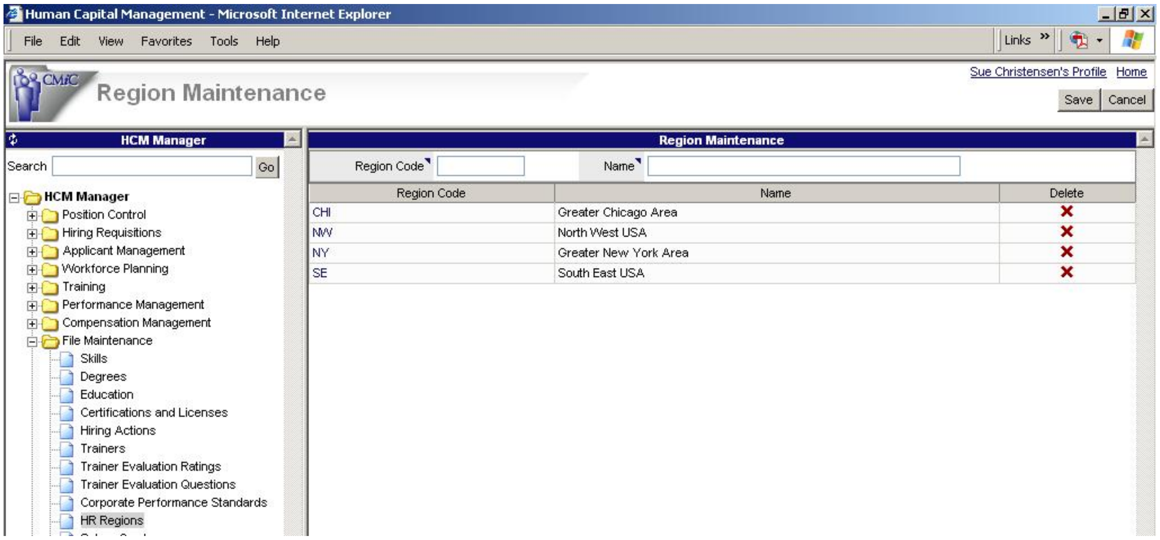
To add a new HR Recruiter, click on the **[Add]** button at the top of the screen. This will open up four new fields above the list of recruiters already defined.

The HR Recruiter Code is a required field. Enter the new information and when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

Update or Delete an Existing Record

To update an existing record, select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Recruiter information can be changed.

HR Regions



HR Regions are used in conjunction with salary grades, allowing the same salary grade to be different by physical region. This allows for the differences in pay scales between different regions of the country.

HR Regions are also used in the Enterprise HR System.

Adding New Regions

To add a new record use the **[Add]** button at the top of the screen. This will open up two new fields above the list of actions already defined.

Both fields the Region Code and Name are required fields. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

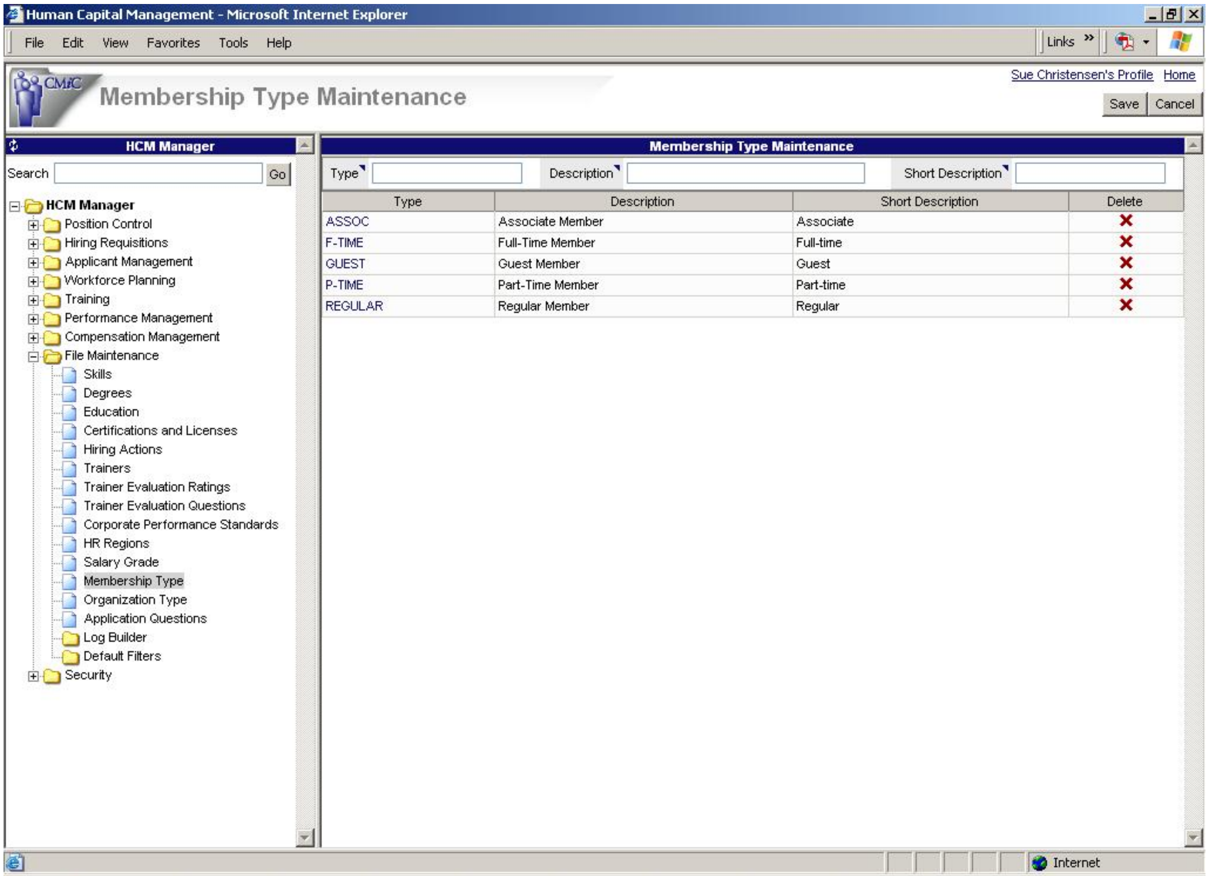
Update or Delete an Existing Record

To update an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Name can be changed.

Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

To delete the record, use the Delete Icon to remove the highlighted record.

Membership Type



Membership types are used along with Organizations to describe the type of membership an employee or applicant has with an organization.

Adding New Membership Types

To add a new record use the **[Add]** button at the top of the screen. This will open up three new fields above the list of Membership types already defined.

All 3 fields are required. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

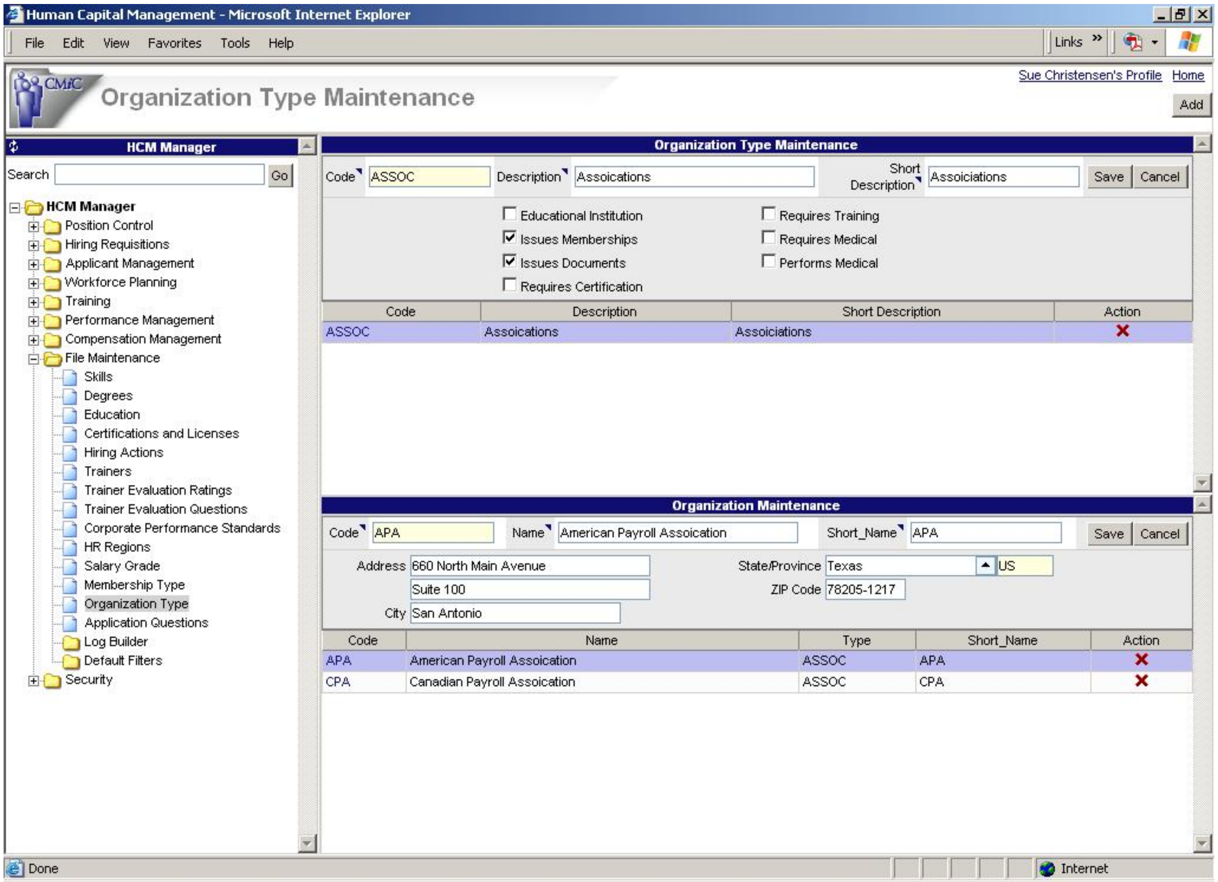
Update or Delete an Existing Record

To update an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the data can be changed.

Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

To delete the record, use the Delete Icon to remove the highlighted record.

Organization Type



Organization Types are used in both HCM and Enterprise HR. Organization Types allow for the grouping of different organizations by organization type. For example an organization Type might be 'Associations' and under Associations you may have the American Payroll Association and the Canadian Payroll Association.

Adding New Organization Types

To add a new Organization Type use the **[Add]** button at the top of the screen. This will open up an area above the list of types defined.

The Code, Description and Short Name are required fields. The other check box fields should be checks as required for the organization type. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

Update or Delete an Existing Record

To update an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where all fields except the Code may be changed.

Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

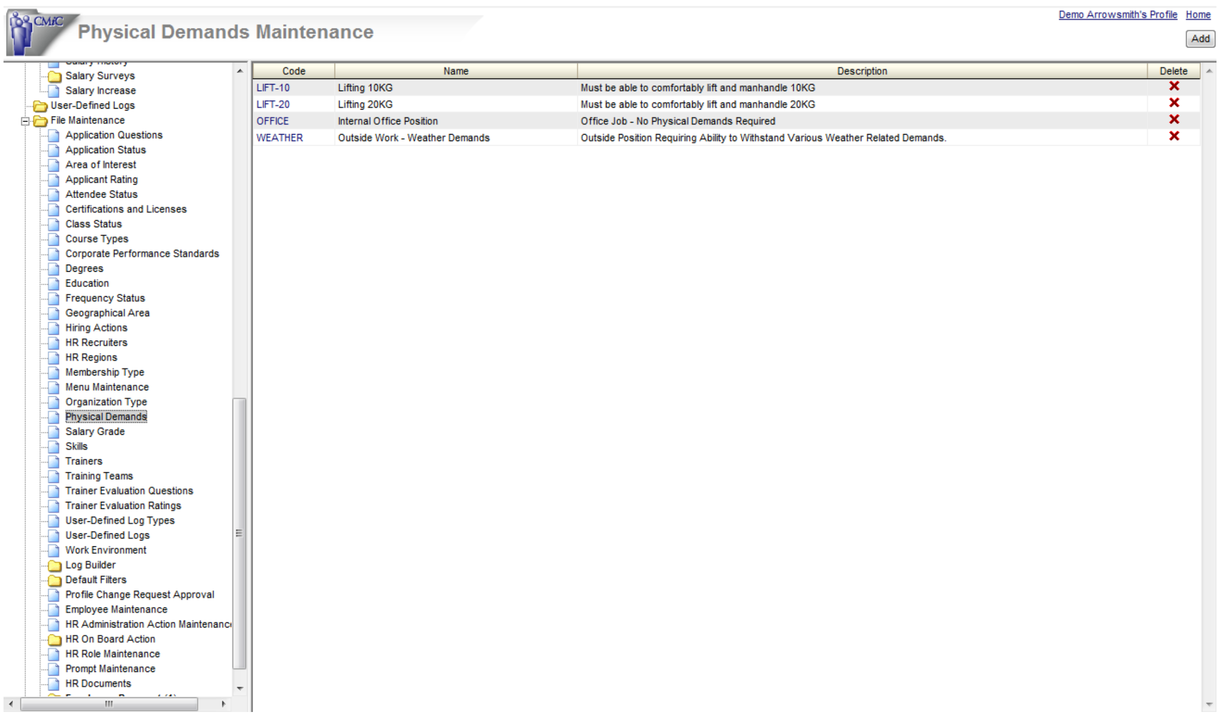
To delete the record, use the Delete Icon to remove the highlighted record.

Linking an Organization to an Organization Type

To add an Organization to an existing type use the **[New]** button at the top of the Organization Maintenance section of the screen. This will open up multiple fields at the top of the region area.

The only required fields are Organization Code, Name and Short Name, the address info is not required... Once done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

Physical Demands



Physical Demands are used to enter the physical requirements of a job classification. It is used in Job Classification creation.

Adding a New Physical Demand

To add a new Physical Demand, click on the **[Add]** button at the top of the screen. This will open up three new fields above the list of Physical Demands already defined.

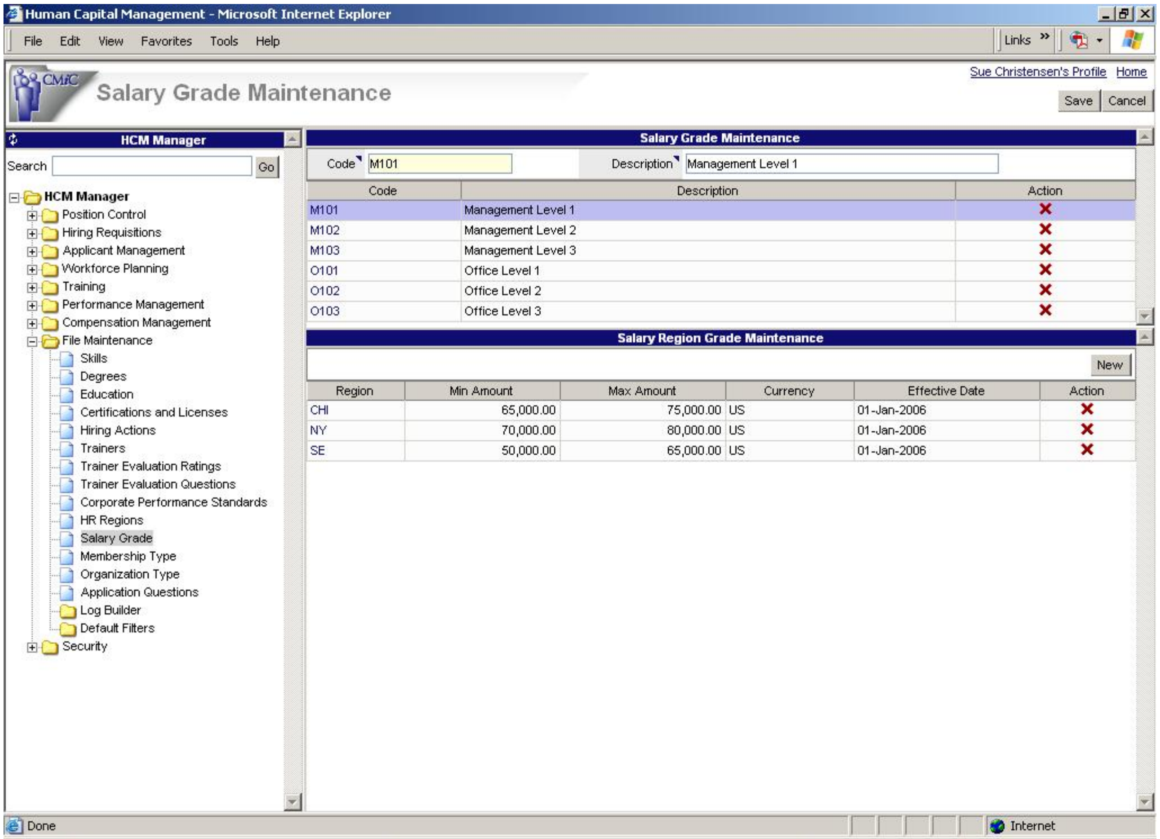
The Code and Name are required fields but the Description is not. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

Update or Delete an Existing Record

To update an existing record, select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Name and Description can be changed.

Enter the new information and when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button. To delete the record, use the Delete Icon to remove the highlighted record.

Salary Grade



Salary Grades are used in conjunction with HR Regions, allowing the same salary grade to be different by physical region. This allows for the differences in pay scales between different regions of the country. Once salary grades have been defined, they can be applied to Job Classifications.

Salary Grades are also used in the Enterprise PY System.

The screen is split into two sections. The first is where the Salary Grade is defined, the 2nd matches regions and salary ranges to the salary grade.

Adding New Salary Grades

To add a Salary Grade use the **[Add]** button at the top of the screen. This will open up two new fields above the list of Salary Grades already defined.

Both fields the Code and Name are required fields. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

Update or Delete an Existing Record

To update an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Name can be changed.

Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

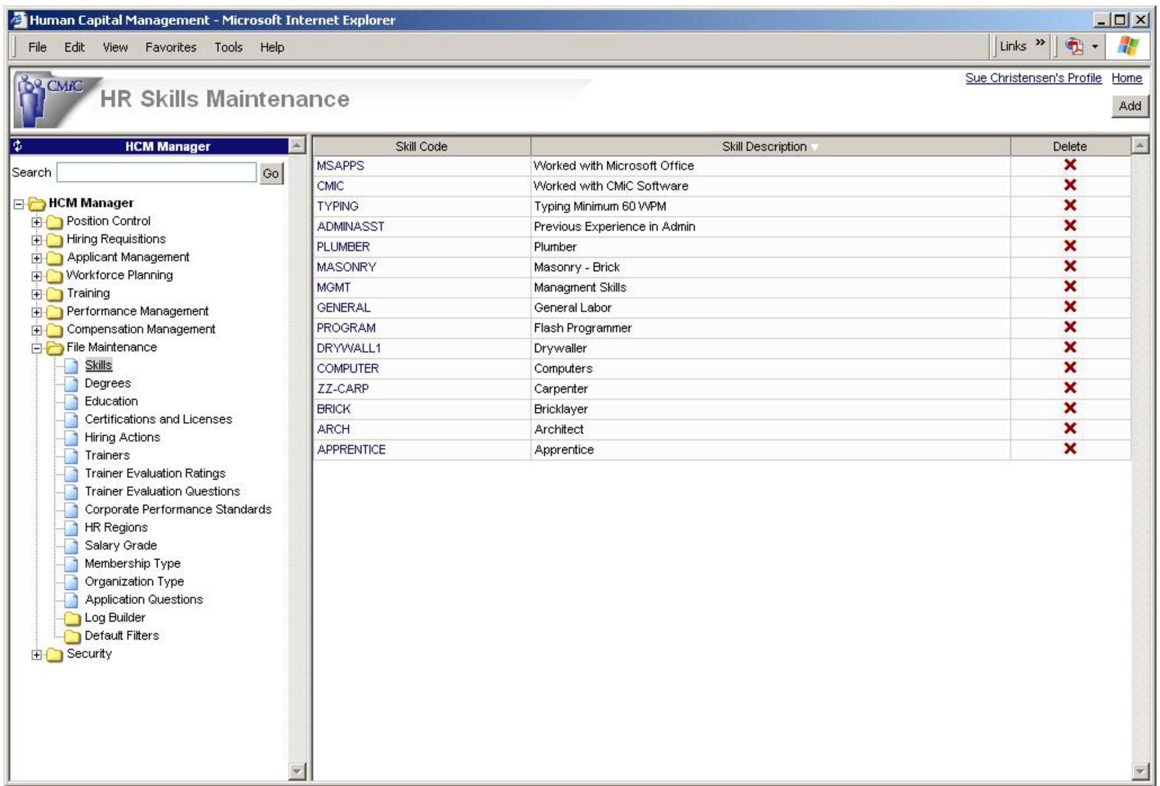
To delete the record, use the Delete Icon to remove the highlighted record.

Linking a Region to a Grade

To add a Region to an existing Salary Grade use the **[New]** button at the top of the region section of the screen. This will open up five new fields at the top of the region area.

All the fields are required fields. Enter the Region Code, the applicable salary range, the currency and the effect date of this salary range. Once done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

Skills



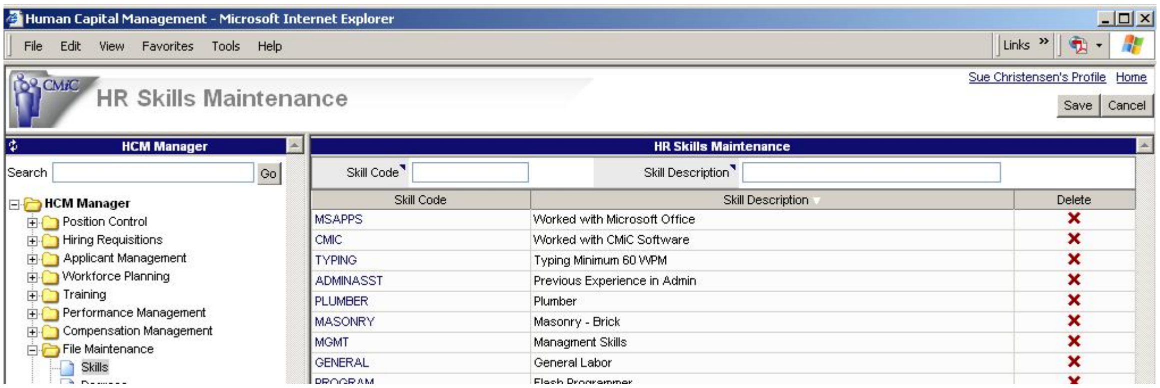
Skills can be created either via HCM or via the Enterprise HR Module. This means that when this program is first entered, there may already be data defined if the Enterprise HR Module has been utilized in the past.

Skills are one of the attributes that can be applied to Job Classifications. For example an ‘Administrative Assistant’ Job Classification would probably have a skill requirement of Basic MS Office Skills.

When this program is first opened it will display all ‘Skills’ previously defined.

Adding New Skill

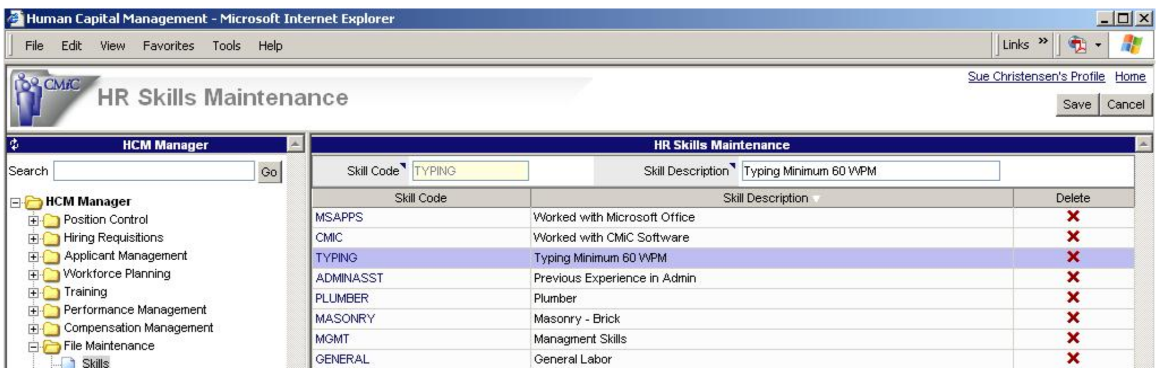
To add a new Skill use the **[Add]** button at the top of the screen. This will open up two new fields above the list of skills already defined.



Both fields the skill code and the skill description are required fields. Enter the new skill information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

Update or Delete an Existing Skill

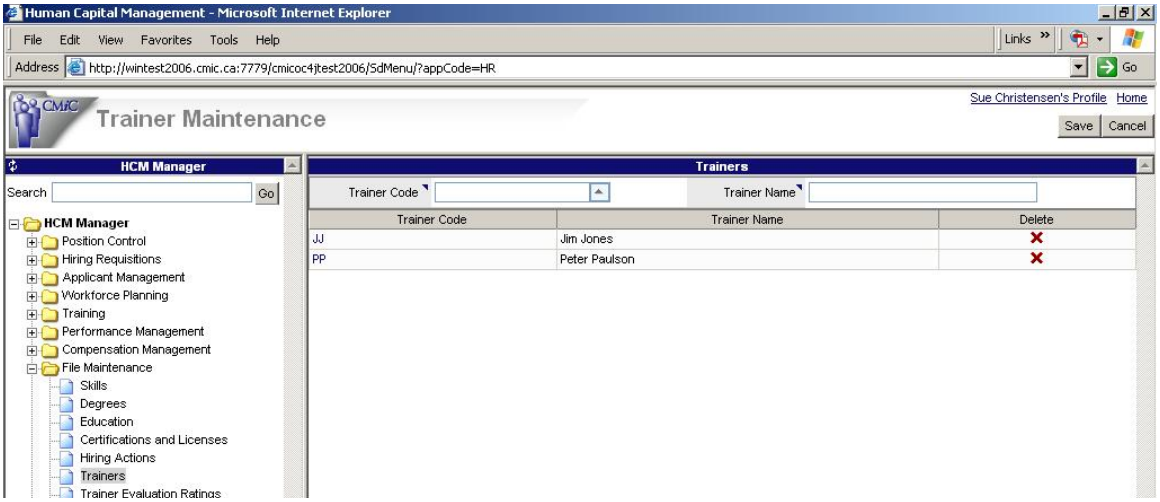
To update the description of an existing skill, select the skill from the list by clicking on the **Skill Code** field. This will highlight the complete line and place the info into an area at the top of the list where the Description can be edited. The code cannot be changed.



Enter the new skill information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

To delete the skill, instead of changing the description at the top of the screen use the Delete Icon to remove the highlighted record.

Trainers



Trainers are used when building courses and creating classes. Trainers are not linked to employees directory, as a trainer may not be one of your employees. This allows trainers to be anyone, but it is still possible to track evaluations by trainer.

Adding New Trainers

To add a new record use the [**Add**] button at the top of the screen. This will open up two new fields above the list of actions already defined.

Both fields the Trainer Code and Name are required fields. Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

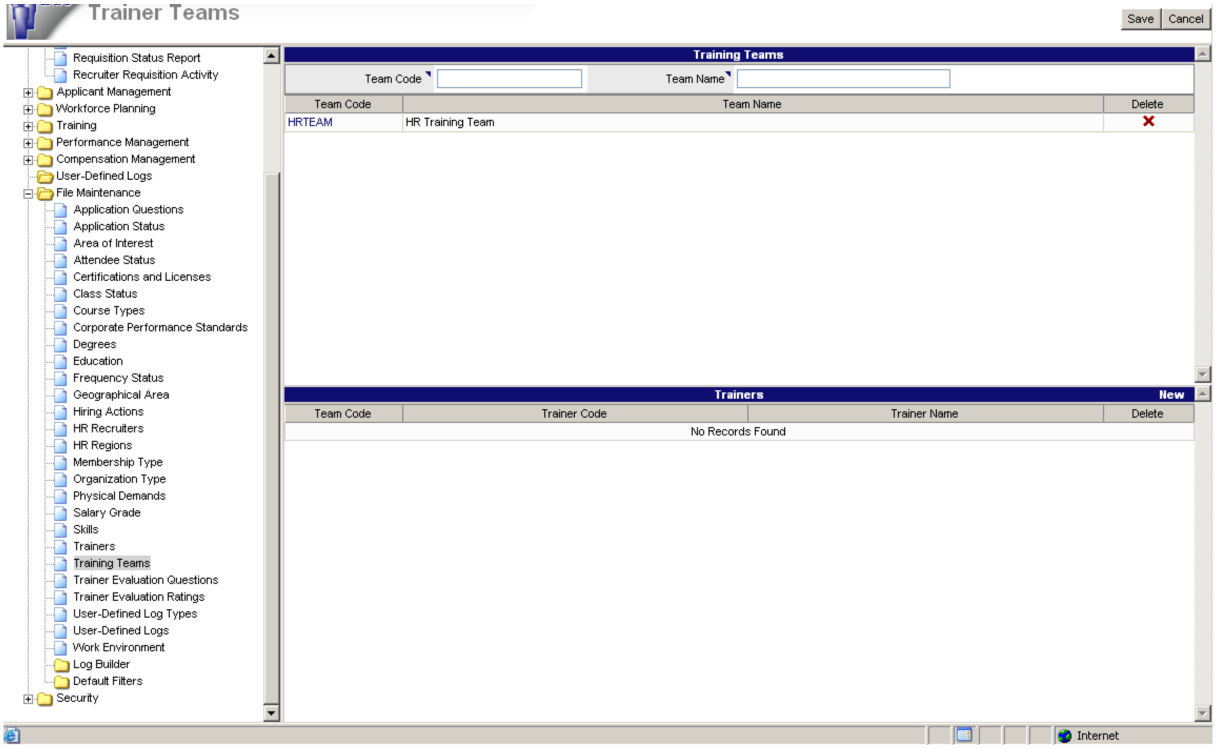
Update or Delete an Existing Record

To update the description of an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Name can be changed.

Enter the new information and then when done use the [**Save**] button. To exit Add Mode without saving any changes use the [**Cancel**] button.

To delete the record, use the Delete Icon to remove the highlighted record.

Trainer Teams



Training Teams are used when building courses and creating classes. Training Teams can consist of any of the Trainers already defined.

Adding New Training Teams

To add a new record use the **[Add]** button at the top of the screen. This will open up two new fields above the list of actions already defined.

The Team Code and Team Name are required fields. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

To add Trainers to a team, select a Team Code and then New. This will provide a list of Trainers. Choose the Trainers to be assigned to this Training Team and save.

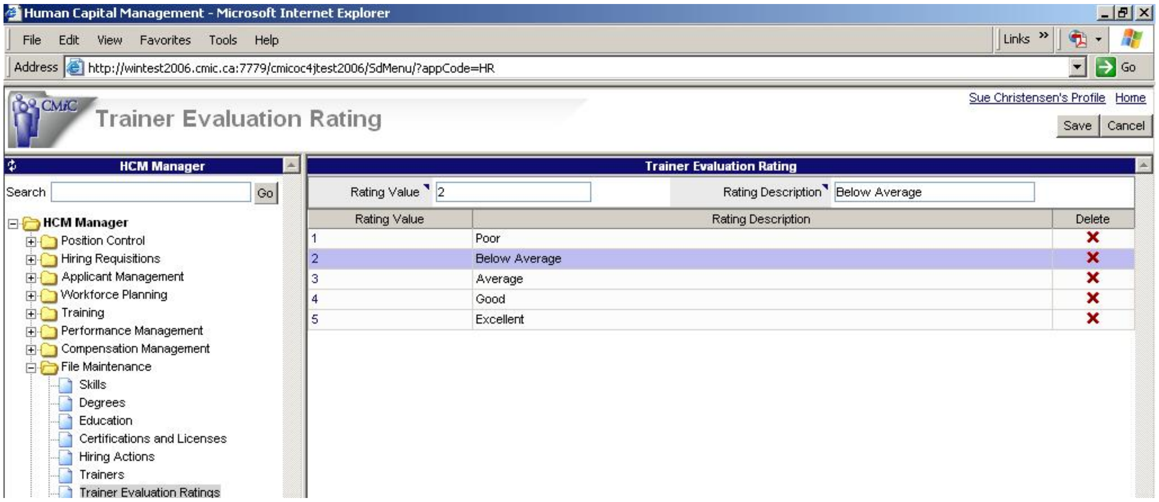
Update or Delete an Existing Record

To update the description of an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Name can be changed.

Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

To delete the record, use the Delete Icon to remove the highlighted record.

Trainer Evaluation Ratings



Trainer Evaluation Ratings are utilized during the Trainer Evaluation process that is available to all attendees of a particular class. The Ratings are used in conjunction with Trainer Evaluation Questions.

Adding New Ratings

To add a new record use the **[Add]** button at the top of the screen. This will open up two new fields above the list of actions already defined.

Both fields the Rating Value and Description are required fields. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

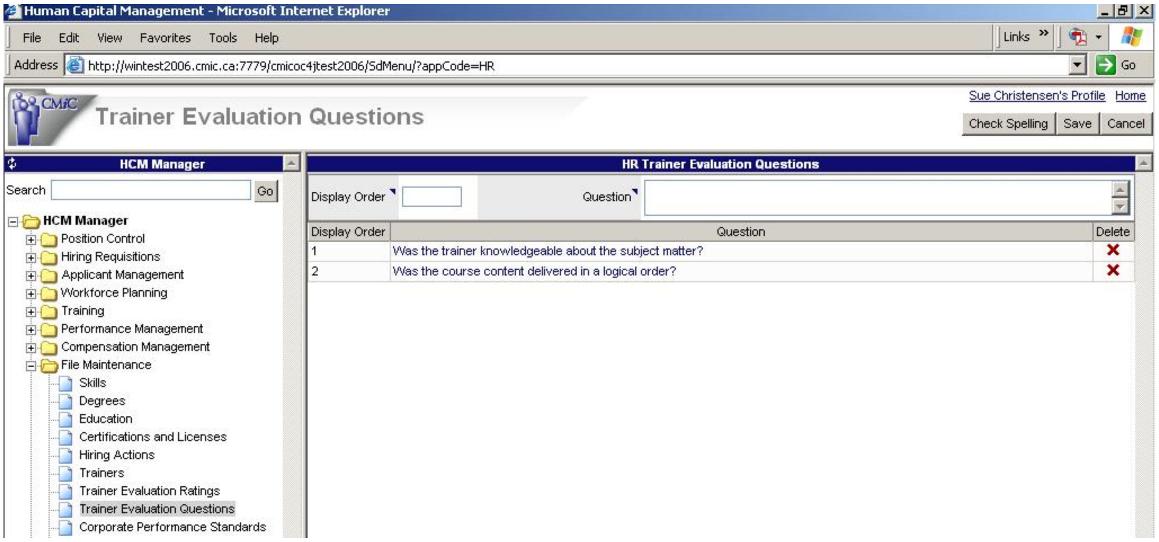
Update or Delete an Existing Record

To update the description of an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Name can be changed.

Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

To delete the record, use the Delete Icon to remove the highlighted record.

Trainer Evaluation Questions



Trainer Evaluation Questions are the questions that class attendees will answer during the Trainer Evaluation process. These questions and their ratings are the evaluation data. As Evaluation Questions are applicable to all classes we recommend that the questions be generic in nature.

Adding New Questions

To add a new record use the **[Add]** button at the top of the screen. This will open up two new fields above the list of actions already defined.

Both fields the Display Order and Question are required fields. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

Use the **[Check Spelling]** button to initiate Spell Checker on the Question field.

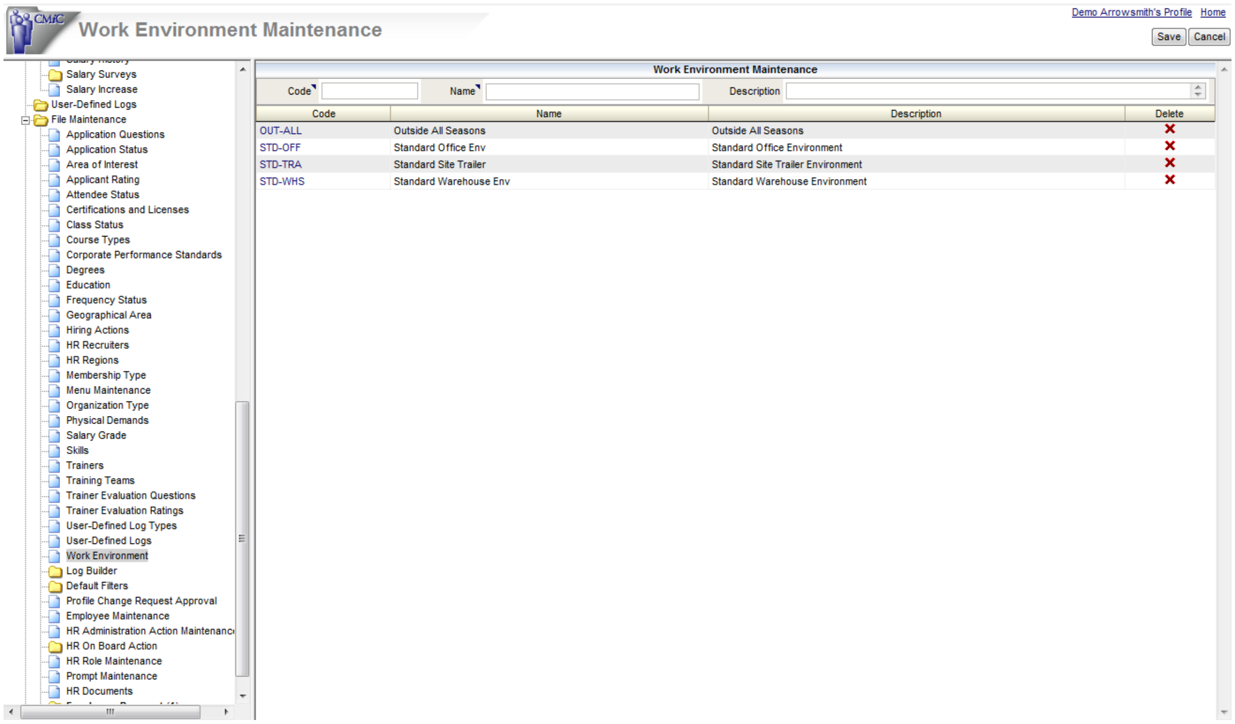
Update or Delete an Existing Record

To update an existing record select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the data can be changed.

Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

To delete the record, use the Delete Icon to remove the highlighted record.

Work Environment



Work Environment is used to enter the work environment of a job classification. It is used in Job Classification creation.

Adding a New Work Environment

To add a new Work Environment, click on the **[Add]** button at the top of the screen. This will open up three new fields above the list of Work Environments already defined.

The Code and Name are required fields but the Description is not. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

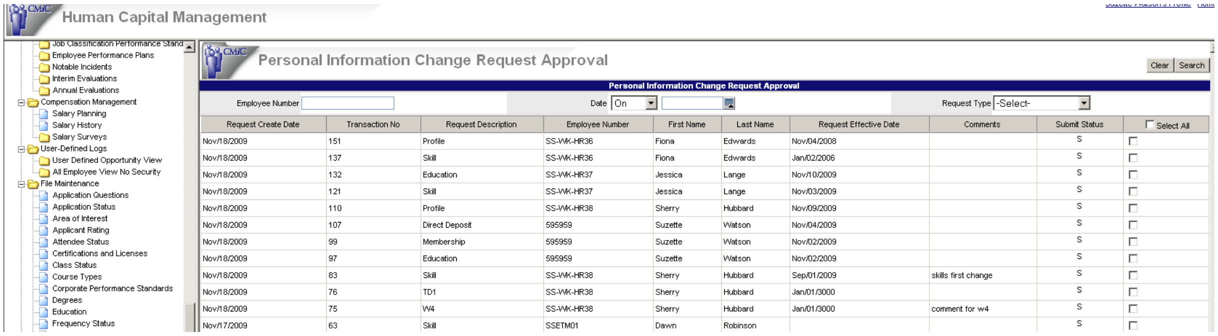
Update or Delete an Existing Record

To update an existing record, select the record from the list by clicking on the code field. This will highlight the complete line and place the info into an area at the top of the list where the Name and Description can be changed.

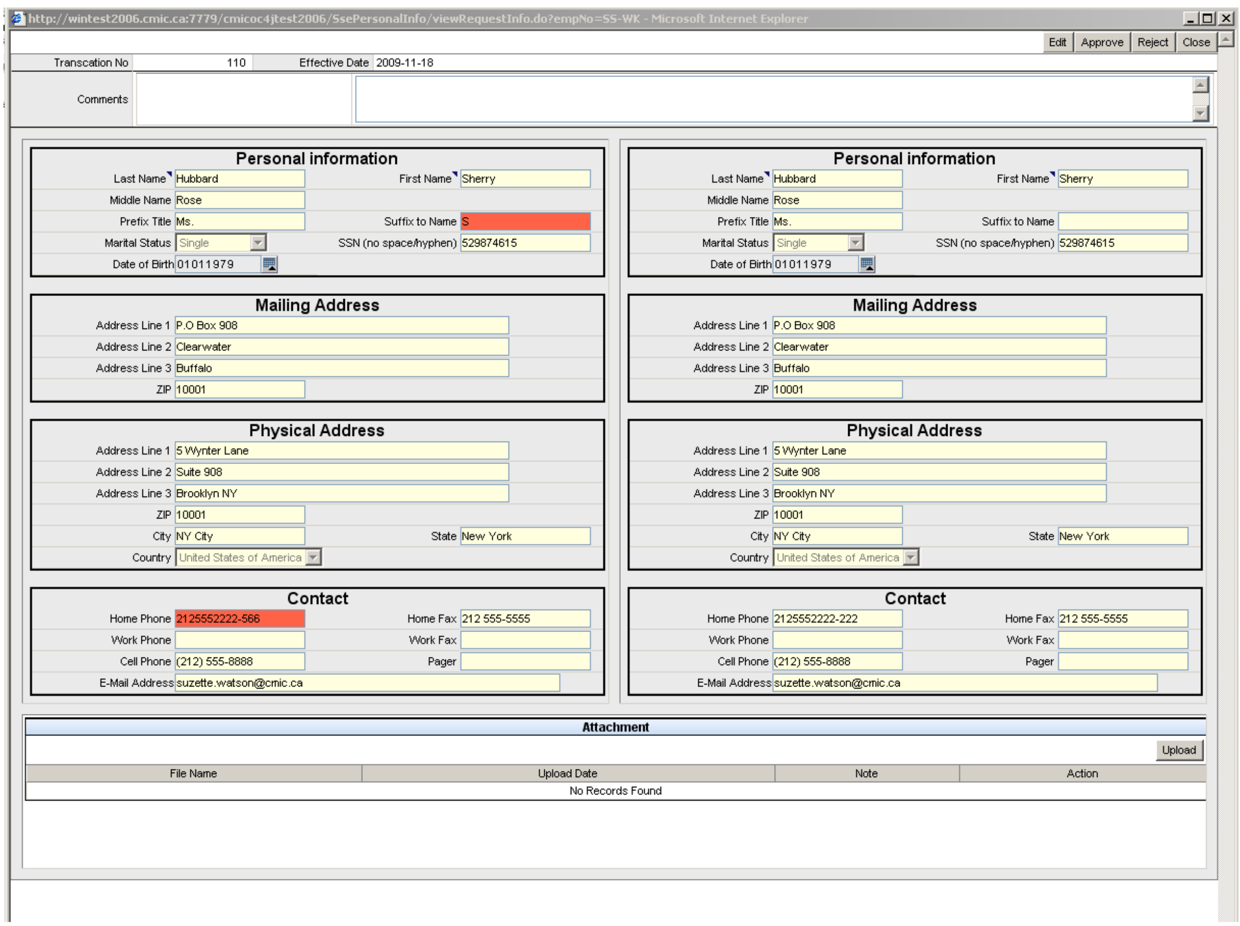
Enter the new information and when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

To delete the record, use the Delete Icon to remove the highlighted record.

Profile Change Request Approval



Submitted Profile requests can be approved in this screen. Upon selecting an employee, the Approval screen is displayed.



Editing a Profile Request

To edit a profile request, use the **[Edit]** button at the top of the screen. This will make the Personal Information record on the left available for editing. Changes submitted on the Current Profile will be highlighted in orange on this screen. The Personal Information record on the right is the Current Profile and cannot be edited. Enter the changes and press **[Save].** To exit Save Mode without saving use the **[Cancel]** button.

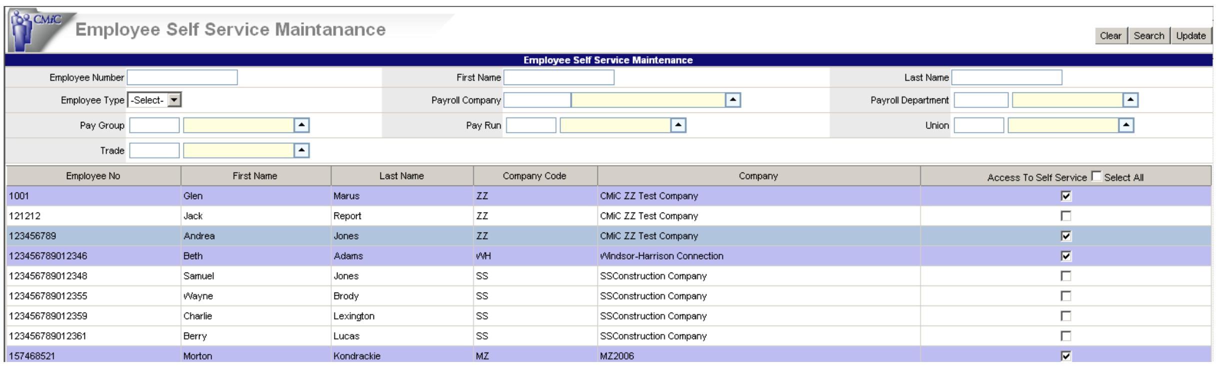
Approving and Rejecting Profile Requests

If the user has Approve and Reject privileges, then the Approve and Reject buttons will be available. To approve the Profile Information request, press the **[Approve]** button. The changed record will become the Current Profile and a new employment history record will be created in Payroll with the effective date specified on the record. The status on the changed record will be changed from Submitted to Approved in the Profile Information screen.

To reject a Profile Information request, press **[Reject].** The rejected record will be available for updates and re-submission in the Profile Request screen.

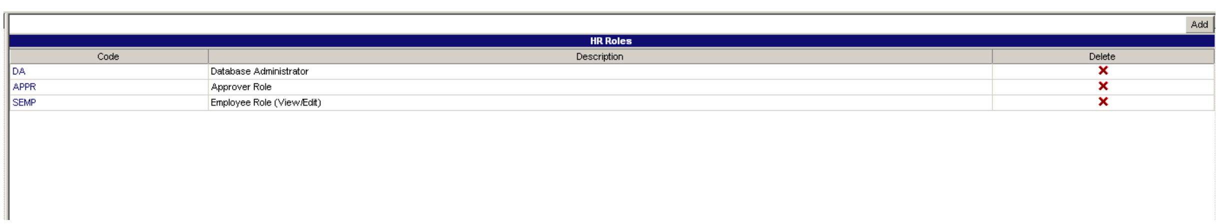
An attachment can be uploaded using the **[Upload]** button.

Employee Maintenance



Access to the HR Self Service application can be provided to employees in the Employee Maintenance screen. Use the search criteria at the top to select the employees that will be given access to HR Self Service. Check the Access to Self Service flag beside any employee that will be using HR Self Service. This is one of the steps required to set up an employee to use HR Self Service. When the employee registers for HR Self Service, an email is sent to the email address specified on the employee profile with a new PIN.

HR Role Maintenance

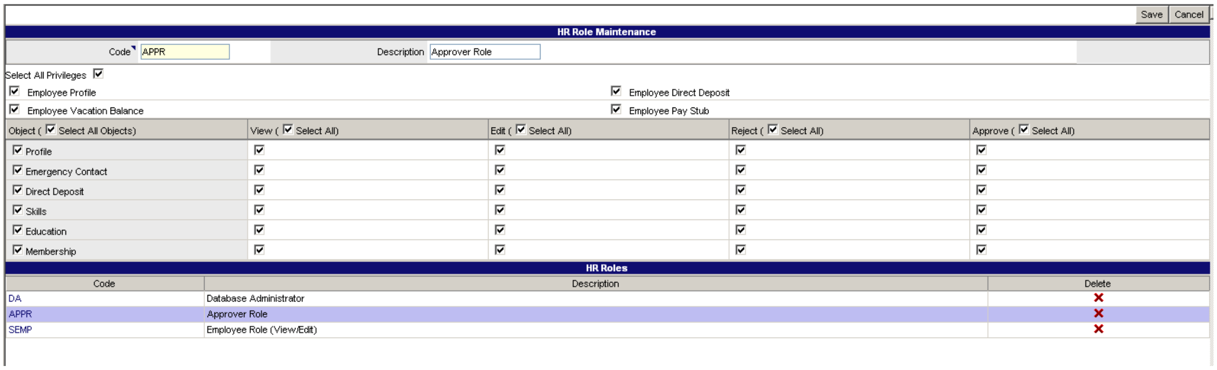


HR Roles for HR Self Service are defined in the HR Role Maintenance screen. The role that is assigned to the user must be set up on the user's contact code. This will determine the functions they can perform in HR Self Service.

Adding New Roles

To add a new record use the **[Add]** button at the top of the screen. This will open up two new fields above the list of actions already defined – Code and Description.

The Code field is a required field. Enter the new information and then when done use the **[Save]** button. To exit Add Mode without saving any changes use the **[Cancel]** button.

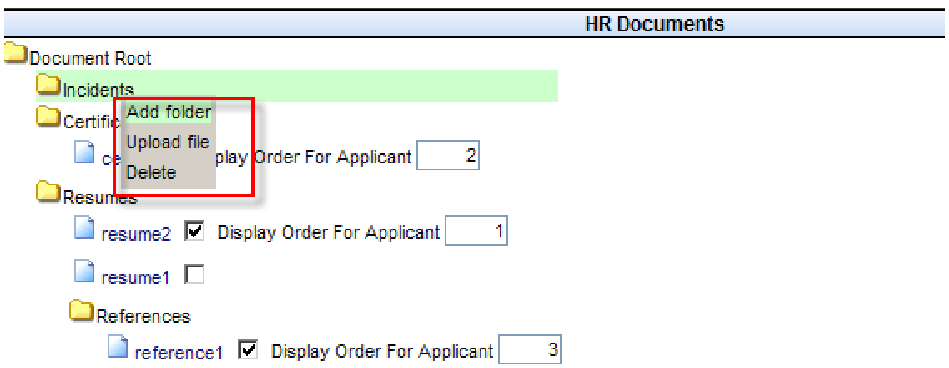


This screen is displayed after clicking on the Role code. The user can check the privileges and functions applicable to the role assigned to the user. When done, press the **[Save]** button. To exit Add mode without saving, press the **[Cancel]** button.

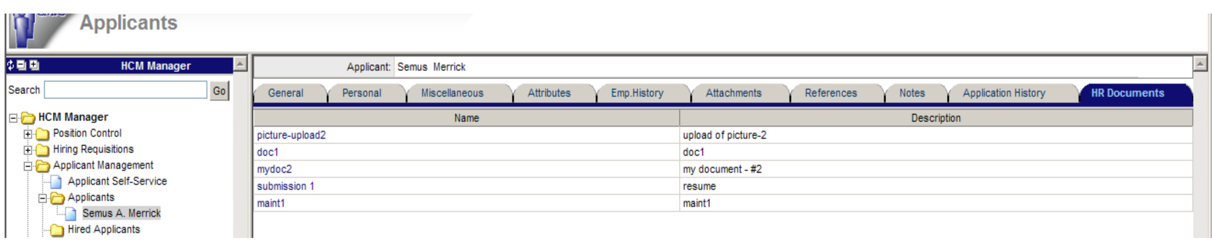
HR Documents

This can be used to define document folders to which document attachments can be uploaded. The user can indicate whether these attachments are available in the HR Documents tab of the Applicant screen.

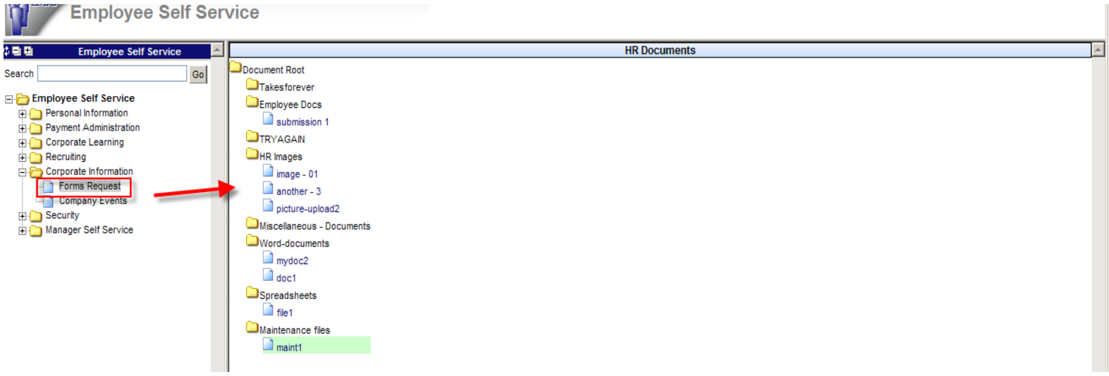
The right-mouse click on any node will show the actions that can be performed:



The check-box is used to indicate whether the document will be shown in the Applicant HR Documents screen or not, and the Display Order box is used to indicate the order in which the documents are displayed in the **HR Documents** tab of the Applicant screen.



The documents are shown in a display-only mode of the Forms Request node in Employee Self Service:



Employee Request Log

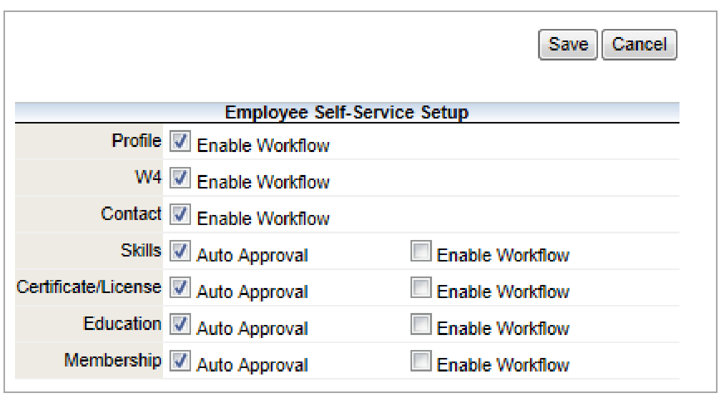
nagement

Show Filter | Send To Spreadsheet | Enter Query

Employee Request						
Transaction No	Request Description	Employee No	Employee Name	Creation Date	Detail Information	Number of requests
564	Skill	595959	Suzette Watson	Apr/08/2011		1
248	Profile	SS-WK-HR38	Sherry Hubbard	Sep/09/2010		1
249	Profile	SS-WK-SAL44	Natalie Steeles	Sep/10/2010		1
377	Skill	SS-WK-SAL44	Natalie Steeles	Nov/12/2010		1
264	Profile	SS-WK-SAL38	Mickey Rooney	Sep/21/2010		1
435	Membership	SS-WK-SAL49	Julian Brighton	Nov/16/2010		1
426	Education	SS-WK-SAL49	Julian Brighton	Nov/16/2010		1
293	Profile	SS-WK-SAL52	Josh Brown	Nov/08/2010		1
224	Profile	SS-WK-HR37	Jessica Lange	Sep/01/2010		1
383	Emergency Contact	SS-WK-SAL50	Jack Shaw	Nov/12/2010		1
281	Profile	SS-WK-SAL40	Hazel Patton	Nov/04/2010		1
573	Profile	SSEMPPER2	Harry Perry	Apr/21/2011		1
235	Profile Under Review	SS-WK-HR36	Fiona Edwards	Sep/08/2010		1
516	TD1	SS-WK-SAL26	Ella Brown	Mar/01/2011		1
265	Profile	SS-WK-SAL46	Elizabeth Rivers	Sep/21/2010		1
299	W4	SS-WK-SAL30	Ed Knight	Nov/09/2010		1
266	Profile	SS-WK-SAL35	Darrell Manson	Sep/21/2010		1
454	Emergency Contact	SS-WK-SAL47	Alfred Jonas	Nov/18/2010		1
246	Profile	SS-WK-SAL45	Abigail Shields	Sep/09/2010		1
Total (19 rows)						

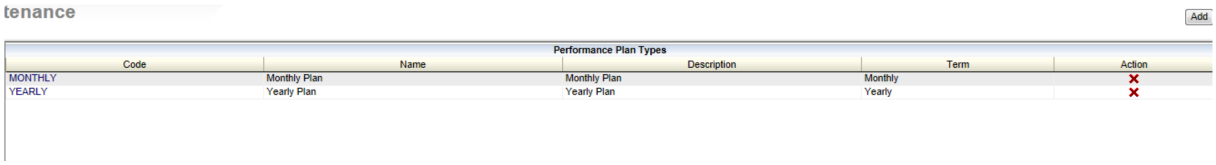
The Employee Request Log displays all submitted requests except Open Enrollment requests. The user can only see requests for objects that the user has access to in HR Role Maintenance.

Employee Self Service Control



In this screen the user puts setups for Employee Self Service Control.

Performance Plan Type



Performance Plan Types				
Code	Name	Description	Term	Action
MONTHLY	Monthly Plan	Monthly Plan	Monthly	×
YEARLY	Yearly Plan	Yearly Plan	Yearly	×

In this screen user adds /deletes Performance Plans Types for Performance Management program.

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