

Date: Mon, 23 Sep 2002 09:46:12 -0400
To: (Recipient list suppressed)
From: Deanna Dement Myers <Deanna_Dement-Myers@harvard.edu>
Subject: New HIRES Functionality and Forms Go Live!

Dear HIRES Colleagues,

In conjunction with the Really Big Project, we are very pleased to announce new functionality that allows HIRES to work with PeopleSoft in an integrated way.

HIRES Forms Labs:

We would like to remind everyone that Personnel Action Forms labs begin on Tuesday September 24th at 3:00 p.m. and continue through October 31st. George White and Anna Wong will be on hand at each of these labs to assist you with any forms questions or problems.

To sign up for these Personnel Action Forms labs please contact your local training liaison or go to: <http://vpf-web.harvard.edu/training/hrcourses.pdf> for updated dates and times. At these labs, you will be able to process actual forms transactions in both PeopleSoft and HIRES. Please sign up and bring your forms and your questions!

HIRES Changes:

Position Listing

The Position Listing page has a few minor changes.

- Job Function replaces Job Family but the value list remains the same.
- Salary Grades will be three digits instead of two and range from 000 to 090.
- Job code can be looked up by job function and salary grade.
- HR Department can be looked up by Tub and department name.
- Standard Hours should be entered for all positions, as this information is important to the way FTE is calculated in PeopleSoft.
- Union is updated to include the values that were in the previous HIRES "non-union" field.
- Funding Codes (33-digits) is now broken into 7 segments and displayed directly on the position listing.
 - Each segment will have look up functionality
 - Multiple lines of costing can be added using "+" and "" buttons

Contact List

The pull-down menu for contact list now lists only the school/unit users. The HIRES users with global access (e.g. the users in Employment Services) no longer appear on your contact list. These users will still be able to apply actions to requisitions and candidates when necessary.

Requisition Summary Page

When viewing applicants from the Requisition Summary page, users will be able to view up to 200 applicants at a time. When you view the first 200 applicants, scroll to the bottom of the screen and you will see a "Forward" button. Click on this Forward button to view the rest of your applicant pool. There is also a "Back" button to take you to previous screens of applicants. This function is also available when you view the AA/EEO log.

While this is a nice feature that we hope will be useful, we encourage you to release applicants from consideration in a timely manner, before this feature is needed.

Reports

HIRES reports have been revamped and are designed to provide to you the same information in the monthly Recruiter's Breakfast reports, but for your specific School/Unit. Since HIRES is the database of record for applicant data, the reports are on applicant data only. The only exception is the reports that pull Recruiting Source about new hires, since this data is not available in PeopleSoft. The reports available are:

- Requisition Snapshot (previously available): Displays information about each applicant in the selected requisitions.
- Requisition Activity (previously available): Displays information about all requisitions (Open, On Hold, Closed, Canceled) during the entered data parameters.
- Application Source: Displays the recruiting source and number of applicants during the entered data parameters.
- Application Source Other: Displays the applicant-entered recruiting sources and number of applicants to each entered source during the entered data parameters.
- Application Entry Method
- New Hire Source: Displays the recruiting source and number of new hires to these sources during the entered data parameters.
- New Hire Source Other: Displays the applicant-entered recruiting sources and number of new hires to these sources during the entered data parameters.
- Open Jobs by Job Function: Displays the number of requisitions with the status of "open" broken down by Job Function, during the entered date parameters.
- Average Time to Fill: Displays summary information about the number of requisitions closed broken down by grade, during the entered date parameters.

All reports can be downloaded to Excel. Directions on downloading HIRES reports to Excel are included in this email.

HIRES Forms & the Forms Action Box

Once a requisition has a candidate with hired status users will be able to access the forms buttons on the Requisition Summary page. The forms available in HIRES are:

- New Hire
- Transfer
- Rehire
- Add Concurrent Job

At this time, only the new hire form transmits data directly to PeopleSoft. The other forms must be printed out and sent to Payroll with the necessary supplemental data. Quick References for these forms will be sent shortly, and will be available on the HR Project website shortly. The website address is:

<http://atwork.harvard.edu/hrproj-docs.html>.

In order to help users manage the forms they may have in progress, we have created a new page called the Forms Actions Box. It is available in the red menu bar under Candidate Searches > Forms. In this email is a **Quick Reference to explain the usage of each section on this page.**

Data Conversion

All Position Listings, requisitions and candidates had the IDMS data values converted to PeopleSoft values. Job Code, Job Function, Salary Grade, Union, were among the values converted.

HR Department was not converted, as they could not be mapped one to one IDMS to PeopleSoft values. The IDMS values still display on the requisitions summaries. However, going forward, the new values will be available when creating a position listing. When an applicant is hired to a requisition that was created before 9/23/02, users will need to select a valid department on the forms.

Getting Help

If you have any questions concerning any of these forms please review the Quick References. If you need additional help, please contact the UIS Help Desk at 6-2001. Please remember that the HIRES email address is reserved for edits requisition and candidate information. Questions about the new functionality or forms will be re-directed to the UIS Help Desk.

Attachments:

- Downloading Reports to Excel
http://vpf-web.harvard.edu/training/enews/pdf/092302_downloadrep.pdf
- HIRES Forms Action Box
http://vpf-web.harvard.edu/training/enews/pdf/092302_actionbox.pdf