

OnePurdue Initiative

HR Transitional Processes and HR System Inquiry

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Purpose of HR Showcase

- Educate business users on changes to the OnePurdue HR transitional processes.
- Educate business users on HR system inquiry tips and techniques.
- Targeted role = HR Department Processor (most similar to PEDB access in legacy)

HR Transitional Processes

- HR transitional processes went into effect 12/11/06, prior to business areas having access to OnePurdue.
- OnePurdue is now available to business areas.
- Changes to HR transitional processes will take advantage of system access and capitalize on lessons learned during the early transitional period.

Process Changes

- A new transitional form has been developed.
- The new form will require business areas to provide employee, position and HR Org Unit data from the OnePurdue system.
- Forms available at this Web page:

<http://www.purdue.edu/hr/Resources/ps-forms.htm>

Process Changes

- The new transitional form will be required for qualifying actions *processed on a payroll change*.
- Qualifying actions include new hires, separations and any other action that moves an employee from one position to another.
- *Reminder:* For Release 1, changes in pay do not qualify.

Process Changes

- Effective immediately, the transitional form or spreadsheet is no longer required for student transactions processed via a yellow time slip.
- *One exception:* Students who must be transferred from a generic grouped position in the department to a specific position where roles have been established will require a transitional form.

Common R1 Errors

- Transitional forms for Fellowships — Please send to Payroll with the *Advance* copy of the payroll change.

Common R1 Errors

- Incorrect action selected on transitional form.
 - **New Hire:** an employee who does not have a record in OnePurdue.
 - **Rehire:** an employee who has a record in OnePurdue but is in Withdrawn status.
 - **Additional Appt:** an employee who has an active record in OnePurdue and is adding a new assignment.

Common R1 Errors

- Incorrect action selected on transitional form.
 - **Transfer:** an employee who has an active record in OnePurdue and is transferring from their current position to a different position.
 - **Position Reclass:** an employee who is remaining in their current position, but the position has been changed (new title, new employee group, new employee subgroup, etc.)

Common R1 Errors

- Incorrect action selected on transitional form.
 - **End Additional:** an employee who is concurrently employed and dropping one assignment, but will remain active in their remaining assignments.
 - **Separation:** an employee who is active and is dropping their only remaining assignment, thus moving to Withdrawn status.

Common R1 Errors

- Not providing all current data for an employee on the payroll changes.
 - Prior to processing any transaction in OnePurdue, it is critical that **ALL** assignment data be evaluated.
 - Please provide all current employee data on the payroll changes so that processors can accurately assess how to establish the employee in the new system.

R1 Significance

Why is it important to keep legacy and OnePurdue in sync?

- Most R2 conversions depend upon the Release 1 data stored in OnePurdue.
- Legacy employee and position data will not be reconverted for Release 2!
- OnePurdue data is the starting point for all future conversions.

Resources

Business @ Purdue Web site (forms, processes, pay admin list):

<https://www2.itap.purdue.edu/bs/BPP/index.cfm>

Human Resource Services Web site (forms, instructions):

<http://www.purdue.edu/hr/Resources/ps-forms.htm>

Human Resource Services Web site (Org Unit, Position crosswalks):

<http://www.purdue.edu/hr/Resources/crosswalk.htm>

Future Showcases

- **03/28/07:** HR Showcase, Data Validation Processes
- **04/02/07:** HR Showcase, Data Validation Processes

System Inquiry Tips

The next section of the showcase will focus on system inquiry tips for HR departmental processors.

Thank you for participating!