

# TRANSFORMING PURDUE BUSINESS

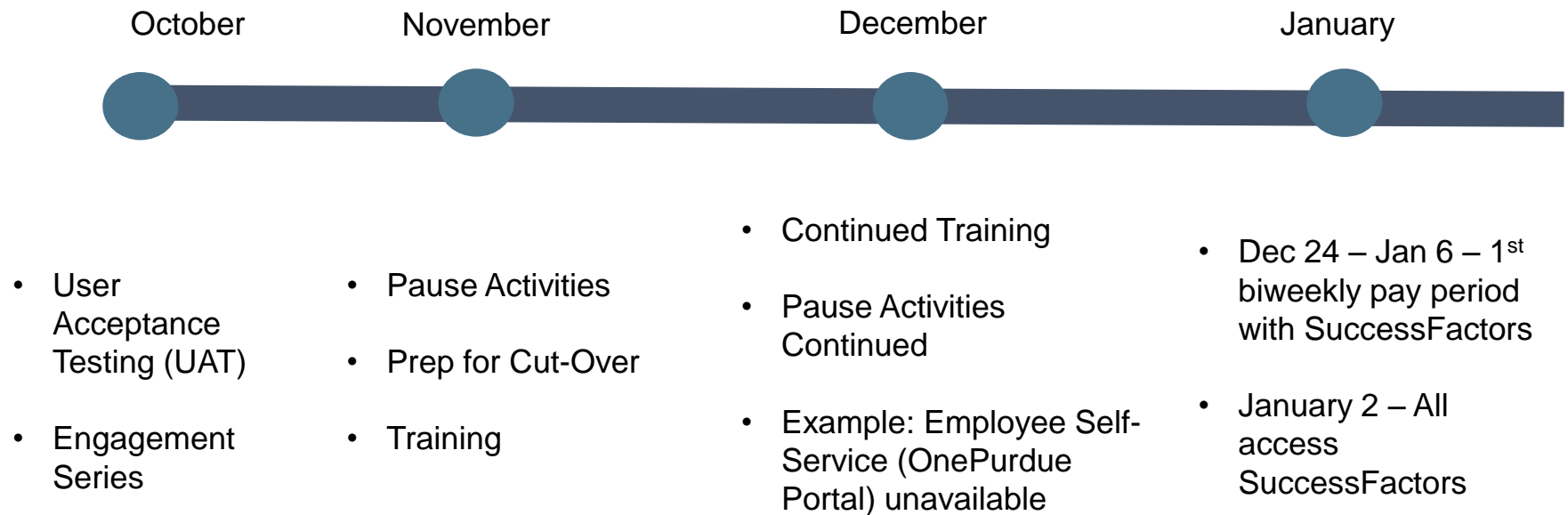
## **HCM Project Update**

**Streamline, Simplify, Organize, Automate**

Enrollment Management Forum  
November 2, 2018

# TIMELINE

## Countdown to Deployment



# HCM PROJECT – ENGAGEMENT SESSIONS

**Sessions ongoing to bring more details on new processes to our users to let them prepare for the changes**

- Business Offices (~300 attendees)
  - Automation of Processes (paper forms are history):
    - Explained the process integration for recruiting and onboarding employees
    - Time and Leaves Reporting and Approval Process
      - Impact to both business offices and supervisors
- Department Support Staff (unit personnel performing new tasks) (~300 attendees)
  - New tasks for creating positions, recruiting and onboarding
  - Demonstrations of new processes within SuccessFactors
- Managers and Supervisor Sessions (ongoing through Mid-October)
  - Each major unit (colleges, student life, etc) supervisors encouraged to attend
  - New tasks required by changes to process (time/leaves/recruiting/onboarding)

# HCM – BASELINE EXPECTATIONS



Recruiting

- Recruit and Hire employees efficiently in single system of record



Compensation

- Pay employees accurately and timely
- Use employee data to efficiently distribute merit increases
- Administer compliance related actions (ie. Taxation, Onboarding I9 verification)



Time and Leave

- Record time and leaves accurately and timely
- Manage benefit vendor data to accurately record benefit eligibility changes



Performance

- Provide effective performance management through meaningful goal establishment and measurement



Careers

- Establish clear organizational and employee classification structures

# HCM – POSITIVE GAINS



Recruiting

- Integration of online recruitment and onboarding reduces paper and redundancy
- Interview process captures committee notes, ratings, comments, and eliminates OIE forms.



Onboarding

- New hire data will exist in the system prior to first work day
- Overall intuitive interface updates navigation and ease of use.



Time and Leave

- Business rules associated with type of employees and work schedules drives automation for time recording and leave requests.
- Allows for time clocking to mobile platform intuitive to students.
- Leave approval processes reduce steps and time to complete (esp. Business Leaves)



Performance

- Performance appraisals integrated with the merit planning process to ensure consistency. Goals cascade down through organization.
- Streamlined merit process eliminates need to extract and manually transform data from budget system (manage salary control sheets directly, including faculty promotions, and admin adjustments).



Careers

- Provides structure and tools for career path development for our employees

# HCM – POTENTIAL PAIN POINTS



Recruiting

- Student offer letters and appointments administered through recruitment process
- Faculty anonymous submission of recommendation letters (esp. College of Science)
- Faculty application processing through Success Factors vs. other job boards



Onboarding

- Onboarding adoption (significant change to eliminate paper driven processes)
- New onboarding coordinator / departmental support roles – working with new employees to optimize



Time and Leave

- Mobile time tracking adoption (end user questions, supervisor confidence)
- Supervisor responsibility to monitor time / leave tracking



Careers

- Adjustment and maturation of Job Family and pay practice structure/policies

# HCM – FUTURE CONSIDERATIONS



Onboarding

- Onboarding templates for colleges / organization units



Learning

- Integration of WebCert training measurements



- Mobile delivery across all modules (Success Factors not Purdue Time app)



Compensation

- Incentive and Award compensation administered through SuccessFactors

# Upcoming Training

Training:	All Employees	Supervisors	Department Support	Business Management
Mid-November			<ul style="list-style-type: none"> <li>Online course and training material for Onboarding coordinator role</li> <li>Online course and training materials for Position creation</li> </ul>	<ul style="list-style-type: none"> <li>Payroll Overview showcase</li> <li>Employee Data Change online course and open lab</li> <li>Term/Quota Payout and Mass Changes – online course and materials</li> </ul>
Late-November/Early-December	<ul style="list-style-type: none"> <li>Online course and resources introducing SuccessFactors Navigation</li> <li>Training materials to learn how to request time-off</li> <li>Training materials to learn how to complete timesheets, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Training materials to learn how to approve time-off requests and timesheets, if applicable</li> <li>Training materials available for those involved with recruitment processes and onboarding (can opt to attend instructor-led)</li> </ul>	<ul style="list-style-type: none"> <li>Department recruiters and OIE can attend instructor-led course on recruitment</li> <li>Training materials available for recruitment processes</li> </ul>	



# PAUSE ACTIVITIES

Date	What process or system is impacted?	What pauses?
Thursday, Nov 1	Position creation through Human Resources – Compensation for Posting	New position creation will pause November 1.  Only mission-critical positions can be created between November 1-January 1. A process will be communicated during that timeframe.
Friday, Nov 9	Existing Positions reviewed through Human Resources – Compensation for Posting	Existing positions with no changes in responsibilities must be sent to HR-Compensation no later than 5:00 p.m., November 9 in order to be posted in Taleo.
Monday, Nov 26	Staff recruitment through Taleo	The last day to post a staff position in Taleo is November 26. Taleo pauses December 14. Hiring managers can continue to utilize the candidate pool within Taleo or post the position again through SuccessFactors in January, to create a new candidate pool.
Tuesday, Nov 27	Employee Self-Service	Last day to access SAP Portal and complete personal information updates; request online leaves
Friday, Nov 30	Leave Requests through Form 33Absence  FMLA	Last day to submit/approve Form 33Absence and process  Last day to submit December-dated FMLA leave.
Friday, Dec 14	Staff recruitment through Taleo	Taleo pauses (hiring manager can continue using candidate pool)
Wednesday, Dec 19	Benefit changes	New hires and individuals with qualifying life events can continue to make changes to their benefit elections in BenefitFocus, the online benefit enrollment system, through December 19, 5 p.m. (ET).

# PREPARING FOR DEPLOYMENT

1. BoilerKey will be required to access SuccessFactors – the help desk 44000 or [itap@purdue.edu](mailto:itap@purdue.edu) is the best source for access issues
2. Questions from now through deployment should be sent to [bpr@purdue.edu](mailto:bpr@purdue.edu)
3. Training invitations and resource notifications will be sent via email and then announced via newsletter articles
4. All resources will be accessible via <https://www.purdue.edu/successfactors>
  - a. Sneak Peek videos - <https://www.purdue.edu/treasurer/transform/Comm%20Tools/videos/sneakpeeks.html>
  - b. Employee Information Sheet - <https://www.purdue.edu/treasurer/transform/ProjectingDocs/sfEmpInformSheet.docx>