Why Transform?
Today, the majority of organizational management, recruitment, onboarding and employee data management business processes are paper-based and require manual entry. Purdue’s organizational structure is not accurately reflected in our system, and as a result, work and approval flows take place outside our core system. Multiple complex pay processes have led to 52 unscheduled pay cycles - in addition to the 50 that are regularly scheduled.

It’s time to rebuild the core human resources structure in an integrated manner to provide automated work and approval flows, as well as support for recruiting, onboarding, compensation, career path mapping and performance management.

Transforming the way we do business.

Simplify:
- Merit planning processes are integrated with performance and goals.
- Redesigned summer payroll processes eliminates complicated calculator.
- User-friendly interface provides employees with an easy to navigate unified location for their personal employee data.

Streamline:
- An integrated, paperless system allows employee information to easily flow through an employee’s life cycle from new hire to retiree.
- One recruiting source that captures new hire data for easy onboarding processes.
- One payroll system and process.

Organize:
- Job family structure provides career paths and simplified job classifications.
- Implementation of standard terms, definitions and elements across the board will create better reporting and consistent data.

Automate:
- Integrated system decreases need to capture data on paper.
- Notifications and robust reporting provide decision-making information.
- Automated payroll process decreases errors and increases the time available to submit changes.

Understanding new processes and mastering new technology takes patience, understanding and time. We are here to help you transform the way you do business.


transform.purdue.edu
What’s Transforming?
SuccessFactors impacts most Human Resources-related processes, including:

Foundation and Position Management:
- The job family structure is a key element to the organizational structure. It is the foundation that clearly outlines promotions, transfers, job changes, etc. It provides the opportunity for the manager and employee to discuss career development and career paths.
- The organizational structure is transparent in SuccessFactors and allows for workflow automation, eliminating the need to route paper forms for approval.
- The organization structure (aligned with appropriate cost centers) streamlines reporting capabilities, eliminating manually created reports in order to view organizational data.

Recruitment:
- SuccessFactors’ functionality eliminates Taleo, Student Employment Management System (SEMS) recruitment and other recruitment systems. All faculty, staff and student hiring processes are automated through one system. The recruitment process offers:
  - Transparency in the process – supervisors and recruiters can see where candidates are in the process
  - Automated approval flow, allowing hiring manager or other required signature delegations access to candidate information
  - A single storage source for candidate information, eliminating manila folders and printed copies of vita, resumes, contacts, etc.
  - Online and automated offer letters and other potential candidate communications, replacing manual process
  - The ability to report on all the candidate/new hire information within SuccessFactors, eliminating today’s hand-stitched reports

Onboarding and Offboarding:
- Personnel Action (PA) paper forms and various other new hire forms are no longer needed. New employee information is collected electronically through both the Recruitment and Onboarding modules and automatically updated in the system.
- I-9 and computer access steps automatically included in process.
- Today’s manual exit interview process is replaced with an automated off-boarding process.

Time, Leaves and Payroll:
- Both paper timecards and Kronos are eliminated
- Utilizing time profiles and schedules will decrease the number of timecards requiring physical approval. Where applicable, departments can utilize the negative time profile. The negative time profile only requires exceptions of the normal work schedule be documented and approved (such as overtime).
- All employees can view clearly view available vacation and sick leave balances, eliminating manual calculations
- The electronic SEEMLESS application eliminates manual calculations paper forms for Summer Pay and PARs

Compensation:
- Streamlines merit planning, reducing the current process from months to weeks
- Enables employees to view annual compensation statement through Employee Self Service, eliminating the need to print and sort more than 12,000 statements annually

Performance Management and Goals:
- Clearly displayed goals for employees increases manager/employee ability to easily track progress
- Processing performance appraisals through one system, during one performance appraisal period, increases consistency and standardizations.