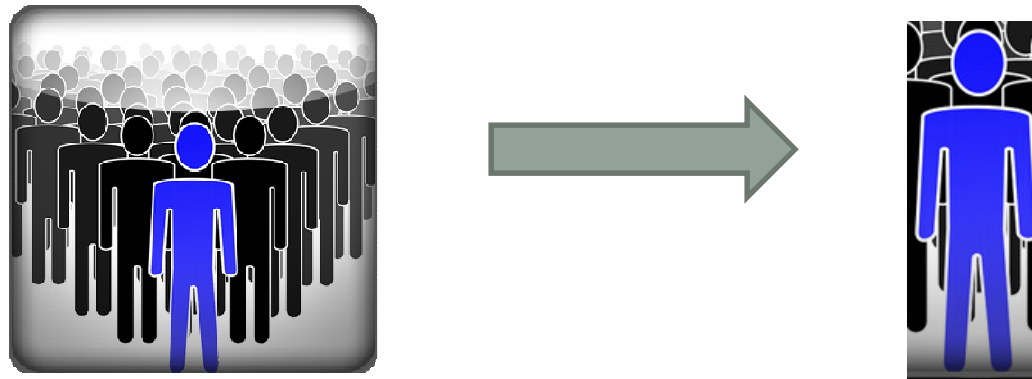


HR Action Request

Why?

- University wide change
- Audit concerns
 - Approval documentation for Job Data
 - Reduce number of PeopleSoft users



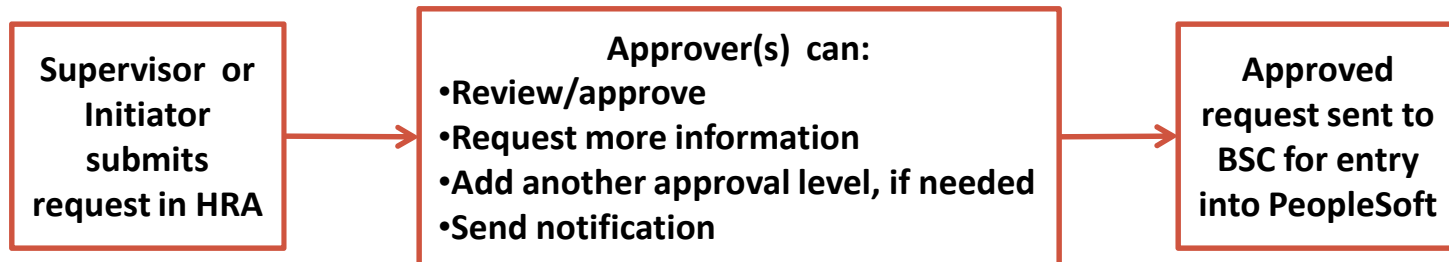
What is HRA?

- Facilitates communication
- Allows you to track your requests
- Captures electronic signature
- Eliminates the need to scan to ASC Docs
- Web-based access
- Intuitive and user-friendly
- Builds in single approval for Chair/Directors for mass changes

What this tool is not...

- Any more or less efficient than current practice
- Not integrated with PeopleSoft
- Does not replace the communication that currently takes place in your department before starting a transaction

Process



Benefits

- Ease of use
- Transparency
- Automatic records retention
- University-wide
- Custom application
- Consistency
- Good data in: good reports out

Request Types

* What Would You Like To Do?

Person Actions:

- Hire
- Terminate
- Pay Additional Compensation
- Change Rate of Pay
- Change Funding Source
- Change Number of Hours Worked Per Week
- Update Job Duties/Responsibilities
- Change Other Employee Data

Position Actions:

- Fill Existing Position
- Create New Position

Anything Else:

- Other

Next

Change Number of Hours Worked Per Week

Changes from full-time to part-time and vice versa; standard hour changes.

What's in it for me?

- Transparency
- Ability to track requests
- Electronic approval
- Contingency planning - work lists for BSC
- Records retention
- Access anywhere
- Build a center of expertise
- Part of phase 3 – grad hiring/orientations, visas, etc.

What's in it for the university?

- Less risk
- Meet audit expectations for approval of job data transactions and access security
- Better data management
- Simplicity – train fewer people
- Consistency and application of best practices