Administrator Guide

ANU Recruit – HRMS Onboarding

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1. Background

ANU Recruit is the official Recruitment Management System used at ANU.

The ANU Recruit system captures most, if not all, biographical and personal details during the application and job offer stages of the recruitment process. Once the successful candidate accepted an offer of appointment, extension or conversion administrators would then need to collect all relevant information from one system, ANU Recruit, and re-enter the information into the HRMS. For a new hire this would add a significant amount of time to the onboarding process and at the same time increase the risk of errors due to the manual nature of the process. Whilst contract extensions and/or conversions are associated with existing staff information attributed to the staff member would still require cross referencing to ensure its accuracy.
One of the projects identified as part of the HR Transformation Program of works was an integration between ANU Recruit and the HRMS so as to streamline and reduce the number of touch points in the each of the recruitment actions. The new process was released on 31 May 2016.
Subsequent release has enabled the Onboarding Functionality to cater to requirements for Temporary Transfers too.

1.1 Key features of the ANU Recruit Onboarding process include:

- A significant reduction in data entry as information captured in one system, ANU Recruit, is extracted and imported into staging tables within the HRMS.
- The above is automatically triggered upon the acceptance of an offer made to a potential employee via ANU Recruit.
- Eight extracts daily from ANU Recruit will ensure timely access to Onboarding data in the HRMS
- Search/Match functionality within the staging tables reducing the risk of duplicate Id's
- Validation checks against key information stored against personal data, job data and pay data. This occurs prior to committing data to the HRMS, again ensuring the integrity of data being migrated. Validation checks included but not limited to are;
  - o Matching action/reason codes with the type of hire transaction being processed
  - o Hours per week for part time employees
  - o Full / Part time status validated against hire reason/type
  - o Fixed term hires require an end date to be entered that will automatically insert the termination details into the HRMS
  - o Correct superannuation plan based on employment type
  - o GL combination and percentage(s)
- The ability for HR Practitioners/Administrators to amend information during final review/validation
- Administrators can upload data into the HRMS in a staged manner as information is provided by category e.g. Personal Details, Job Details, Pay and Bank Details separately or alternatively they can upload all information once validated in one push of a button.
- The Onboarding Functionality is capable of actioning Temporary Transfers that have been processed through ANU Recruit as well.
- The option for HR Practitioners/Administrators to create a pre employee relationship for new staff
- The automatic upload of academic workload splits for fixed term and continuing academic staff.

1.2 Data in the extract

The data captured as part of the onboarding process is extracted from ANU Recruit from the following sources:

- Job card
- Offer card
- Onboarding form

The quality of the data extracted from the above sources is dependent on the information entered into ANU Recruit. All data that forms part of the extract will be captured once an offer has been accepted by the recipient via ANU Recruit. In the case where the onboarding form forms part of the offer it is a requirement that this also be completed before details are captured in the extract.

Therefore if the job card was incomplete, i.e. position number was not included, when the offer is accepted the extract will not return a position number in the job data upload pages. As such validation checks will fail until a valid position number is entered. This will hopefully reinforce the need to ensure all details area captured early in the recruitment process.

Another feature of the process is the search/match functionality however if the date of birth is missing in the extract the search-match functionality will return multiple records which will require additional checking on behalf of the administrator to ensure that a duplicate University IDs is not created.

1.3 HRMS lockdown periods

This process mirrors existing HRMS role swaps used during the processing and finalization of pay. Pay period cut offs can be found at:

https://services.anu.edu.au/human-resources/salaries-benefits/pay-period-cut-off-dates

1.4 Timing of extracts from ANU Recruit to HRMS

The extract from ANU Recruit is delivered every 3 hours and the files are automatically loaded into the HRMS at 01:30, 04:30, 07:30, 10:30, 13:30, 16:30, 19:30 and 22:30. If an applicant accepts an offer at 9am, therefore, the Onboarding details will be available in the HRMS from 10:30am.

2 Interface between ANU Recruit and HRMS

This process is broken into 3 stages.

1. Retrieving the file from a secure location.
2. Loading the file into a staging table and performing validation checks and mapping of information prior to be made available in the HRMS.
3. Make information available to administrators within the Onboarding function in the HRMS.

Items 1 and 2 above will be taken care of via an automated batch process run daily (eventually), which will pick up the file load the applicants to the Staging Table. HR Practitioners will be responsible for the 3rd item (uploading to HRMS).

2.1 Staging table

Once the background process to load information into the HRMS has run to success administrators can review the details via the following menu path:

- Main Menu >> Workforce Administration >> ANU Recruit Review Onboard Dtl

Departmental security has been applied to the process which will restrict access based on the departmental security applied to your user profile.

Main Menu >> Workforce Administration >> ANU Recruit Review Onboard Dtl

When you click on the 'ANU Recruit Onboard Dtl', you will be able to see a list of potential applicants in your department, see image below.
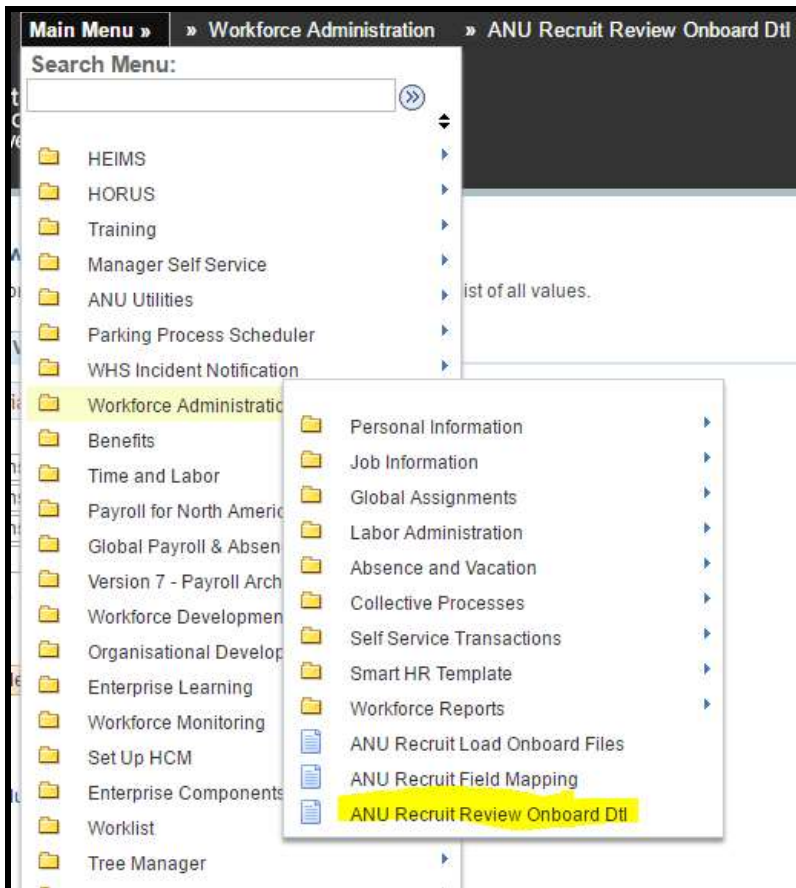
Favourites » | Main Menu » » Workforce Administration » ANU Recruit Review Onboard Dtl

Australian
National
University

eRecruit Review Onboard Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Empl ID:	begins with ▼	
First Name:	begins with ▼	
Last Name:	begins with ▼	
Status:	= ▼	Active ▼

☐ Case Sensitive

| Search | Clear | Basic Search | 🔍 Save Search Criteria |

Search Results

View All   First ◄ 1-87 of 87 ► Last
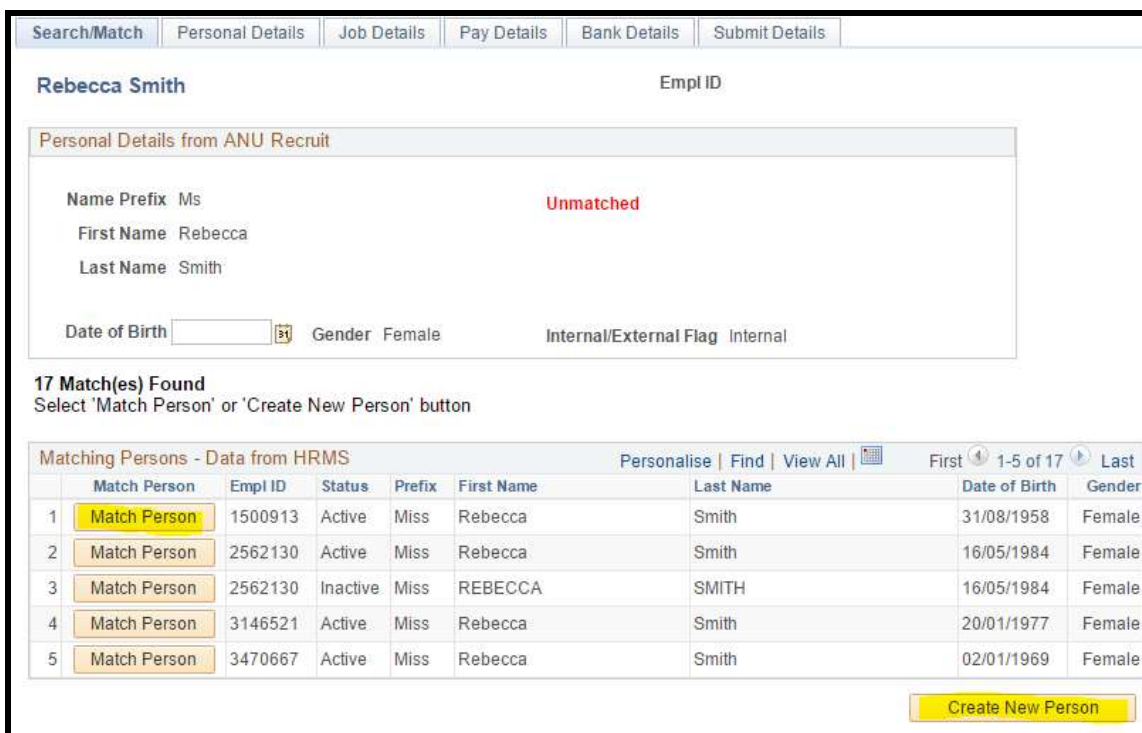
Empl ID	First Name	Last Name	Position Number	Position Description	Department	Status
(blank)	BUDDHIE	NANAYAKKARA	(blank)	(blank)	56000	Active
(blank)	Michael	Morison	00029698	Casual/Sessional Academic	63200	Active
(blank)	Mark	Bateman	(blank)	(blank)	JAG	Active
5209895	RAGUL	RAMACHANDRAN	00007860	Senior Database Administrator	29585	Active
(blank)	PING-JU	WU	(blank)	(blank)	62010	Active
(blank)	Garigarra	Mundine	(blank)	(blank)	ANU	Active
(blank)	Yi	Li	(blank)	(blank)	62010	Active
(blank)	Vaidehi	Subramanyan	(blank)	(blank)	CC510	Active
(blank)	Karmen	Condic-Jurkic	(blank)	(blank)	46050	Active
5701786	Koon Fung	Tong	00029231	Casual/Sessional Academic	CHL	Active
(blank)	Naing	Ko	(blank)	(blank)	45120	Active
(blank)	Jody	Whichelo	(blank)	(blank)	35	Active
(blank)	Jina	Hong	(blank)	(blank)	45240	Active
(blank)	Kellie	Opitz	00025291	Deputy HR Manager	JAG	Active
(blank)	Felicity	Lee	(blank)	(blank)	CE200	Active

2.1.1 Search – Match function

For new hires/rehires, where no affiliation with the university has been identified in the recruitment process, a search match check will be automatically undertaken to ascertain whether details already exist in HRMS. The search match will occur against the following fields delivered as part of the extract:

- First Name and
- Last Name and
- Date of Birth and
- Gender and
- Employee ID

If a record is identified that may potentially be a match the information will be provided for the administrator to review and select (Match Person) where appropriate.

Search - Match functionality is designed to prevent the creation of duplicate Id's within the HRMS.

If a match is returned the administrator can use the <Match Person> button to attribute the action against the appropriate Id. If no matching records are identified the administrator can proceed to <Create New Person> function which   will create a new Employee Id when the data is uploaded.

If the HR Administrator is aware that the applicant in the staging table has an Employee ID but isn't showing up in the list of active employees, please contact HR Systems team and make them aware of the issue. One of the possible causes for this issue is that there are multiple returns based on the available Search criteria.

2.1.2   Pages in the staging table

Data captured in the onboarding process has been segregated into easily identifiable pages. These include Personal, Job, Pay and Bank details.

Personal Details	Job Details	Pay Details	Bank Details	Submit Details
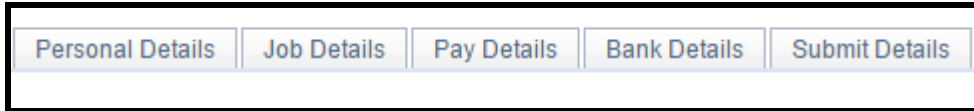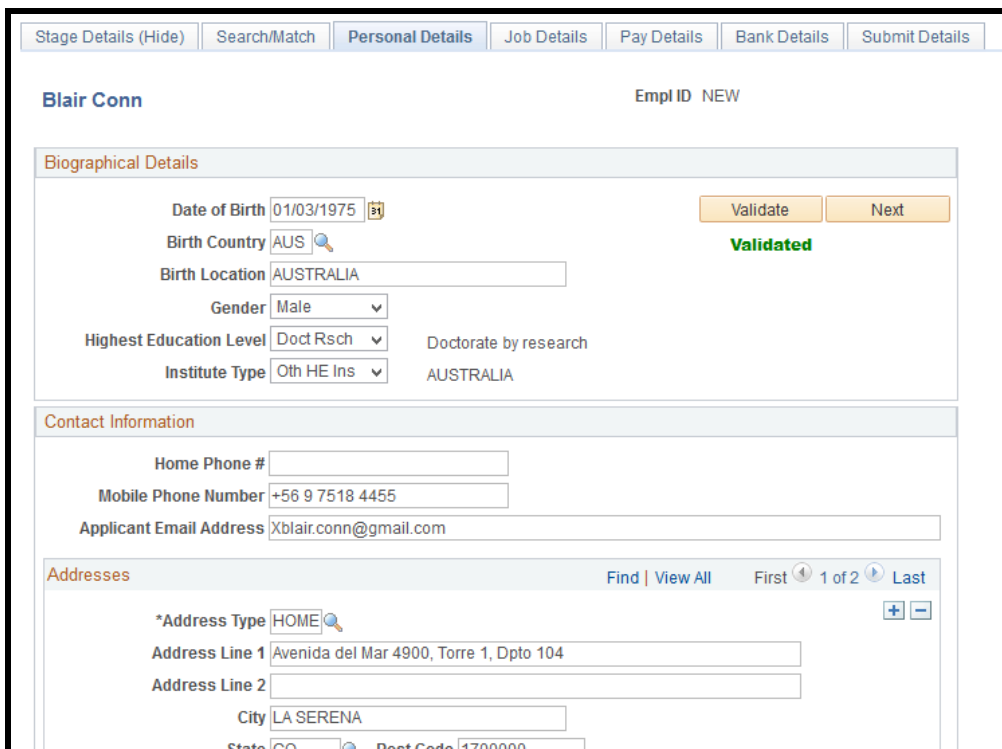
Note that if an individual has been <Matched> as opposed to <Create New Person>, only the Job and Pay Details page, see image below, will be available to the administrator. This is due to the fact that all other details already exist in the HRMS.

Search/Match	Job Details	Pay Details	Submit Details

2.1.2.1   Personal Details

This page allows you to check and correct personal data attributed to the individual. Once all details have been verified, press the Validate button. If there are no errors, the Next button will become available, allowing the practitioner to navigate to the Job Details page. If there are errors, an error message will pop up, requiring the HR Practitioner to fix up the issue.
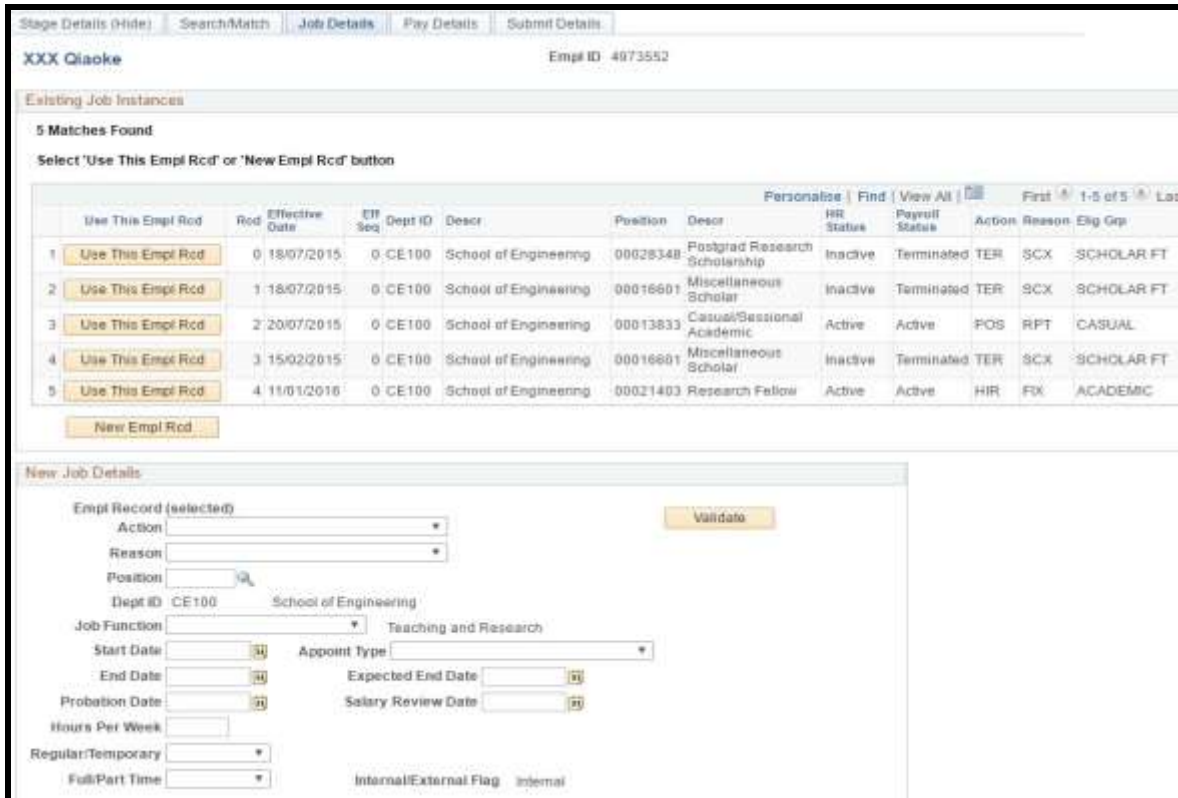
2.1.2.2   Job Details

This page allows you to check, correct and enter job related data. The administrator will be provided with an option to select an existing record or a new record. As in the previous page, the data will need to be validated before progressing to the next page.

If the individual has been matched against an existing Employee Id then the <Action> options available to the administrator are:
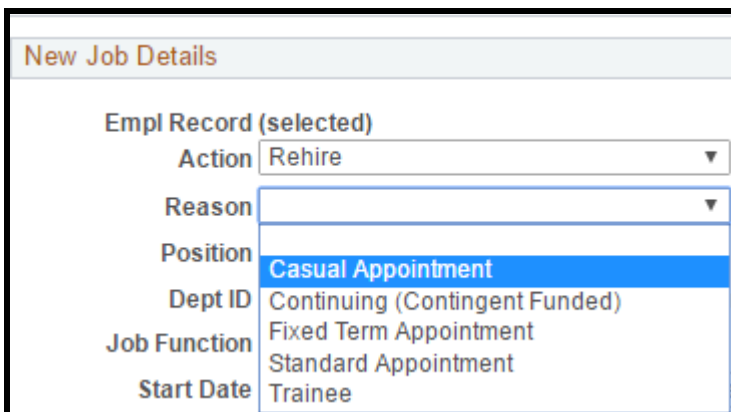
- Hire (in case of a new employment record)
- Rehire, used if all existing records are terminated
- Job Conversion
- Data Change
- Transfer (to be used in cases where the employee is being transferred to a different position but is not an instance of Higher Duties)

If <Rehire> is selected, the following <Reasons> will be available:

If <Rehire> is selected, the following <Reasons> will be available:

If <Job Conversion> is selected then the following <Reasons> will be available:

If <Data Change> is selected then the following <Reasons> will be available:

If <Transfer> is selected then the following <Reasons> will be available:

Note: The Onboarding Functionality should not be used when an applicant is on Higher Duties. This functionality is limited to <Transfers>

A warning message pops up to remind users to use this functionality only to action temporary transfers that are not Higher Duties.

2.1.2.3   Pay Details

Allows the administrator to check and/or update of data attributed to payroll. Validation is required to progress further.
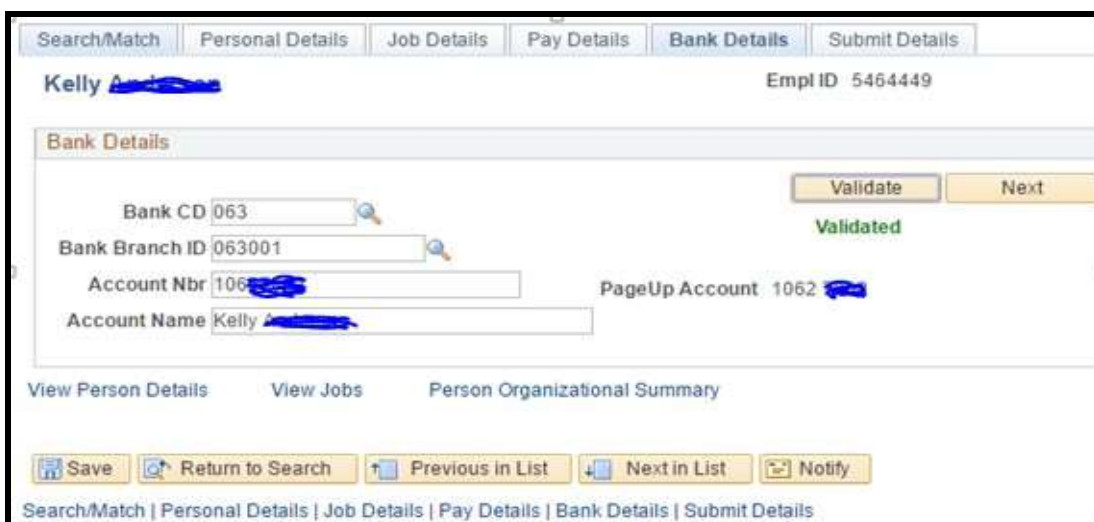
2.1.2.4   Bank Details

Returns the Bank details data from the extract. This data is filled in by the applicant themselves. It is advisable that this data is not changed by HRPs, without a direct advice from the applicant. The process will update the net pay election with the bank account as displayed in this page.

2.1.2.5   Submit Details

Allows the Staged entry to be "loaded" for Personal Data, Job & Pay, and Bank Details. Alternatively administrators can upload all the data in one go. Regardless of which approach the user applies only data that has been validated can be uploaded.

2.1.2.6 Pre-Employee

The Onboarding tool allows for the creation of a Pre-Employee. The Pre-Employee option will be available when Job Start date is in the future and there is no current active record for the employee. HR Practitioners will have the option to create VaHA type 00024 (Pre-employee) and the start date of this POI relationship will be the date the Personal Details are loaded into the system. An end-date for the POI relationship will automatically be inserted by the tool, which will be one day after the job start date. HR Practitioners will continue to be able to 'Hire In Advance' i.e. use the 'Load All' button and create Job Data for employees starting in the future. As per current practise, HR Practitioners are advised to load Job Data (hire) only for staff starting in the current/ next pay period.

2.1.2.7   Academic Workload Split

A default academic workload split will be pushed through to the HRMS for all fixed term and continuing academic staff hired through the Onboarding process. A series of validation checks will occur to determine the appropriate split to apply including job function.

The following splits will apply when;

- Job Function = <Research Only> then
    - Research % = <80>,
    - Teaching % = <10>,
    - Service/ Leadership/ Public Policy % = <10>,

- Job Function = <Teaching Only> then
    - Research % = <10>,
    - Teaching % = <80>,
    - Service/ Leadership/ Public Policy % = <10>,

- Job Function = <Teaching & Research> then
    - Research % = <40>,
    - Teaching % = <40>,
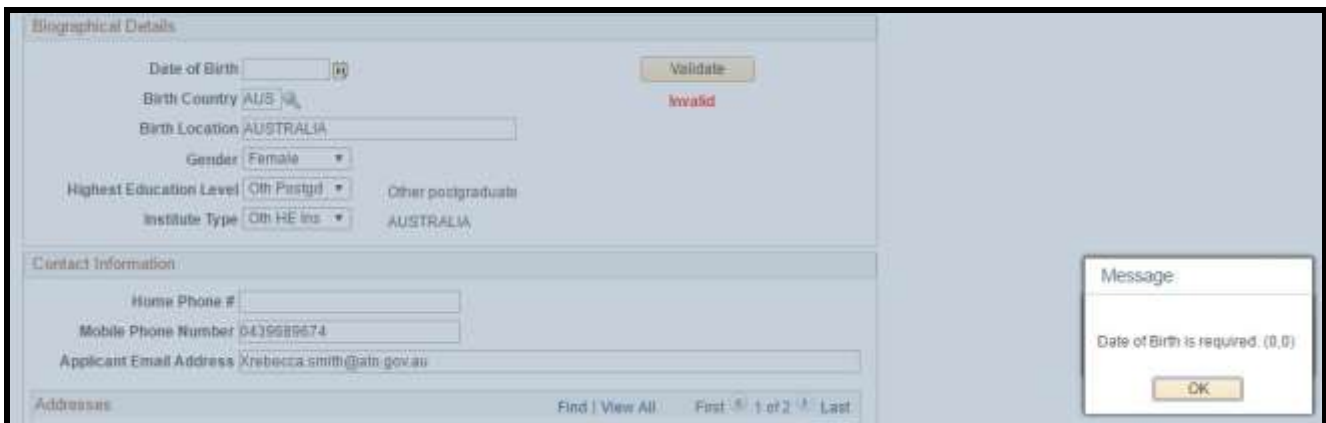   - Service/ Leadership/ Public Policy % = <20>,

For all workload splits generated as part of the Onboarding process a comment will be recorded indicating that the split was 'Generated as part of the hire process'.

3   Errors and Warnings

Any changes on any page after 'Validating' the page will require the page to be revalidated before it can be uploaded.
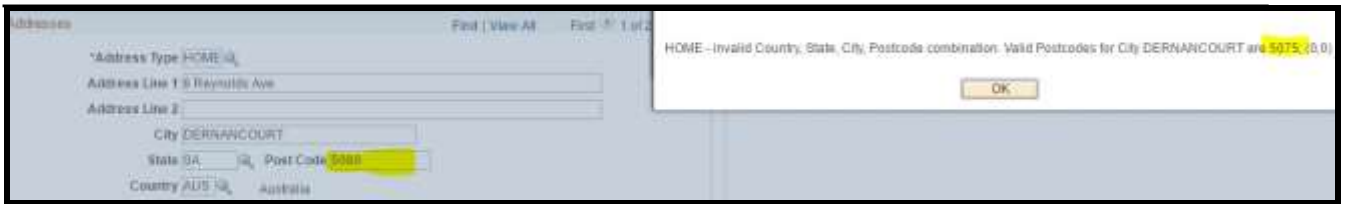
3.1   Error messages

During validation error messages will appear when mandatory data is missing or misaligned, see images below.

3.2   Warning message

Warning messages will appear to indicate the process has changed data, e.g. phone number changed from 0414859868 to (04)1485-9868. These messages will be within the relevant page and are highlighted in a different colour.