
Administrator Guide

ANU Recruit – HRMS Onboarding

Version: 7.1
Version Date: 05/09/2017
Author: Varghese Cherian

Contents

1.	Background.....	3
1.1	Key features of the ANU Recruit Onboarding process include:	3
1.2	Data in the extract	4
1.3	HRMS lockdown periods.....	4
1.4	Timing of extracts from ANU Recruit to HRMS.....	4
2	Interface between ANU Recruit and HRMS.....	4
2.1	Staging table	4
2.1.1	Search – Match function	7
2.1.2	Pages in the staging table.....	8
2.1.2.1	Personal Details	8
2.1.2.2	Job Details.....	9
2.1.2.3	Pay Details.....	12
2.1.2.4	Bank Details	12
2.1.2.5	Submit Details	12
2.1.2.6	Pre-Employee.....	13
2.1.2.7	Academic Workload Split	14
3	Errors and Warnings	14
3.1	Error messages.....	14
3.2	Warning message	15

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;
 - Matching action/reason codes with the type of hire transaction being processed
 - Hours per week for part time employees
 - Full / Part time status validated against hire reason/type
 - Fixed term hires require an end date to be entered that will automatically insert the termination details into the HRMS
 - Correct superannuation plan based on employment type
 - 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 are 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

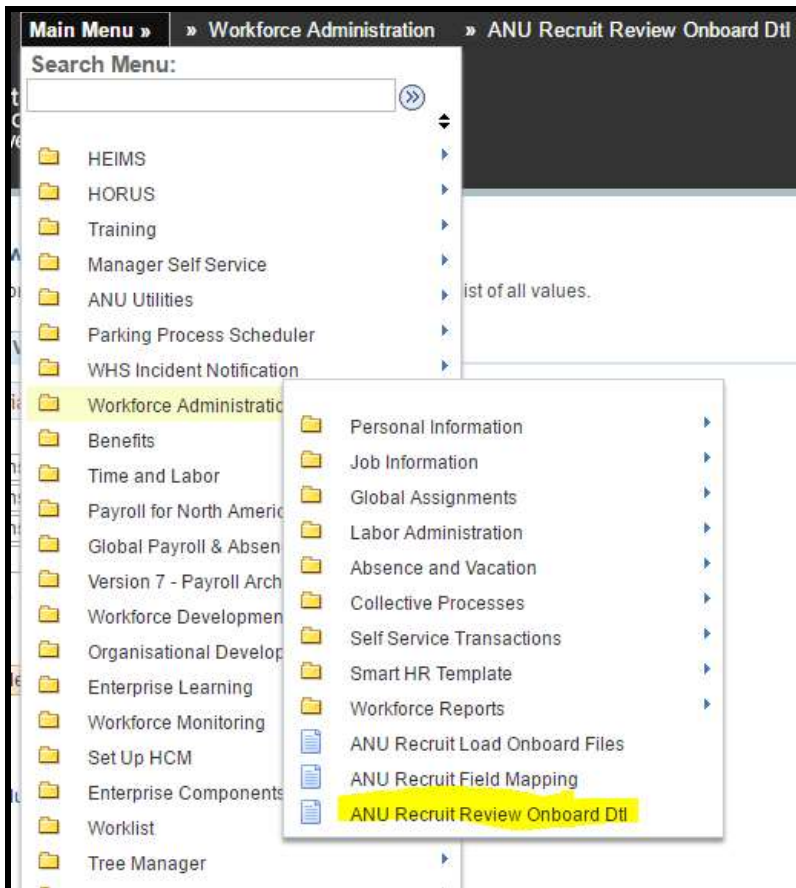
Once the background process to load information into the HRMS has run to success administrators can review the details via the following menu path:

- 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



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

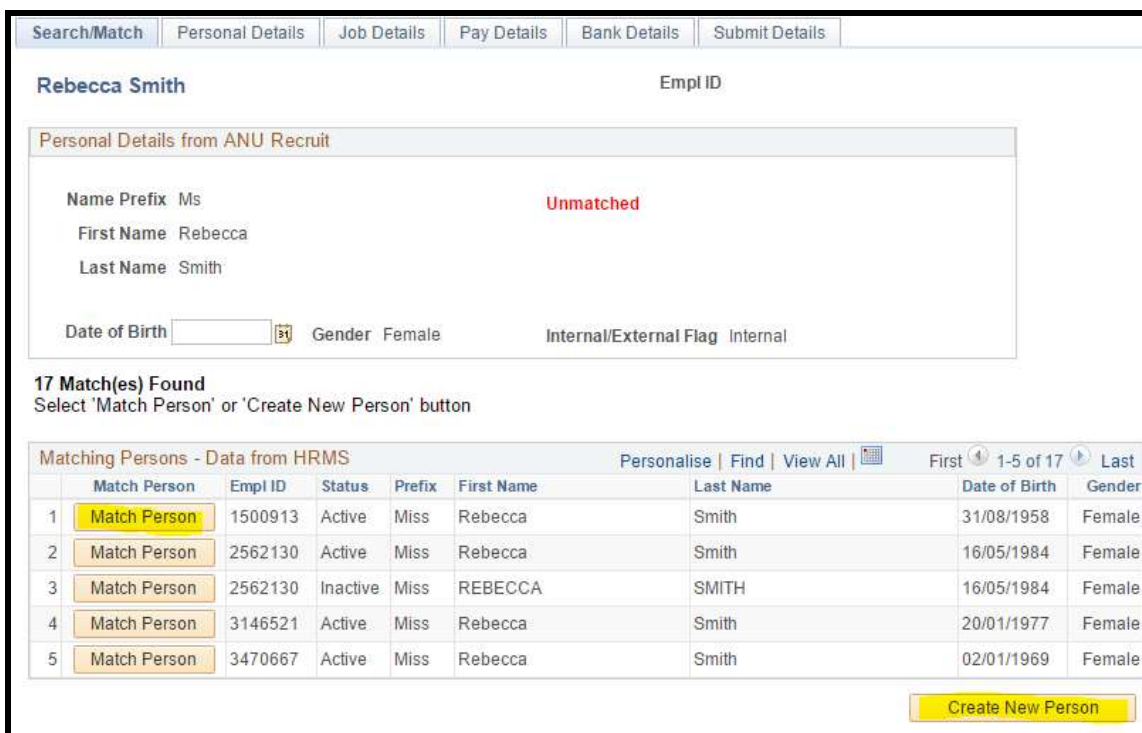
Empl ID	First Name	Last Name	Position Number	Position Description	Department	Status
(blank)	BUDDHIE	NANAYAKKARA	(blank)	(blank)	56000	Active
(blank)	Michael	Morison	00029698	Casual/Sessional Academic	63200	Active
(blank)	Mark	Bateman	(blank)	(blank)	JAG	Active
5209895	RAGUL	RAMACHANDRAN	00007860	Senior 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 | Personal Details | Job Details | Pay Details | Bank Details | Submit Details

Rebecca Smith Empl ID

Personal Details from ANU Recruit

Name Prefix Ms Unmatched

First Name Rebecca

Last Name Smith

Date of Birth Gender Female Internal/External Flag Internal

17 Match(es) Found
Select 'Match Person' or 'Create New Person' button

Matching Persons - Data from HRMS Personalise | Find | View All

	Match Person	Empl ID	Status	Prefix	First Name	Last Name	Date of Birth	Gender
1	Match Person	1500913	Active	Miss	Rebecca	Smith	31/08/1958	Female
2	Match Person	2562130	Active	Miss	Rebecca	SMITH	16/05/1984	Female
3	Match Person	2562130	Inactive	Miss	REBECCA	SMITH	16/05/1984	Female
4	Match Person	3146521	Active	Miss	Rebecca	Smith	20/01/1977	Female
5	Match Person	3470667	Active	Miss	Rebecca	Smith	02/01/1969	Female

[Create New Person](#)

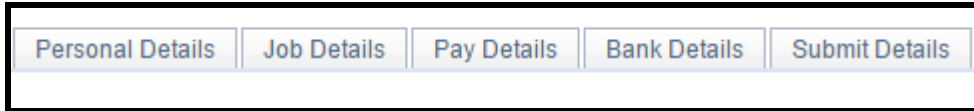
Search - Match functionality is designed to prevent the creation of duplicate Id's within the HRMS.

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.

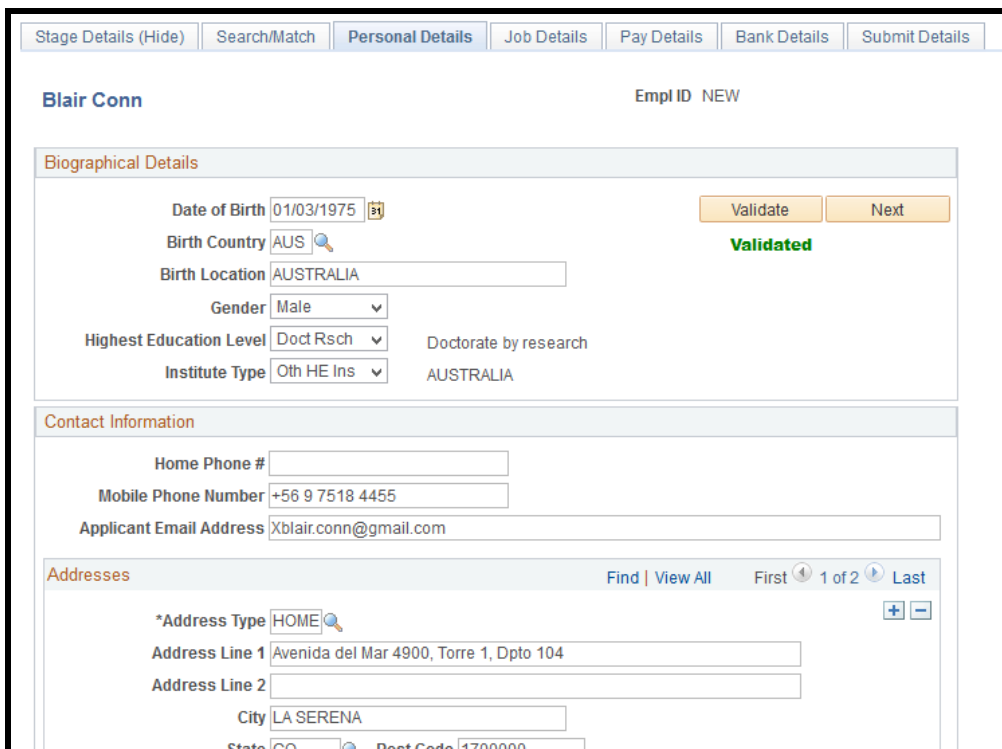


Note that if an individual has been <Matched> as opposed to <Create New Person>, only the Job and Pay Details page, see image below, will be available to the administrator. This is due to the fact that all other details already exist in the HRMS.



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.



Stage Details (Hide) | Search/Match | **Personal Details** | Job Details | Pay Details | Bank Details | Submit Details

Blair Conn Empl ID NEW

Biographical Details

Date of Birth: 01/03/1975
 Birth Country: AUS **Validated**
 Birth Location: AUSTRALIA
 Gender: Male
 Highest Education Level: Doct Rsch Doctorate by research
 Institute Type: Oth HE Ins AUSTRALIA

Contact Information

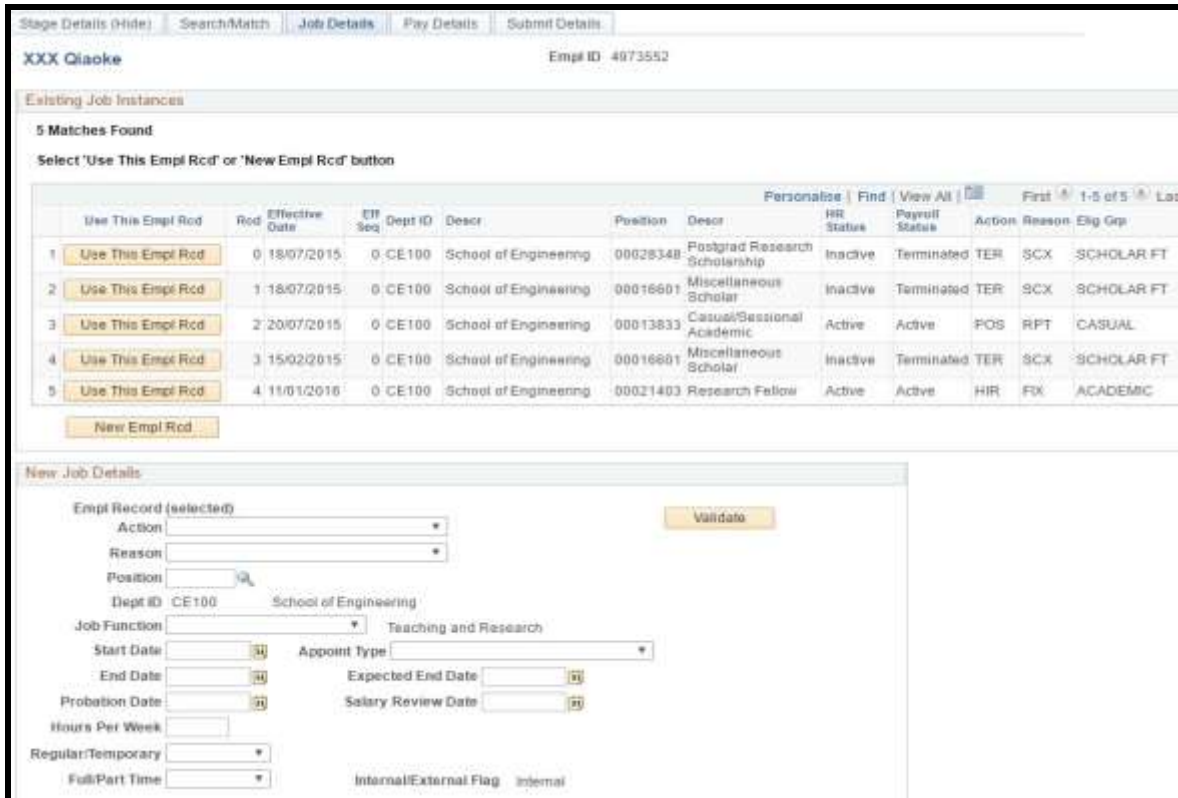
Home Phone #:
 Mobile Phone Number: +56 9 7518 4455
 Applicant Email Address: Xblair.conn@gmail.com

Addresses Find | View All | First 1 of 2 Last

*Address Type: HOME
 Address Line 1: Avenida del Mar 4900, Torre 1, Dpto 104
 Address Line 2:
 City: LA SERENA
 State: CO Post Code: 1700000

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.



Stage Details (Hide) | Search/Match | Job Details | Pay Details | Submit Details

XXX Qlaoke | Emp ID: 4973552

Existing Job Instances

5 Matches Found

Select 'Use This Empl Rcd' or 'New Empl Rcd' button

	Use This Empl Rcd	Rcd	Effective Date	Emp Seq	Dept ID	Descr	Position	Descr	HR Status	Payroll Status	Action	Reason	Elig Gp
1	Use This Empl Rcd	0	18/07/2015	0	CE100	School of Engineering	00028348	Postgrad Research Scholarship	Inactive	Terminated	TER	SCX	SCHOLAR FT
2	Use This Empl Rcd	1	18/07/2015	0	CE100	School of Engineering	00016601	Miscellaneous Scholar	Inactive	Terminated	TER	SCX	SCHOLAR FT
3	Use This Empl Rcd	2	20/07/2015	0	CE100	School of Engineering	00013833	Casual/Seasonal Academic	Active	Active	POS	RPT	CASUAL
4	Use This Empl Rcd	3	15/02/2015	0	CE100	School of Engineering	00016601	Miscellaneous Scholar	Inactive	Terminated	TER	SCX	SCHOLAR FT
5	Use This Empl Rcd	4	11/01/2016	0	CE100	School of Engineering	00021403	Research Fellow	Active	Active	HIR	FX	ACADEMIC

[New Empl Rcd](#)

New Job Details

Empl Record (selected): [Validate](#)

Action:

Reason:

Position:

Dept ID: CE100 School of Engineering

Job Function: Teaching and Research

Start Date: Appoint Type:

End Date: Expected End Date:

Probation Date: Salary Review Date:

Hours Per Week:

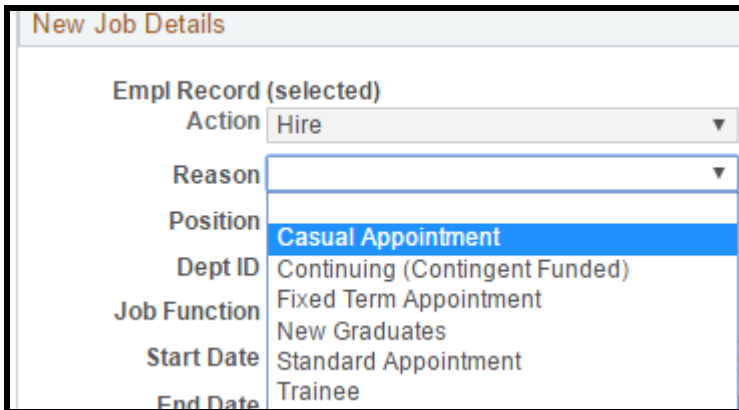
Regular/Temporary:

Full/Part Time: Internal/External Flag: Internal

If the individual has been matched against an existing Employee Id then the <Action> options available to the administrator are:

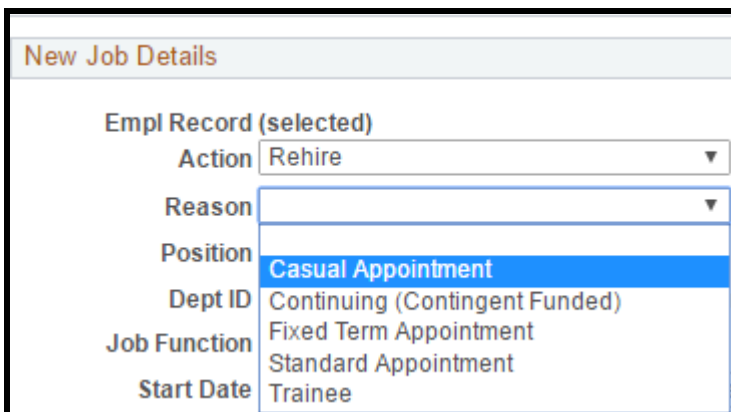
- Hire (in case of a new employment record)
- Rehire, used if all existing records are terminated
- Job Conversion
- Data Change
- Transfer (to be used in cases where the employee is being transferred to a different position but is not an instance of Higher Duties)

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



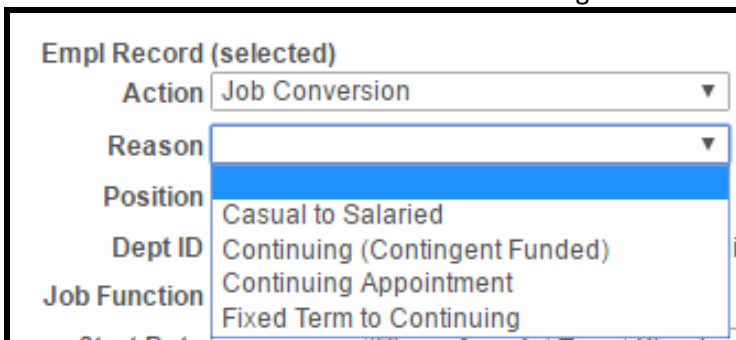
New Job Details	
Empl Record (selected)	
Action	Hire
Reason	
Position	Casual Appointment
Dept ID	Continuing (Contingent Funded)
Job Function	Fixed Term Appointment
Start Date	New Graduates
End Date	Standard Appointment
	Trainee

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



New Job Details	
Empl Record (selected)	
Action	Rehire
Reason	
Position	Casual Appointment
Dept ID	Continuing (Contingent Funded)
Job Function	Fixed Term Appointment
Start Date	Standard Appointment
	Trainee

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



Empl Record (selected)	
Action	Job Conversion
Reason	
Position	Casual to Salaried
Dept ID	Continuing (Contingent Funded)
Job Function	Continuing Appointment
	Fixed Term to Continuing

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

Empl Record (selected)	
Action	Data Change
Reason	
Position	CCF Exp Job End Date Change
Dept ID	Contract
Job Function	Conversion
Start Date	Extension Fixed Term App't
	Temporary Transfer Extended

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

New Job Details	
Empl Record (selected)	
Action	Transfer
Reason	
Position	Fixed Term Appointment
Dept ID	Permanent Transfer
Job Function	Temporary Transfer

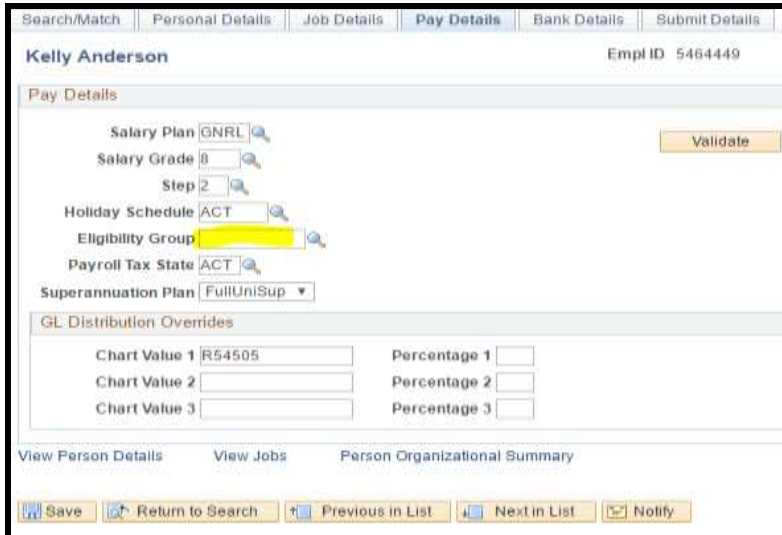
Note: The Onboarding Functionality should not be used when an applicant is on Higher Duties. This functionality is limited to <Transfers>

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

Message
Warning -- This functionality should not be used for Higher Duties. (24100,6)
Temporary Transfers should only be used where the employee is moved into a position temporarily and is paid the default pay components for that job code.
OK

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.



Kelly Anderson Empl ID 5464449

Pay Details

Salary Plan: GNRL
 Salary Grade: 8
 Step: 2
 Holiday Schedule: ACT
 Eligibility Group: [Redacted]
 Payroll Tax State: ACT
 Superannuation Plan: FullUniSup

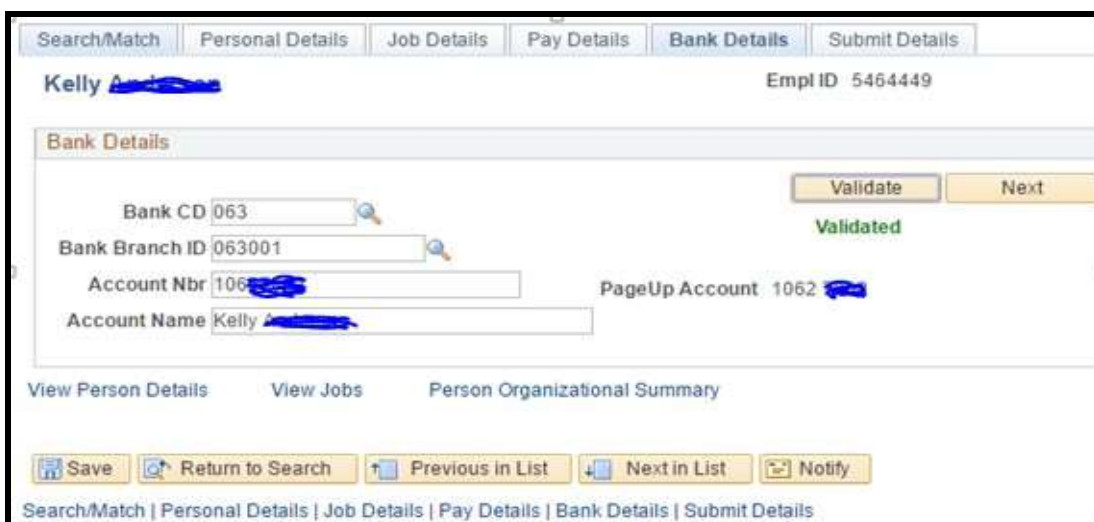
GL Distribution Overrides

Chart Value 1	R54505	Percentage 1	<input type="checkbox"/>
Chart Value 2		Percentage 2	<input type="checkbox"/>
Chart Value 3		Percentage 3	<input type="checkbox"/>

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

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.



Kelly Anderson Empl ID 5464449

Bank Details

Bank CD: 063
 Bank Branch ID: 063001
 Account Nbr: 106
 Account Name: Kelly
 PageUp Account: 1062

Status: Validated

Buttons: Validate, Next

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

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.

Search/Match
Personal Details
Job Details
Pay Details
Bank Details
Submit Details

Kelly Anderson Empl ID 5464449

Validation Check ?

Personal Details
Job Details
Pay Details
Bank Details

Call Component Interfaces

Load Personal Data
Status:

Load Job and Pay Details
Status:

Load Bank Data
Status:

Load All

Save
 Return to Search
 Previous in List
 Next in List
 Notify

[Search/Match](#) | [Personal Details](#) | [Job Details](#) | [Pay Details](#) | [Bank Details](#) | [Submit Details](#)

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.

Validation Check ?

Personal Details
Job Details
Pay Details
Bank Details

Load to HRMS

Load Personal Data
Status:
 Create Pre-Employee

Load Job and Pay Details
Status:

Load Bank Data
Status:

Load All

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>,

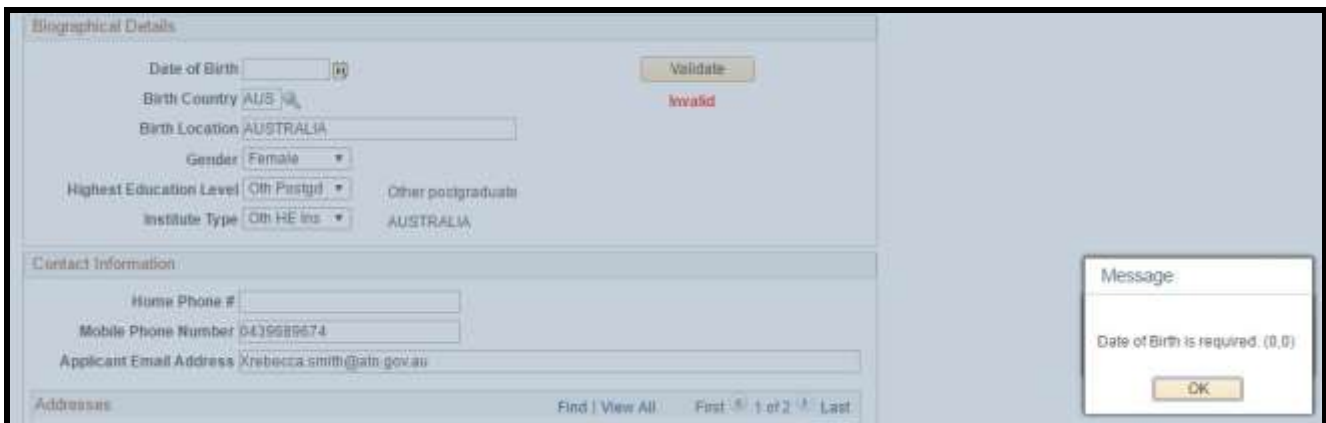
For all workload splits generated as part of the Onboarding process a comment will be recorded indicating that the split was 'Generated as part of the hire process'.

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

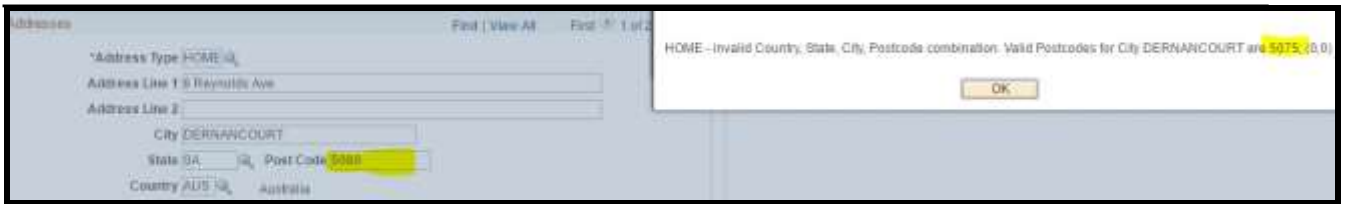
During validation error messages will appear when mandatory data is missing or misaligned, see images below.



The screenshot shows a web form with the following fields and values:

- Biographical Details:**
 - Date of Birth: [Empty]
 - Birth Country: AUS
 - Birth Location: AUSTRALIA
 - Gender: Female
 - Highest Education Level: Oth Postgrd
 - Institute Type: Oth HE ins
- Contact Information:**
 - Home Phone #: [Empty]
 - Mobile Phone Number: 0439988674
 - Applicant Email Address: xrebecca.smith@anu.gov.au

A validation error message is displayed: "Date of Birth is required. (0,0)".



The screenshot shows an address form with the following fields: Address Type (HOME), Address Line 1 (3 Reynolds Ave), Address Line 2, City (DERRANCOURT), State (SA), Post Code (5088), and Country (AUS). A warning message is displayed in a yellow box: "HOME - Invalid Country, State, City, Postcode combination. Valid Postcodes for City DERRANCOURT are 5075, 5080". An "OK" button is visible below the message.

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.



Warning
Field: HOME_PHONE - Value adjusted - from: 0414859868 to (04)1485-9868