HRMS Student Positions

Fall 2009

human resource management system
Overview/Class Objectives

- Part 1: Presentation - Introduction to student positions in HRMS
  - New concepts and processes
  - Pooled position/incumbent relationship
  - Pooling best practices
  - Knowledge Check
Overview/Class Objectives

• Part 2: Hands-on HRMS – Manage student positions
  • Pooled/non-pooled
  • Work-Study/non Work-Study
  • Modify positions, incumbents, funding
  • Assign/mass assign/separate
  • Create new positions
New concepts and processes: General

• More audits on creator desk
  • Begin and end dates for assignments
• All student assignments must have an end date
• In association with the end date:
  • Separation reason is required and defaults to “end of assignment”
  • Reemployment recommendation is required and defaults to “eligible for reemployment”
New concepts and processes: General

- Tuition assistance will appear on incumbent view
- Account for tuition remission is an optional field
  - Informational purposes only; no transaction is generated
- Departmental coding available in HRMS
New concepts and processes: General

- **Default Account**
  - Account(s) set up that allow an assignment to be processed to completion even if the assignment has no funding.
  - To be used sparingly, intended to be used as a last resort option at payroll processing time.
New concepts and processes: Work-Study

- Position’s job code must be Work-Study (WS) eligible
- HAWS document is being replaced by HRMS
- Assignment of incumbent can include WS and non WS dates
- Attribute of the incumbent’s assignment
  - Visible on incumbent view
New concepts and processes: Work-Study

- WS documents route to WS office for processing
- Can view WS and non-WS assignment on the incumbent page
- Modifications, including separations
  - Handled one by one, no mass modify or separation
New concepts and processes: Pooling

- Pooling allows many assignments to a single position
- Incumbents must share same job code, pay type, account, workdays to belong to the same pool
- Student titles are eligible for pooling
  - **Example:** Lifeguard
New concepts and processes: Pooling

- Cannot reclassify a pooled position
- Attributes controlled at position level:
  - Security sensitive
  - Recommended number of incumbents
- Attributes controlled at incumbent level:
  - Direct Reports to, rate, hours per week, Work-Study
- Mass assign up to 35 incumbents at a time
- Can include WS and non WS in the pool
Pooled position/incumbent relationship

Pooled Position
Job Code 0074
Pay type: Hourly
Account 14-0210-0010
Number of incumbents – 3
Max hours per week - 19

Reports to promano
$8.50/hr
15 hours per week

Reports to gandyd
$9.00/hr
18 hours per week

Reports to knauthce
$7.75/hr
12 hours per week
Pooling Best Practices

- Before creating a new position, check to see if the position was created in the data conversion.
- Data conversion will create some very large pools.
- Consider limiting the maximum number of assignments to a pool.
  - Example: Create position pools for lifeguards depending on what pool they work at
- Managing large pools could become cumbersome.

HRMS
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Knowledge Check - Pooling

1. What is pooling?

2. There are four attributes positions must have in common before they can be pooled. What are the four?

3. Can you reclassify a pooled position?

4. Can you do mass assignments to a pooled position?

5. Can you do mass incumbent modifications (such as separate) on a pooled position?
Questions?
A word about the test environment

• We are using a test environment called QUAL
• Data is real but not live
• Changes made in QUAL do **NOT** affect data in production
• QUAL is refreshed once a month with current production data
• Open Firefox browser

https://qual.its.utexas.edu/hrmsd

• Log in with EID and EID password
Class Survey

http://tinyurl.com/hrmstraining