

HRMS Student Positions

Fall 2009

HRMS

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

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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.

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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?

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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

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Class Survey

<http://tinyurl.com/hrmstraining>

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