

Common Process Outcomes & Recommendations Report

Common Process	VC02 New Hire
Workshop Date	April 26 - 28, 2017
Submitted to Governance	June 1, 2018
Working Group Review & Acceptance	Reviewed June 13, 2018 - Approved to Send to Steering Committee
Steering Committee Review & Acceptance	

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1. Scope

The employee New Hire Common Process begins with a job applicant accepting a job offer and ends with the employee setup completed in HCM HR Core. This value chain workshop does not include Payroll module specific steps that are part of the Payroll Process.

2. Participants

Workshop participants included 40 subjects-matter experts from :

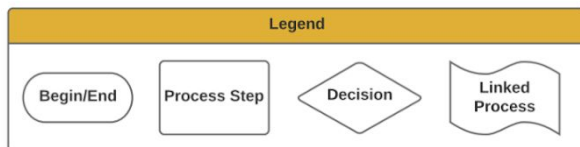
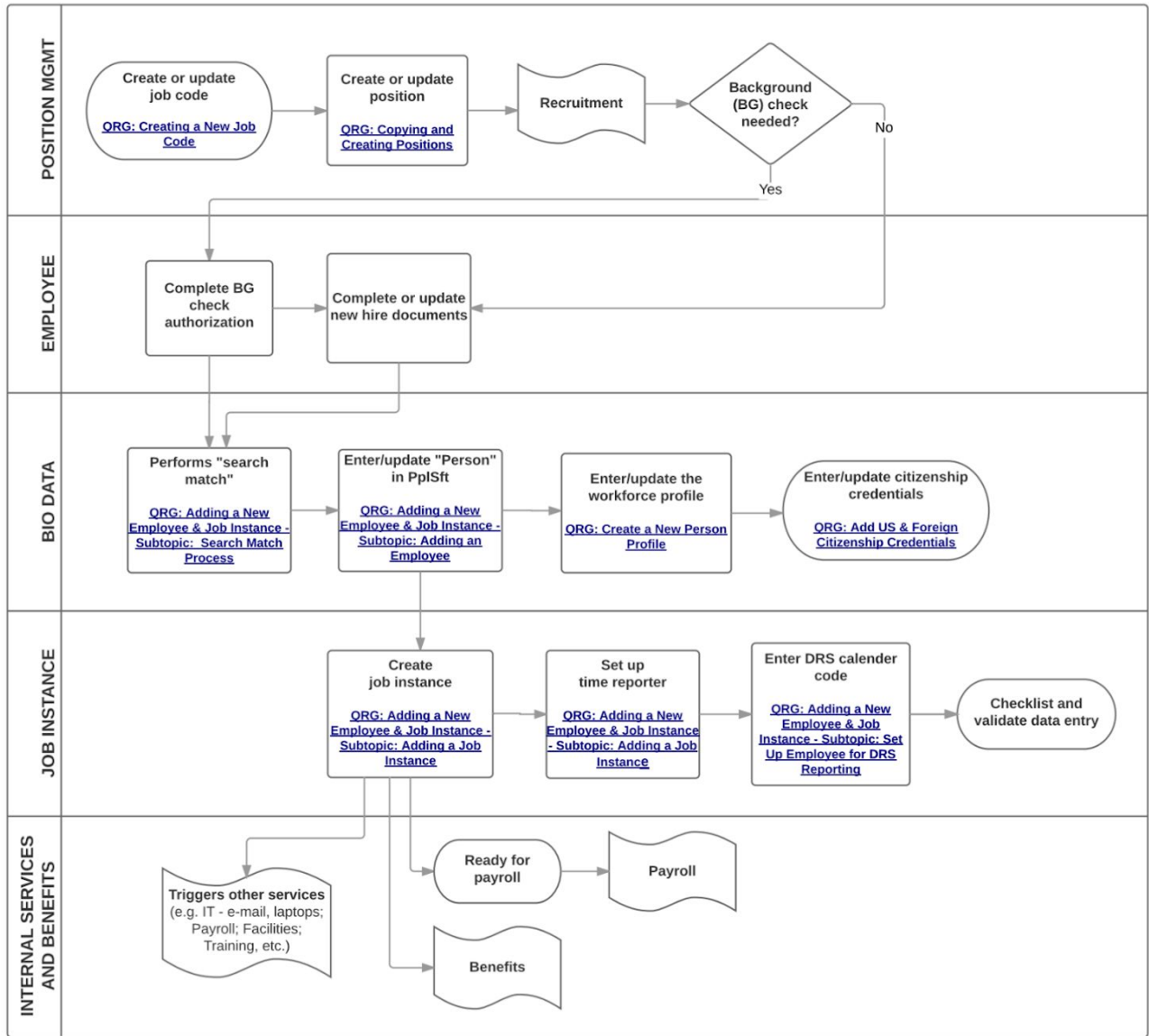
Bates	Edmonds	Peninsula	Spokane
Bellevue	Everett	Pierce College FS	Spokane Falls
Bellingham	Grays Harbor	Pierce College Puyallup	Tacoma (<i>online</i>)
Big Bend (<i>online</i>)	Green River (<i>online</i>)	Renton	Walla Walla
Cascadia	Highline	Seattle Central	Wenatchee
Centralia	Lake Washington	Shoreline	Whatcom
Clark	Lower Columbia	Skagit Valley	Yakima
Clover Park	North Seattle	South Puget Sound	SBCTC Agency

Columbia Basin	Olympic	South Seattle	
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3. Common Process

Common Process map attached:

NEW HIRE WORKSHOP (TESTED & VALIDATED)



4. Follow-up Items / Recommendations

During this workshop, participants reached several agreements related to the New Hire process. These recommendations and agreements include:

Use of Talent Acquisition Manager (TAM): Participants recognized that implementing TAM may provide significant value to the New Hire Process and that integration of recruiting and hiring systems is key to ERP benefits realization. Achieving this integration, and making decisions regarding how TAM fits with the New Hire Process, will require developing a better understanding of the functionality and constraints of the system.

In discussing how the TAM Module and New Hire Process are connected participants considered that:

- Pulling applicant data directly from TAM to HR Core would significantly reduce the data entry time per hire.
- Aligns the hiring process and data with recruitment process and data. On the process side, this allows TAM to serve as the approval flow for hiring. Using TAM would also ensure consistency in recruitment job data and hiring job data.
- However, TAM may lack recruiting functionality that (in comparison to NeoGov) would result in a net efficiency loss for some colleges.

Approval of this recommendation would direct the ctcLink project staff to prepare to support a TAM common process development workshop.

Update: We held a Talent Acquisition & Recruiting Common Process Workshop in February 2018, which completes this recommendation. However, we have not been able to complete testing on the TAM Common Process because the test instance was not setup for full TAM functionality. Status of TAM testing is tracked with that Common Process.

Employee Self-Service: As a rule, participants preferred to activate and use as much employee and manager self-service as possible - including completing hiring forms online where possible.

Approval of this recommendation would recognize that colleges, as a rule, prefer to activate employee and managerial self-service, knowing that this will often require cultural and organizational change management at the college level.

Update: We have scheduled a Common Process workshop focused on HCM employee self-service for August 2018.

Background Checks: The group made background checks for all employees an optional route in the process map. Standardizing this policy was not necessary to create a common process.

Person Profile: Creating a person profile adds detail educational background to an employee

record - allowing for reporting degrees, areas of study, etc. Participants decided to include completing the person profile as a best-practice.

Citizenship Credentials: This is a space in HCM to track basic passport/identification information, but it does not replace need for a completed I9 form. Participants included this step as a best-practice for storing passport/work authorizations with expirations dates to be able to report on when the college will need to verify new documents.

Out of State Taxes: Participants raised concerns that ctclink as presented did not include the capability to calculate and process out of state payroll tax liabilities and payments for employees residing in other states. Participants requests this decision be re-visited by the Governance Board and a commitment confirmed that ctclink will be compliant with all related payroll tax laws and obligations.

Update: Functionality is available in ctclink and it will be rolled out during Deployment 2 implementation.

Colleges will have to be registered with every state. Because Legacy does not support this, it will have to be done at Go-Live.

5. Voting Records

Voting to accept the developed New Hire Common Process was conducted by voice vote. Participants adopted the New Hire Common Process unanimously without dissent. College-by-college votes were not requested or recorded during proof-of-concept workshops.

After the workshop, participants reviewed and revised the specific wording of the recommendations over email and WebEx.

Executive Sponsor Luke Robins was present during final process walkthrough and acceptance.

6. Testing Records

New Hire Common Process Testing was successfully completed in TR1 in 2017. Testing did not include any interaction with TAM or Payroll.

Five colleges participated in testing, and submitted seven Quick Reference Guide revisions, all of which were completed.