



June 11, 2007

MEMORANDUM

TO: Deans, Chairs, Vice Presidents, and Directors
HRPartners

CC: DCATS
HCM Upgrade Team

FROM: Brett L. Morris
Assistant Vice President for Human Resources

SUBJECT: Hiring of Employees
(OHR 2007-027)

The implementation of Oracle's PeopleSoft Human Capital Management 8.9 (HCM) on July 5, 2007, will result in changes in the way newly hired employees are processed.

Current Procedures: Departments currently are responsible for data entry into the HRMS system of all new employee hire information. Paper forms and/or electronic mail messages must be exchanged between the hiring department, the Office of Human Resources (OHR) and other administrative departments to assure new employees are set-up for Health Science Center services, e.g., electronic mail accounts, parking, identification badges, etc.

Procedures after Implementation on July 5, 2007: Departments will continue to manage position funding for employees. However, now OHR will be responsible for entering the biographical and job data information for new employees into HCM.

Advantages of Change: The new hiring process will result in a number of advantages for departments.

1. OHR will enter the biographical and job data for each new hire into HCM, which will streamline the process and relieve departments from having to do the data entry.

2. The notification process will be simplified and streamlined because when OHR completes the new hire transaction, HCM sends notification to the requesting department's administrative e-mail inbox
3. Data integrity will be maximized and the error rate minimized when processing a new hire because one unit within OHR will be performing all data entry.
4. The need for ongoing department training will be minimized because of the centralized approach of the data entry for new hires by OHR.
5. The centralized approach will minimize the problem of duplicate employee identification numbers within the system.

Departmental Challenges: None

Implementation: Use of this new hiring process will begin on Thursday, July 5, when HCM goes live.

Questions: Please contact the Office of Human Resources at 567-2600 should you have any questions. Thank you.

OHR 2007-27