



June 13, 2007

M E M O R A N D U M

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

CC: DCATS  
HCM Upgrade Team

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

SUBJECT: Person Model  
(OHR 2007-028)

The implementation of Oracle's PeopleSoft Human Capital Management 8.9 (HCM) will result in changes to the way in which an individual's relationship to the Health Science Center is defined.

**Current Procedures:** Departments currently process transactions for two broad categories of individuals: **employees and non-employees**. When managing non-employee transactions, departments must complete a Non-Employee Appointment Form for the individuals who are to become affiliated with the Health Science Center but who are not employees. The processing of non-employees varies from department to department. Consequently, there are multiple ways in which various activities such as criminal background checks are accomplished. Not all departments currently use standardized definitions of what constitutes the different types of non-employees, resulting in data integrity issues.

**Procedures after Implementation on July 5, 2007:** Every individual affiliated with the Health Science Center will fall into one of two broad categories with the HCM 8.9 Person Model. An individual will either be an **employee** or a **"person of interest" (POI)**. The determination by each department of the category into which an individual

should be placed will be based on common definitions applicable to all units within the Health Science Center.

1. Employees are those individuals who are appointed to positions and paid by the Office of Payroll Services.
2. POIs are those persons who fall into any one of several categories of voluntary relationships with the Health Science Center. Descriptions of the POI categories are found at the end of this memorandum. Departments will initiate the new POI process by submitting the electronic Person of Interest Request Form to OHR at least 10 business days in advance of the POI's association with the University. The submission of a Person of Interest Request Form will result in the completion of a criminal background check. *[NOTE: Procedures for the appointment of adjunct and clinical adjunct faculty members vary slightly and will be detailed in a future memorandum to academic departments.]* Once a successful criminal background check by UT Police has been received by OHR, the information is entered into HCM by OHR.

**Advantages of Change:** The standardization of POIs within the HCM system and the change of business procedure will result in a number of advantages to departments.

1. It will be easy to consistently identify individuals who are or who wish to become associated with the Health Science Center through use of the new standardized definitions.
2. Processing POIs will be more efficient and require less data collection and data entry.
3. The Non-Employee Appointment Form will be replaced by an electronic request form in HCM, which will result in a quicker and more efficient process. *[NOTE: Procedures for the appointment of adjunct and clinical adjunct faculty members vary slightly and will be detailed in a future memorandum to academic departments.]*
4. POIs will be associated within HCM with their related department for improved reporting capability and improved data integrity.
5. The Person Model will provide for standardized definitions for all Health Science Center POIs, the identification badges assigned to them, and a will provide for a common data base of POI data for distribution to other systems external to HCM.

**Departmental Challenges (Academic Departments Only):** *Procedures for the appointment of adjunct and clinical adjunct faculty members vary slightly and will be detailed in a future memorandum to academic departments.*

**Questions:** Please contact OHR at 567-2600 should you have any questions. Thank you.

**Person of Interest (POI) Categories:**

1. **Pre-Hire (PRE):** a person who has been hired and who will require limited access to institutional databases and other privileges of the Health Science Center prior to the actual first day on the job at the institution.
2. **Temporary Employment Agency (TMP):** a person hired through an employment agency on a temporary basis and who may require certain Health Science Center privileges, e.g., parking tag, ID badge.
3. **Adjunct Faculty (Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor) (ADJ):** Except in special circumstances, qualified individuals appointed to these titles are part-time faculty whose function is to participate in a teaching program (e.g., teaching a course or participating in the teaching of a course(s)). These titles may only be used for individuals whose functions do not include patient care. Tenure may not be granted to individuals in these positions nor may time in these positions be counted as probationary time toward tenure. Appointments to these titles are made on the recommendation of the chair with the approval of the appropriate dean, the President, the Executive Vice Chancellor for Health Affairs, and the Board of Regents. Appointments to the faculty with an adjunct title are **without a salary** and shall be for a stated period of time not to exceed one academic year. Such appointments shall terminate without notification upon expiration of the stated period of appointment. Reappointments may be offered to individuals holding these titles.
4. **Clinical Adjunct Faculty (Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Clinical Instructor) (CLA):** These titles may be used to appoint a qualified individual to either part-time or full-time service on the faculty while involved in a professional clinical experience program. Tenure may not be granted in these positions nor may time in these positions be counted as probationary time toward tenure. Appointments to these titles are made on the recommendation of the chair with the approval of the appropriate dean, the President, the Executive Vice Chancellor for Health Affairs, and the Board of Regents. Appointments to the faculty with a clinical title are **without a salary** and shall be for a stated period of time not to exceed one academic year. Such appointments shall terminate without notification upon expiration of the stated

period of appointment. Reappointments may be offered to faculty members holding these titles.

5. **UT Other (UTO)**: a person who is employed by any University of Texas component institution other than the Health Science Center.
  
6. **Affiliate (AFF)**: a person (1) who is not an employee of the Health Science Center and who may require certain Health Science Center privileges, e.g., parking tag, ID badge, etc. and (2) who does not fall into one of the other five categories. Examples of affiliates include but are not limited to the following:
  1. A person who volunteers to perform civic, charitable, or humanitarian services for the Health Science Center, provided that:
    - a. There is no promise or expectation of compensation or employment for services rendered;
    - b. Such services are not the same type of service the individual currently performs or previously performed for the Health Science Center;
    - c. Such services are not the same as those for which the Health Science Center typically compensates employees to perform; and
    - d. Such services are low risk and present minimal liability to the Health Science Center and are considered non-essential and non-critical to the operations of the department.
  2. A person in an affiliated organization with signature authority on Health Science Center accounts.
  3. A visitor including a visiting professor or an international visitor.
  4. An observer.
  5. A person participating in an independent study mentorship.
  6. A person who is a principal investigator and not an employee of the Health Science Center and who has the responsibility for the conduct of a project.
  7. A representative from an organization that conducts animal research on campus and, upon approval by the Institutional Animal Care and Use Committee (IACUC), contracts with the Health Science Center for the purposes of conducting research using Health Science Center property.
  8. A person who is a registered student at the high school, college, or university level and is placed through special academic programs to conduct science projects, learn from and observe Health Science Center operations, serve an internship, or to complete a degree program for bachelor's, master's or doctorate level programs.

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