



July 9, 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: Temporary Employment Agency Person of Interest On-Boarding
Process
(OHR 2007-039)

The implementation of Oracle's PeopleSoft Human Capital Management 8.9 (HCM) will result in changes to the on-boarding process for individuals whose services are provided through a temporary employment agency. Such individuals are categorized as a Person of Interest (POI) as described in OHR 2007-028 Person Model (available at http://www.uthscsa.edu/HR/comm_pdfs/0607_028.pdf).

Current Procedures:

1. Departments request authorization from the Purchasing Office (Purchasing) to submit an on-line requisition for a temporary employee.
2. Purchasing approves the request and designates an Authorized Department Representative (ADR) to submit an online **Standard Temporary Employee Request Form** to the contracted temporary employment agency (Ingenesis Inc.).
3. Ingenesis initiates and forwards the **Temporary Employee Assignment Form** to the UT Police.

4. UT Police performs the sanction and security background check. The results are forwarded to Ingenesis, the Office of Human Resources (OHR), the UT Police Parking Unit, and the ADR via email.
5. The ADR and the ACE initiate applicable forms as needed for application security, file share access, domain or email access, etc.
6. OHR enters data about the non-employee into the HRMS system.

Procedures after Implementation on July 5, 2007:

1. Departments begin the process by ensuring they have an Authorized Department Representative (ADR) who is authorized by Purchasing to submit an on-line requisition for a temporary employee. To obtain an ADR, departments must submit an **Authorized Department Representative (ADR) Request Form** to Purchasing. The form is available at <http://www.uthscsa.edu/business/purchasing/Forms.html>.
2. Purchasing, in coordination with Ingenesis, will provide the ADR access to the Ingenesis' on-line **Standard Temporary Employee Request Form**.
3. Ingenesis then initiates and forwards the **Temporary Employee Assignment Form** to the ADR. This form contains the required POI information for data entry into HCM.
4. The ADR and the ACE will submit a **Person of Interest (POI) Request Form** in HCM.
5. Upon completion of the **Person of Interest (POI) Request Form**, workflow emails will be generated to:
 - a. UT Police to perform the sanction and security background check
 - b. OHR to process the POI in HCM
 - c. Environmental Health and Safety (EH&S) to determine if the individual will be working with selected agents and safety training.
6. The ADR and the ACE initiate applicable forms as needed for application security, file share access, domain or email access, etc.

Advantages of Change:

1. The responsibility to assure accurate employee information is shifted from the department to OHR and UT Police.
2. The POI on-boarding process will result in improvement to the timing of changes and will provide greater data integrity.

Departmental Challenges:

1. Departments must ensure that Ingenesis provides the required information for completion of the **Person of Interest (POI) Request Form**.
2. Departments must submit the **Person of Interest (POI) Request Form** in a timely manner.

Additional Information: Please see http://www.uthscsa.edu/hr/poi_flowchart.ppt for a flowchart of the **Temporary Agency Person of Interest On-Boarding Process**.

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

OHR 2007-039