HR Priorities
Culture  ~  Talent  ~  Health and Wellness  ~  Streamlining and Efficiency

HR Project Descriptions – DRAFT

January 2012

1. **Integrated Disability Database** – Replace existing database which can no longer support volumes of information inputted daily. Current vendor contract ends March 2012. (Nancy Campbell)

2. **eBenefits** – Roll-out PeopleSoft’s eBenefit functionality. (Nancy Campbell)

3. **Compensation and Classification** – Thorough review and modification of our compensation and classification structure. (Lori Barreras)

4. **Benefits Database Consolidation** – Replace most of our current database systems with applications integrated with each other or with existing applications in order to achieve efficiency of processes. (Nancy Campbell)

5. **Employee Self-Service** – Roll-out PeopleSoft Employee Self Service and reduce manual personal data change paper form submission by 60% by end of fiscal year 2013. (Julie Snyder)

6. **Talent Acquisition Strategy** – Complete a comprehensive review of the entire spectrum of the Talent Acquisition life-cycle (employment branding, and application experience, sourcing for candidates, selection and identification methodologies, and the offer process), and create a one-university approach to talent acquisition where appropriate. (David Green)

7. **On Boarding** – Review all aspects of the on boarding experience and create a one-university approach to the on boarding process. (David Green)

8. **Talent Report for Leaders** – Create a set of reports for Senior Leaders and HR Directors that contain key information about our talent. (Lori Barreras)

9. **Leadership and Learning - Strong Start (name under review)** – Classroom-based onboarding experience for leaders (except top 250) who are new to the university. (Jim Smalley)

10. **Performance Management** – Develop, vet and roll-out consistent performance management practices. (Jim Smalley)

11. **HR System/Technology Decisions** – Determine university-wide direction related to an HR System. (Julie Snyder)

12. **FSA Outsource** – Increase service offerings and satisfaction by utilizing an outsourced vendor for Flexible Spending Account administration. (Nancy Campbell)
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13. **Benefits Billing** – Implement a policy change that provides for the consistent collection of the employee’s cost of benefit coverage while on a leave of absence; establish a system/procedure to generate “invoices” for the amount of benefit premiums owed by employees and to track payments when they are received. (Nancy Campbell)

14. **HR System Data Quality Assessment** – Perform a comprehensive assessment of the quality of data within the HR system and an analysis of how errors surface. Identify corrective solutions to remedy the situation ongoing. (Lori Barreras)

15. **Technology Support for Reorganization** – Create technology-enabled communication channels across the HR organization; streamline processes and replace high-risk legacy systems. (Julie Snyder/Cyndi Rios)

16. **YP4H Engagement Strategy** – Mini Challenges - Individual or team challenges where participants develop their own personal challenges and goals based on individual needs (for example, stress reduction, weight management, etc.). (Nancy Campbell)

17. **Total Absence Management (TAM)** – Leverage technology to consolidate tracking and management of all types of university-sponsored absences within one centralized process. Concurrent management of all absence and leave requests ensures consistency and compliance with our leave policies as well as any applicable state and federal leave laws. (Nancy Campbell)

18. **Post-Offer Pre-Employment Screenings (POPES)** – Strengthen selection process by conducting post-offer assessments to ensure candidates for physically demanding jobs meet the functional requirements needed to be successful. (Nancy Campbell)

19. **Sequel Server Upgrade** – Install new SQL server hardware and software. The hardware our current SQL server uses is out of warranty and needs replaced. (Julie Snyder)
Onboarding 101

Do we make our new hires feel welcome?
Do we inspire pride?
Do we connect them with the big picture?
Do we show them how much they matter?
Do we collect and share stories?
Do we make our process employee-centric or employer-centric?
Do we make it easy for new hires to get the information they need?
Do we make it easy for new hires to tell us how they’re/we’re doing?
Do we have an effective mentoring program?
Do we help our managers do their part well?

"One HR is Our HR"
Why Onboard?

- As many as 15% of new employees leave their new jobs after a disastrous first day.
- Most new employees decide within the first 30 days whether they feel welcome in the organization.
- 1 in 25 people leave a new job just because of a poor or nonexistent onboarding program.
- 40% of senior managers hired from the outside fail within 18 months of hire.
- Avg. cost of turnover is 3 – 5 times the salary.

Data gathered from SHRM and Human Capital Institute.

"One HR is Our HR"
The Onboarding Business Case

2011 College Anonymous Voluntary Turnover

- Exempt: 37
- Nonexempt: 54

College Salary Budget

- $51.3M
- $12M

College Budget Turnover cost

91 staff members = $12 million OR nearly 1/4 of the college’s total staff salary budget. In 2011, 2496 regular staff voluntarily separated with Ohio State...imagine the impact.

"One HR is Our HR"
Ohio State Onboarding Project

Definition:
Onboarding at Ohio State is the experience of connecting, integrating, developing and accelerating new team members into the university. Onboarding provides a process whereby tools and resources, connections, and support come together for people to feel warmly welcomed and accepted, and become productive, engaged members of the Buckeye community. Responsibility for onboarding success is mutually shared with the new employee, the manager, HR Enterprise, mentor/buddy and the university at large.

Elements of Project Success
- Metrics
- New Employee Orientation
- Implementation
- Training
- Committed Advisory Committee
- Website
- Infrastructure
- Communication Strategy
- Adjust to Improve
- Engaged Sub Committees
- Tools

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Ohio State Onboarding Project

Project Estimated Timeline

- Spring 2012: Identify Components, Develop Strategy
- Summer/Fall: Build Infrastructure, Communicate, Train
- Winter 2013: Implement, Measure
Overview – Classification Redesign

- Design the infrastructure to support the future talent management initiatives
- Staff Feedback: Need clarity around career paths and rewards and recognition
- HR team across the university will partner to:
  - Review job titles and responsibilities
  - Group similar jobs under common titles

"One HR is Our HR"
Benefits

- Ensure consistent classification across the university
- More transparent pay ranges
- Position competencies and expectations are identified
- Create clearer career paths
- Create efficiencies
- Lays the foundation for performance management, workforce planning, professional development, and other talent management initiatives

"One HR is Our HR"
Timing

Project
• 2012-2014: Specific plans under development

Communications Timing
• April 2012 – Resources article
• Spring – Classification Redesign Website
• Ongoing – Broad-based communications