Talking Points – Admin Meeting 2/14/12

OR HR Inbox

ALL HR approvals should be sent here to ensure that requests can workflow efficiently, including position updates, reclassifications, postings, add pays, policy exceptions, etc. Anything that is deadline driven or urgent should be sent here. Other HR requests or general inquiries can be directed to a specific individual in the Business Office.

HRA

- Very similar to other “e” systems
- Supervisor driven – will work with individual units to work out workflows
- Up to 3 levels of approval – will have the ad hoc approval capability
- Keep in mind that the use of the ad hoc approval stops workflow and must be approved before the transaction can be completed.
- Training is mandatory for all users
- As the same with other “e” systems, workflow is based off home dept.
- Be thinking about how you would like set up your department.
- Similar staggered roll-out like we did for eTime.
- Everyone must be using this system by May 2012 – service center implementation.
- Let us know if you are eager to try this system