HCM - Human Resources

Human Capital Management (HCM) is the replacement of ASU’s legacy Human Resources Management System (HRMS) and is the integration of several cohesive systems that will manage all aspects of human resources activities. These include such activities as:

- Capture and record all biographic data for individuals (e.g. names, addresses)
- Track tenure, academic titles, and service dates
- Manage positions
- Track healthcare enrollments, retirement, leave plans, paid time off
- Process payroll
- Track people’s tax records, deductions, direct deposit
- Digitize paper-based processes such as the personnel action form (PAF)
- Support a more robust reporting environment
- Track timekeeping electronically

HCM - Position Management

Human Resource activities will be associated with specific actions and action reasons which will record the date and reason for the change to the employee’s record. All actions to an employee’s record is “effective dated” which means the actual date on which the event occurred.

There are several important differences between HRMS and HCM which will affect the manner in which employee data will be maintained and/or set up. Specifically, ASU has decided to implement full position management integrated with commitment accounting. What this means for management is that most employee activities (i.e. transfers, reclassifications, hiring, etc.) are directly tied to positions. In order to do any of these actions, a position must be set up including both the job attributes (title, department, reporting relationship, etc.) and account distribution. Tying human resource activities to a position will ensure maintaining data integrity in our new system because key fields on the employee record will be defaulted from the position. This means that only select fields will be available to be changed at the employee record level and are primarily associated with how the employee is being used if it is different from how the position is set up (meaning FTE, part time, shift). It may be that the position is set up as full time (1.0 FTE), but the department determines that the employee will only work part time as a .6 FTE, this can be accommodated.

Another important difference is the total integration of data on the employee record with other modules in HCM, such as benefits. Benefit plan eligibility will be determined by a set of rules associated with the type of position. The use of full-time designation will only be related to an FTE of 1.0; anything less than a 1.0 FTE in HCM will be part time. Benefit eligibility will continue if an employee is part time so long as their actual FTE is .5 or greater.
The Human Capital Management (HCM) system offers employee and manager self-service via electronic applications (eApplications) that allows employees and managers to manage their own Human Resources data. This technology improves, streamlines, and automates core HR business processes to ensure data integrity, resulting in the reduction of errors, elimination of rework, improvement of management reports, and increase in customer satisfaction. The new online eApplications include:

- eBenefits for benefits enrollments plus dependent and beneficiary updates;
- ePay for pay statements and duplicate W-2s plus direct deposit and W-4 changes;
- eProfile for employee personal data and emergency contact information;
- Manager Self Service for promotions, transfers, salary changes, reporting and location changes, and terminations;
- Position Management for new and changing positions; and
- Talent Acquisition for internal and external hires.

PeopleSoft Talent Acquisition Management (TAM) went live on December 18, 2006 and as with most implementations, we have encountered some technical issues. The implementation of PeopleSoft TAM has had challenges – not only did we shift from a manual hiring process to an automated, web-based application, but we also made changes to the hiring process. PeopleSoft TAM offers many attributes:

- Web based application – Applicants apply online
- 2 approvals required throughout the hiring process (job posting stage and offer stage)
- Shorter time to fill cycle
- Ability to view applications as soon as applicant submits it
- Applicants may receive email notifications throughout the process
- Applicants may apply to multiple positions
- Applicants have broad search capabilities
  - Job Families
  - Keywords
  - Location
- Application evaluation summary generated automatically
HCM - Benefits and eBenefits

The new HCM Benefits system automates employees’ benefits and retirement eligibility and establishes coverage beginning and end dates based on their employment information. Then eBenefits, an employee self-service module, allows employees to enroll or change their benefits online in the convenience of their home or office. Employees’ dependents and beneficiary information is available at their fingertips, too. To ensure a smooth transition, the eBenefits functionality will be introduced in two phases between July and December: New-hires, Open Enrollment, then Qualified Life Events for your important life and career changes affecting your benefits.

To automate and improve our HR business processes:

- The maximum allowable vacation leave accrual forfeiture date is the end of calendar year for all employees (commenced in January 2007).
- Employees who donate vacation can see their compassionate transfer of leave balance online.
- Leave of absence and termination codes are enhanced for management and reporting purposes.
- Employees working 50% or more due to multiple jobs are eligible for and offered retirement and benefits enrollment online.
- Most benefits will be effective the first of the pay period following qualified events and premiums will be withheld for 26 (fiscal pay) or 20 (FY08 academic pay) periods.

HCM - Time and Labor

What do these items have in common?

- Automatically Calculate Payable Time Including Overtime/Comp Time For Non-Exempt Employees
- Future Entries of Paid Time Off Accepted
- Verification of Paid Time Off Requests Against Accrual Balances
- FLSA Compliance

They are all benefits of implementing the PeopleSoft OASIS HCM Time and Labor Module. As of July 02, 2007, ASU will make the transition to utilizing this module as a way to record, calculate and process payable time.

The move will allow ASU to fully maximize the capabilities of the PeopleSoft OASIS Human Capital Management (HCM) system, and enhance the university community with “best practices” human resources services.

As we move closer to July 02, 2007, please watch for pertinent information and announcements regarding training, policies and procedures!
HCM - Payroll

Payroll is the center of the Human Capital Management (HCM) universe. The implementation teams Talent Acquisition Manager (TAM), HR, benefits, e-applications, and time and labor are working extremely hard to ensure that system setup and data conversion is flawless, but the final exam consists of a perfect paycheck for every employee. Expect some bumps in the road but rest assured The Office of Human Resources is committed to success.

PeopleSoft Human Capital Management represents change for the entire university. The bi-weekly lagged payroll and positive punch for all non-exempt employees are the two changes with the most significant impact. With proper planning and a positive attitude the burden can be minimized.

Employee-self-service is an exciting addition. Employees will now be able to view checks and advices online, make changes to W-4 forms, request direct deposit, and make changes to personal data. It is important for employees to make changes to their secondary direct deposit amounts and additional federal tax withholding to correspond with the new pay schedule. In addition, employees need to ensure that automatic payments from bank accounts are rescheduled accordingly.