



FastFacts Feature Presentation

August 30, 2017

To dial in, use this phone number and participant code...

- Phone number: 888-651-5908
- Participant code: 182500

To participate via VoIP...

- You must have a sound card
- You must have headphones or computer speakers



Today's Topic

- We'll be taking a look at...

SuccessFactors Recruitment:
Overview for ISR Initiators and Approvers



Today's Presenter

- Nicole Walker
Project Manager, HR/Payroll Shared Services





Session Segments

- Presentation
 - Nikki will address the changes to the JHU Position ISRs as they relate to the rollout of SuccessFactors Recruitment.
 - During Nikki's presentation, your phone will be muted.
- Q&A
 - After the presentation, we'll hold a Q&A session.
 - We'll open up the phone lines, and you'll be able to ask questions.
 - Nikki will answer as many of your questions as time allows.



Contact Us

- If you would like to submit a question during the presentation or if you're having technical difficulties, you can email us at: fastfacts@jhu.edu



Survey

- Survey
 - At the end of this FastFacts session, we'll ask you to complete a short survey.
 - Your honest comments will help us to enhance and improve future FastFacts sessions.



How to View Full Screen

A screenshot of a web browser window titled 'Opening Loop'. The browser's address bar shows 'JOHNS HOPKINS'. The main content area displays the text 'Welcome to FastFacts!' and 'A Web-Based Learning Experience'. In the top right corner of the browser window, there is a toolbar with buttons for 'Draw', 'Stop Sharing', and a full screen icon (four arrows pointing outwards). A red arrow with the text 'Click Here' points to the full screen icon. The full screen icon is highlighted with a red box.

Welcome to FastFacts!

A Web-Based Learning Experience



SuccessFactors Recruitment: Overview for ISR Initiators and Approvers



Agenda

- Overview of the SF Hiring Process
- Changes to the JHU Position Type ISRs
- Identifying which Position ISR to use
- Overview of the Auto Upload program for JHU Position Maintain ISRs
- Brief review of the new SuccessFactors (SF) reports in Analysis
- How to identify your “Master” position
- Navigating the Business Workplace
- Changes to the Hire ISR process
- Common Q&As
- Helpful job aids
- Contact information



Overview of the SF Hiring Process





Changes to the JHU Position Type ISRs

- The following JHU Position ISRs can be used to generate a requisition in SuccessFactors Recruitment:
 - JHU Position Create
 - JHU Position Copy
 - JHU Position Maintain

- Updates made:
 - Position Status Box -- Updates dependent on this box
 - Position Budget information
 - SF Requisition fields
 - Position Cost Distribution
 - Approver 1 and 2 requirements
 - Title of the ISR will change to JHU REC, only in the Business Workplace (i.e., JHU REC- OM JHU Position Create)



Changes to the JHU Position Type ISRs

- Approver 1 and 2 will both be required if you are intending to create a requisition.

Approver Details	
Begin Date	09/01/2017
Approver 1	<input type="text"/>
Approver 2	<input type="text"/>

- Approver 1 = Compensation person for your area.
- Approver 2 = Budget approval person for your Dept./Division or School. This is the person who is authorized to make the approvals for salary.



Changes to the JHU Position Type ISRs

- **Approver 1 (Compensation person in your area)**
 - Central Compensation (Homewood, SAIS, Peabody, University Administration)
 - Carleigh Steele – pernr 224836
 - Jess Newton – pernr 168750
 - Lisa Sanders – pernr 14138
 - Meredith Stewart – pernr 219846
 - Sue Nicolosi – pernr 23165
 - Health Sciences: (SOM, Public Health, SON)
 - Annmarie Wells – pernr 206197
 - Bonnie Guralnick – pernr 10320
 - Chante' Callaway – pernr 191354
 - Jenny Winter – pernr 200801
 - Melanie Goods – pernr 7924
- **Approver 2 (Budget person for your department, division, or school)**
 - This information is currently being confirmed within individual HR departments.



Changes to the JHU Position Type ISRs

- Personnel Subarea must be Staff/Sr.Staff/BU in order to generate a requisition.

Account Assignment Features			
Personnel area	<input checked="" type="checkbox"/>		
Personnel Subarea	<input checked="" type="checkbox"/>	PSubar ...	P.subarea text
		U006	Sr Staff-Appt
		U016	Staff-Non Admin
		U005	Staff-Admin
		U009	Bargaining Unit
		U015	Sr Staff-Admin
		U004	Visit Sr Staff
		U003	Sr Staff-Non Ad

Employee Group/Subgroup	
Employee Group	1 Full T
Employee Subgroup	02

JHEN Additional Position Attributes	

- Once the ISR identifies that you are utilizing one of these seven Personnel Subareas it will populate a new field on the ISR called "Position Status."



Changes to the JHU Position Type ISRs

- Within the Position Status field, you'll select one of the following options:
 - Create an SF Requisition
 - Do not create an SF Requisition

A screenshot of a web form showing a dropdown menu for the 'Position Status' field. The dropdown is open, displaying two options: '1 Create an SF Requisition' and '2 Do not create an SF Requisition'. The first option is highlighted in blue. The form has a light gray background and a white border.

- If you select "Create an SF Requisition," the following sections will be required to be filled out:
 - Position Budget
 - Success Factors Data
 - Position Cost Distribution



Changes to the JHU Position Type ISRs

- Position Budget information will be required if you selected "Create an SF Requisition."

Position Budget	
Budgeted Salary	<input type="text"/>
Weekly Work Hours	<input type="text"/>
Base Hours	<input type="text"/>

- Budgeted Salary – Maximum annual salary budgeted for this position.
- Weekly Work Hours – What are the weekly working hours for this position (i.e., 37.5, 27.00, 10.00)? This should coincide with the Employee Group.
- Base Hours – Three options to choose from:
 - 2080 - 40 hours
 - 1950 - 37.50 hours
 - 1820 - 35.00 hours



Changes to the JHU Position Type ISRs

■ Success Factors Data:

Success Factors Data		
Requi. Recipient	75165	Nicole Walker
No. of Positions	1	
JHU Jobs ID		

- Requi. Recipient – Will automatically default with the personnel number of the ISR initiator.
- No. of Positions – Should indicate how many positions you would like to create.
- JHU Jobs ID – This is an optional field. It can be used to reference reqs from JHU Jobs.



Changes to the JHU Position Type ISRs

- Position Cost Distribution – Will be utilized later in the hiring process once a candidate has been selected and is sent back to HRSS to process.
 - No Cost Centers that end in 98/99 should be entered.
 - The End Date, Cost Center/Order or WBS Element, and Percentage must be filled out.

The screenshot shows a software window titled "Position Cost Distribution". It contains a table with the following columns: End Date, Cost Center, Order, WBS Element, Fund, Grant, and Percentage. The first row is highlighted in yellow and contains the values: 12/31/9999, 1010242000, and 100.00. The rest of the table is empty. The window has a standard Windows-style interface with a title bar, a menu bar, and a scroll bar.

End Date	Cost Center	Order	WBS Element	Fund	Grant	Percentage
12/31/9999	1010242000					100.00



Changes to the JHU Position Type ISRs

- Placement of new fields on the ISR

ISR Action - OM-JHU Position Copy

Position Budget Budgeted Salary 41,450.00 Change? <input type="checkbox"/> Weekly Work Hours 37.50 Base Hours 1950.00		Finance Reporting Financial Disclosure <input type="checkbox"/> Change? <input type="checkbox"/> Conflict of Interest <input type="checkbox"/>					
		Time Collection Indicator 00 None Change? <input type="checkbox"/> Annual # Months Worked 12					
Position Status Position Status Create an SF Requisition		Success Factors Data Requi. Recipient 75165 Nicole Walker Change? <input type="checkbox"/> No. of Positions 1 JHU Jobs ID					
Position Cost Distribution Change? <input type="checkbox"/>							
	End Date	Cost Center	Order	WBS Element	Fund	Grant	Percentage



Identifying Which Position ISR to Use

- JHU Position Create – No vacant position exists in SAP similar to what you need.
- JHU Position Copy – No vacant position exists in SAP. However you have a similar position in your department that can be used as a template to copy which will then create a Req in Success Factors.
- JHU Position Maintain – Position exists in SAP and need to update the required SuccessFactors fields to send to SuccessFactors.
 - This ISR can also be used to update an existing requisition – requires same approvers.



JHU Position Maintain ISR- Auto Upload Process

- If the only attributes that are being changed are the SF related fields. The ISR will Auto Upload.
 - This means HRSS will **not** be able to review the ISR prior to it being processed.
 - Program will function in the same way as the Bonus and Salary Change Auto Upload program with being flagged AUTO and processed by HRAUTO.
 - The Auto program will do a sweep of the ISRs that meet this criteria and process them nightly.



Emailing Compensation

- Upon completion of the Position ISR
 - Send Compensation an Email:
 - Comp-HealthSciences@jhu.edu The group inbox for all schools supported by Health Science HR (SOM, BSPH, & SON)
 - Comp-JHUCentral@jhu.edu The group inbox for all other areas of the University, including Homewood Schools, Academic Centers, DAR, and the Eastern Campus
 - Email Needs to Include:
 - Subject Line: Dept Name, Org Unit Name, and ISR #
 - Attachment: Job Description saved in a word doc with ISR # as the document title.



New SF Analysis Reports

- Human Resources → SuccessFactors-Open

	Title ▲	Type
	Multiple Positions per ISR	Analysis Workspace
	Position ISR Locator for SF Recruiting Report	Analysis Workspace
	Position Labor Distribution	Analysis Workspace

- Multiple Positions Per ISR – Identifying multiple positions associated with your JHU-REC position ISR (i.e., Master position)
- Position ISR Locator for SF Recruiting Report – To locate where the JHU-REC Position ISR is in workflow
- Position Labor Distribution – To view the Position Labor Distribution that was submitted on your JHU-REC Position ISR



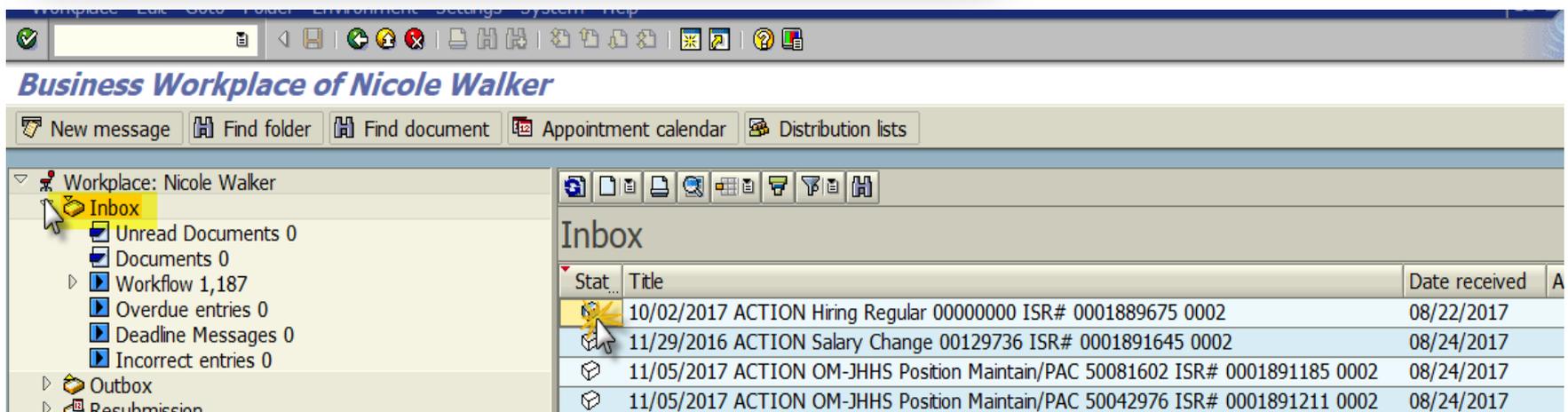
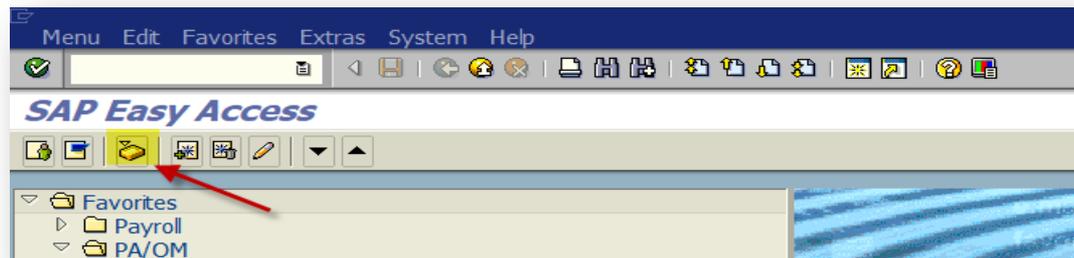
Identifying Your "Master" Position

- The Master position – The position that controls your requisition.
- For example, if you need to post a requisition for eight openings.
 - Process a Position Copy or Create ISR.
 - Select "Send to SF" option.
 - Note "8" in the "No. of Positions" field.
 - HRSS – Would then ensure you have 8 positions for this requisition.
 - First position created would be the Master position.
 - » "Master" is the only position sent to SuccessFactors to create the requisition.
 - » This position should be the last position that is filled out of the eight available.
- Identify your Master Position number by reviewing the job requisition in SuccessFactors.



Navigating the Business Workplace

- Navigating the Business Workplace
 - http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/NavigatingISRWorkplace.pdf
- Accessing your Business Workplace





Navigating the Business Workplace

- Once you have reviewed the data you now have 3 options
 - Accept the ISR
 - This will send it to HRSS for processing as is
 - Reject the ISR
 - This will stop the ISR from progressing
 - Back out of the ISR (use the green back arrow)
 - Use this option if you have questions and need to speak to the ISR initiator



Navigating the Business Workplace

- Email notifications can be turned on so you will know when an ISR lands in your queue
 - Opt In/Opt Out transaction (ZWORKFLOW_EMAIL)
- Establish a Substitute Approver so ISRs can be processed in your absence
 - Substitutes can see your Business Workplace and Approve ISRs for you provided they are set up with the same access
 - ZSR->Workflow Substitute ->Substitutes JHED ID



Changes to the Hire Process

- Information collected in SuccessFactors Recruitment will feed over (along with requisition information) to HRSS who will complete the hire action in SAP.
 - Hire ISR will no longer need to be submitted for staff hires except for potential corrections, if necessary.
 - Must use SuccessFactors to track status of the hire until sent to SAP.
 - Once sent to SAP, HRSS will follow same deadline procedures established for ISRs.
- Emergency Contact Information will not be collected in SuccessFactors.
- Highest degree only will be sent with SuccessFactors feed to SAP.
 - Additional degrees can be added directly to SAP with role: ZRHR_PA_UNTPREDMNT_ALL
 - http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/maintain_infotype_9022.pdf



Common Q&As

- How do I get a new Approver 2 access to approve ISRs?
 - Follow your school's procedure to ensure the correct person is identified as Approver 2.
 - Send an email to HRSS, asking to add an Approver to the Approver 2 table (name, pernr, Dept and if person will only be approving SF position ISRs).
 - Be sure the person also has the ISR Approval role on his or her position: ZRHR_PA_ISRAPPROVE_ALL

- What should I do with positions I no longer need in my org unit?
 - Send an email to HRSS, asking us to delimit the positions. Then those positions will no longer show under your org unit.

- Is there any situation in which I would need to submit a Hire ISR once SuccessFactors has gone live?
 - When you need to hire a student, faculty or non-classified employee (i.e. Deans/Executives).
 - To correct Date of Hire (details on next slide)



Common Q&As

- What if I find out an employee's hire date needs to be changed once he or she has already been assigned a pernr in SAP?
 - If the new date of hire is moving to a future date, then HRSS will accept an email request to update the date of hire.
 - Email must be from requisition owner.
 - If the new date of hire is moving to a retro date, then HRSS will need a Termination ISR for the current PRNR and Hire ISR with the corrected date of hire.

- How will I know the Hire was processed and what the pernr is?
 - Utilize PA20 to see if your Hire has been finalized. As of right now, there will be no notification from SAP at go live.

- If a requisition has already been created, how can I make edits (i.e., update planned comp data, change from FT to PT)?
 - Process a Position Maintain ISR on the Master position to update attributes of the Requisition.
 - Same Approvers must be used as described previously.
 - Same effective date of original Position ISR.
 - Updates will flow to SuccessFactors and update your requisition.



Common Q&As

- What do I do if the Cost Center/IO changes between when the requisition is posted and I hire a candidate?
 - A Position Maintain ISR can be submitted to HRSS using the same Approvers.
 - Select "Send to SF."
 - Enter updated Position Cost Distribution information.
- How do I correct a Cost Center/IO if the Hire has been completed in SAP already?
 - Once you have the pernr, you can either:
 - Submit an Eform – salaried employee
 - Submit a Position Maintain ISR – hourly employee



Common Q&As

- I have multiple identical positions that I need to recruit for. What is the process to get the requisition created?
 - If all new positions are needed in SAP...
 - Process a Position Create/Copy ISR.
 - Indicate how many positions in the “No. of Positions” field.
 - HRSS will identify the first position created as the Master position and send that to SuccessFactors along with the number of open positions that are to be included in the requisition.
 - If all positions already exist in SAP...
 - A Position Maintain ISR is needed for each position.
 - Select “Send to SF” on one of the positions – will be Master position.
 - » Remaining Position Maintain ISRs need to reference Master Position number in the comments.
 - » Select Position Budget Change box, even if it is not changing.
 - If you have both scenarios above for one requisition...
 - Start with existing positions – Position Maintain ISR to identify the Master position.
 - Follow up with Position Copy ISR of Master position.



Common Q&As

- How do I add additional positions to my existing requisition?
 - Positions that do not already exist in SAP...
 - Process a Position Copy ISR of the Master Position number from the requisition.
 - Check “Send to SF.”
 - Record **additional** (not total) number of positions in the No. of Positions field.
 - In comments, note to be linked with requisition number.
 - Positions already exist in SAP...
 - A Position Maintain ISR is needed for **each additional position**.
 - Do not select “Send to SF.”
 - Check Position Budget box even if not changing.
 - In comments, note to be linked with Master Position number.



Helpful Job Aids

- [SuccessFactors Position Create/Copies/Maintains](#)
- [Approver 2 Matrix](#)
- [Navigating the Business \(ISR\) Workplace](#)
- [ZSR Role Help](#)
- [PPOSE \(Display Organization & Staffing\)](#)
- [Navigating PA20](#)



Summary

- JHU Position ISRs must be submitted in order to generate a requisition in SuccessFactors.
- SuccessFactors Recruitment has replaced JHU Jobs
- The Hire ISR will no longer be utilized for classified Staff, Sr. Staff, and Bargaining Unit employees.
- For the SuccessFactor position related ISRs:
 - Approver 1 must be Compensation person in your area.
 - Approver 2 must be Budget person in your area.
- Cost Distribution for hire will now be entered on the Position ISR.
- To have multiple positions created, please note the requested number in the No. of Positions field.



Contact Information

- HRSS
 - University Email Box: HRSS-Univclients@jhu.edu
 - Main Phone Number: 443-997-5828
 - Website: http://ssc.jhmi.edu/hr_payroll/index.html



Q&A

- We're going to open the phone lines now!
- There will be a slight pause, and then a recorded voice will provide instructions on how to ask questions over this conference call line.
- We'll be answering questions in the order that we receive them.
- We'll also be answering the questions that were emailed to us during the presentation.
- If there's a question that we can't answer, we'll do some research after this session, and then email the answer to all participants.



Thank You!

- Thank you for participating!
- We would love to hear from you.
 - Are there certain topics that you would like us to cover in future FastFacts sessions?
 - Would you like to be a FastFacts presenter?
 - Please email us at: fastfacts@jhu.edu



Survey

- Before we close, please take the time to complete a short survey.
- Your feedback will help us as we plan future FastFacts sessions.
- Click this link to access the survey...
<http://connect.johnshopkins.edu/fastfactssurvey/>

Thanks again!