



FastFacts Feature Presentation

June 13th, 2018

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...

JHU REC Position ISRs Enhancements



Today's Presenter

- Nikki Walker
Project Manager, HR/Payroll Shared Services





Session Segments

- Presentation
 - Nikki will address the enhancements made to the JHU REC Position ISRs.
 - 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'. A red arrow with the text 'Click Here' points to a small icon in the top right corner of the browser window, which is highlighted with a red box. This icon represents the full-screen mode button. The browser interface includes a 'Draw' button, a 'Stop Sharing' button, and a menu icon.

Welcome to FastFacts!

A Web-Based Learning Experience



JHU REC Position ISRs Enhancements



Agenda

- Main and linked positions overview
- New validations to the JHU Position ISRs
- New enhancements to the JHU Position Maintain ISR
- A live demonstration of the JHU Position Maintain ISR
- Helpful resources
- Q&A



Main & Linked Positions Overview

- Main position: is the position that is sent to SuccessFactors to create a requisition.
 - This position should also be hired last as it will close out the requisition in SuccessFactors.
- Linked Positions: are openings associated with your requisition.
- The main and linked positions will be tied together by the ISR number that will be submitted for them.



New Validations

- The following validations have been added to the SuccessFactors Position ISRs (i.e. Create an SF Req or Change an SF Req).
 - Hard Error if Approver 1 is not in a Compensation org unit
 - Unable to enter paygrade value "NA" Non pay scale
 - If a "linked" position number has been entered for a position maintain, the ISR will automatically adjust the Position number to the "main" position number.
 - Unable to enter a future effective date



New Validations

- The following validations have been added to all JHU Position ISRs (SF and Non SF):
 - Warning message if subarea is Sr. Staff (U003/U015) and paygrade level is not equal to 04 or higher unless an Executive Specialist.
 - FLSA override check box- warning message will appear to check FLSA override box if job code and employee subgroup FLSA status is out of sync.
 - Only check the box if position should be set up this way. Otherwise make the adjustments to your position (i.e. changing job code or employee subgroup).
 - Time collection indicator will now automatically populate based upon the employee subgroup



New Enhancements

- If maintaining a position associated with an open requisition:
 - The Position status on the maintain ISR will automatically default to "Change in SF Requisition".
 - The req number will now be displayed on the ISR.
 - Req Recipient field will be grayed out and unable to be changed.
 - If there is multiple positions on one requisition and someone has been hired into one of the openings, no changes can be made to the position details.
- If a requisition is already open and you are making edits to the following compensation related fields: position title, job code, planned compensation information, subarea and employee group, Compensation will be required to review and approve the ISR.
 - Remember to send your Compensation approver an email letting them know there is an ISR pending for them.
- If you are not making any changes to these Compensation related fields the ISR will flow right to Approver 2.
 - It is still a requirement to enter an approver 1 on ISR.



New Enhancements

- Linked position field added to the JHU Position Maintain ISR
 - Ability to add/remove existing position numbers when creating or changing an existing requisition.
 - When linking positions that have different attributes (i.e. title, planned comp, employee group, etc.) the auto update program will update all position attributes to match the main position.
 - Unable to add position numbers that are associated with other open requisitions.
 - Employees pernr, name and hire date will populate in table if hired into one of the positions after the requisition creation date.
 - The field where the number of positions is recorded will update automatically when adding/removing positions.

- Helpful text added to ISR in blue
 - Any changes made on this ISR will be applied to all positions.
 - To add a position to an existing requisition you will need to process a position maintain ISR on the requisitions main position.



Demo- JHU REC Position Maintain

- <https://sapqa.erp.johnshopkins.edu/irj/portal/classic?a>



Helpful Resources

- HR/Payroll Shared Services Website
 - http://ssc.jhmi.edu/hr_payroll/index.html
 - SAP-Help Job Aids -> SuccessFactors Recruitment

- HRSS University Clients email box:
 - HRSS-Univclients@jhu.edu

- HR/Payroll Shared Services phone number:
 - 443-997-5828



Conclusion

- The new linked positions field will tremendously help cut down on the number of ISRs needed to link positions.
- The new enhancements/validations added will:
 - Alert you when a position is associated with a requisition
 - Ensure you always make updates on your “main” position
 - Alert you when items are out of sync on the ISR
 - Ensure Compensation is your approver 1
- Changes will be in production tomorrow- June 14th



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!