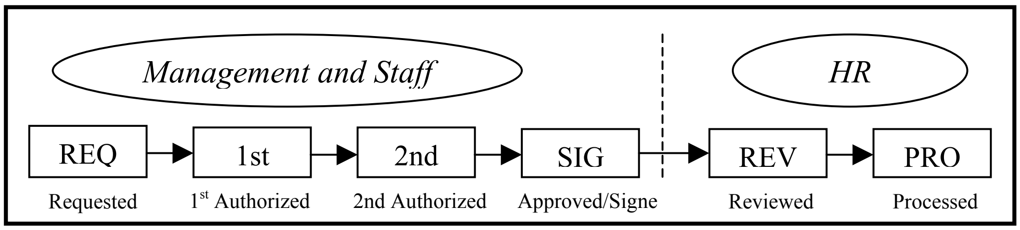
Reviewing and Processing Recruit Actions

Introduction

As discussed in the Recruit Processing Overview section of this chapter, actions move through EHRP via workflow, a process that is driven by users' roles in the system. While the full path of a request in workflow moves through six standard steps, several different processes are available for management and HR staff use as well.



The procedure below covers the remaining steps utilized by the HR department when they receive an approved Recruit 52 action from the Approving manager. The Recruit Requests that have been approved will be routed toHR staff via the Worklist functionality of EHRP.

Navigational Tips

- When accessing a field in EHRP that requires entry, there may be a button available for use. Clicking this button will open a window with a list of possible entry options for this field.

- When accessing a date field in EHRP (for example, Effective **Date**, etc.), the button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date.

Access to data fields

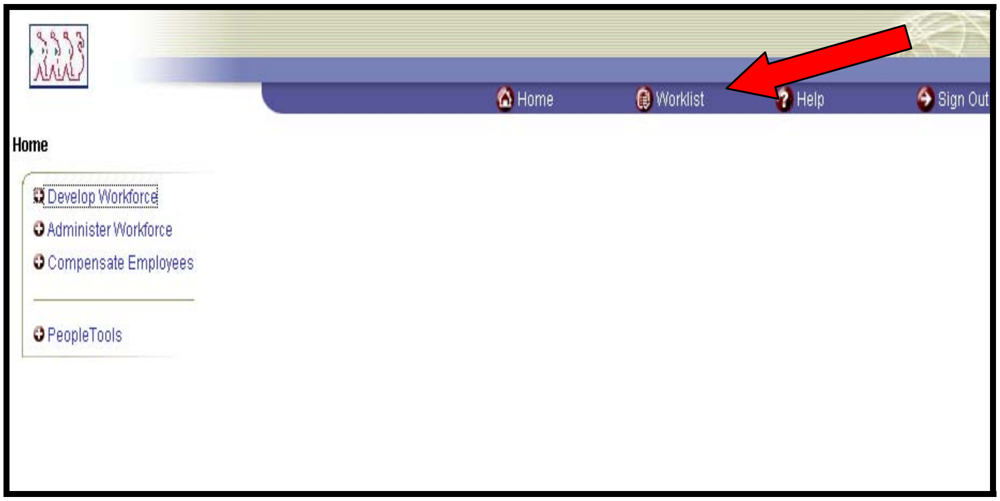
There are three pages available for Recruit requests (requisitions): Job Requisition 1, Job Requisition 2, and Job Requisition 3. Each of the six Recruit menu paths leads to these pages.

HR Reviewers and HR Processors have the capability of modifying any of the fields in the recruit page group.

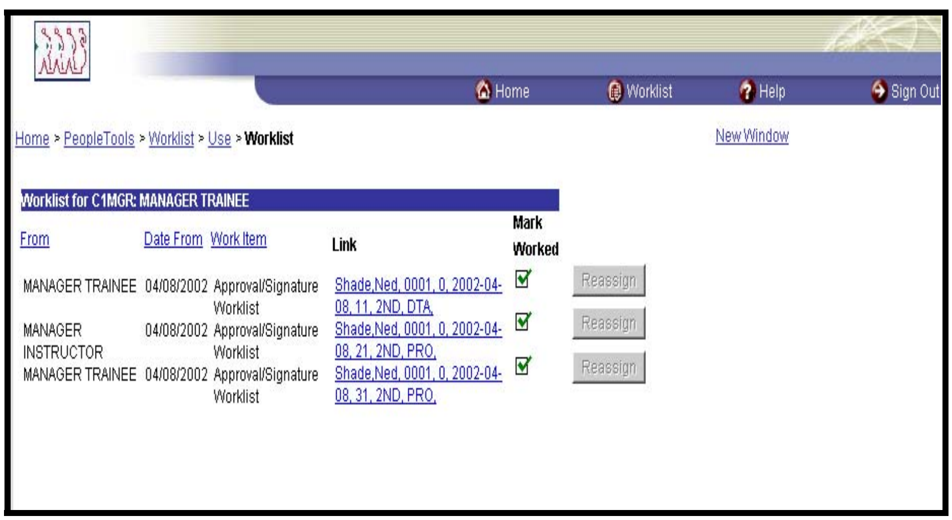
Procedure

The following steps detail the procedure for Reviewing or Processing an approved Recruit action in EHRP:

1 Access the worklist by using the hyperlink on the main menu of EHRP:



The following **Worklist** page appears:



Worklist fields

The **Worklist** page will populate with all work items assigned to the user in order of the oldest to the newest.

The **From** column shows who routed the work item to you. You can sort work items according to this data.

The **Date From** field indicates when the work item was routed to you. You can sort work items according to this data.

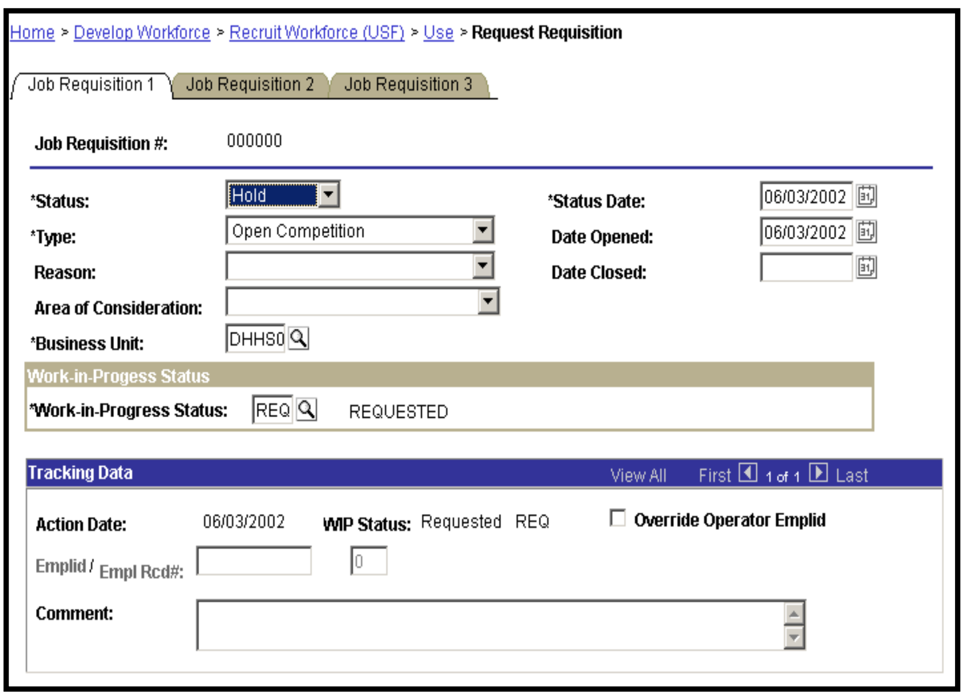
The **Work Item** indicates the Workflow role under which you have received the action (this is useful for users with multiple roles).

The **Link** contains Effective date, Transaction/sequence number, and Current PAR status. Clicking this link takes the user to the Job Requisition 1 page for the Recruit Request.

2 Click the hyperlink of the item to be worked.

The following **Job Requisition 1** page appears:

Job Requisition 1 page

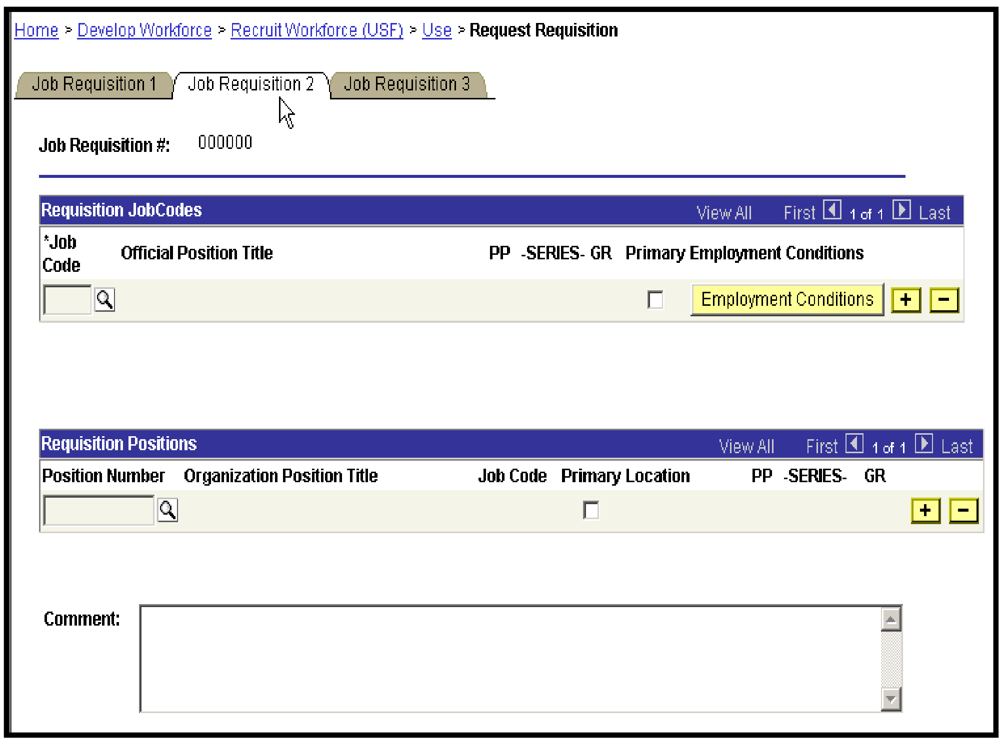


3 Enter the appropriate **WIP status**, as well as any relevant **Comment**. For example, if you are an HR Reviewer, you will select the WIP status **"REV"** to update the record. If you are functioning as the HR Processor , you will select the WIP status **"PRO"** to update the record.

*NOTE: By modifying the **PAR Status**, the work item is moved to the stage in the workflow process identified by the status. For example, the action being worked is in the **"SIG"** (Approved) stage and the user role is the HR Reviewer, then the user will enter **"REV"** in the **WIP Status** field.*

4 Click on the **Job Requisition 2** tab.

Job Requisition 2 page



5 If appropriate, update Job Code, Position Number and Comments fields.

NOTE: When a Recruit action is Processed by HR, the Job Code and Position Number field MUST be populated, if they are not already.

6 Click 

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Routing Actions to HR Processors

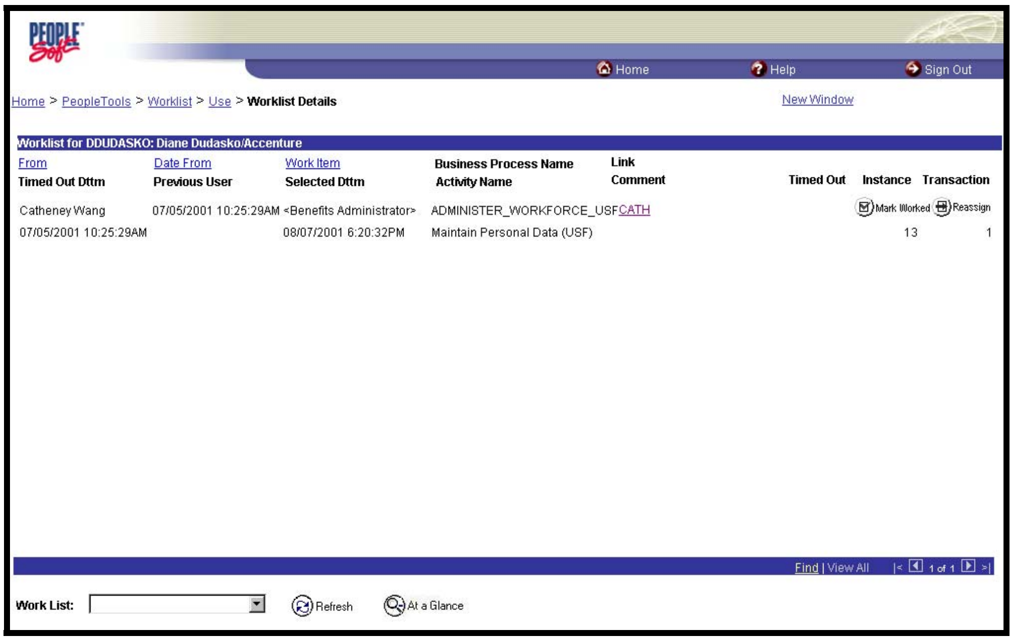
When the HR Reviewer has saved the page group, the action will be routed to the pooled worklist of the HR Processors. The HR Processor will access the record in the same manner the HR Reviewer does – by using the Worklist.

Removing items from the Worklist

Once the item is worked, it will automatically disappear from the user's worklist.

Obtaining Details

You can access additional information about the worklist items by clicking on the Detail View hyperlink at the bottom of the Worklist page.



Detail View – field names

Timed Out Dttm - Provides the date and time when the item will time out if it isn't worked.
Originating User - Identifies whose action triggered this item.
Selected Dttm - Provides the date and time when the user first selected this item (in order to work it).
Comment - Displays any comments entered by the previous user.
Timed Out - Indicates if the item has timed out.
Instance - Unique identifier for each item of the same type.
Transaction - Unique identifier for each item in the worklist.

Interim Saving

If a user wants to save a request, but not submit it to the next workflow user, they can use an interim save. They should access the items via the worklist, make their changes and save without modifying the WIP status. When they are ready to complete processing, they can return to the action, make their changes, update the PAR status, and save. This will route the action for further processing via workflow.

Checking status of Recruit Actions

All workflow roles can check the status of requisitions using the menu path and Tracking Data information. This data can be found on the **Job Requisition 1** page.