HR... Solutions for Success

HR UPDATE

IN THIS ISSUE

CLASS STUDY UPDATE:

For the latest Class Study information go to http://doa.alaska.gov/dop/classification/classStudies/

HR Update
Let us Know What You Think

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact holly.cox@alaska.gov.

New OHC Implementation Planned for June 15, 2017

By Recruitment Services

In the last update we let you know that a new and improved Online Hiring Center (OHC) would be coming soon. We wanted to take this opportunity to let you know of some important upcoming dates and to share a few of the changes that you can expect.

There are two main deadlines that hiring managers will want to be aware of.

June 1, 2017 we will be posting the updated guidance for hiring managers to preview. This will give you an opportunity to get familiar with the new look and feel as well as see the differences between the old OHC and the new OHC.

June 15, 2017 will be the implementation date for the new OHC. We will be working with NeoGov to get the new OHC turned on so we are not sure if it will be turned on first thing in the morning, but we will post information on the website under "Hiring Manager Resources" as we get closer to the date.

Changes to Expect

New Dashboard

With the new OHC hiring managers will no longer have to go to different pages to find the requisitions that require their actions. Everything will show up on a main page called the "Dashboard". This will show requisitions that you

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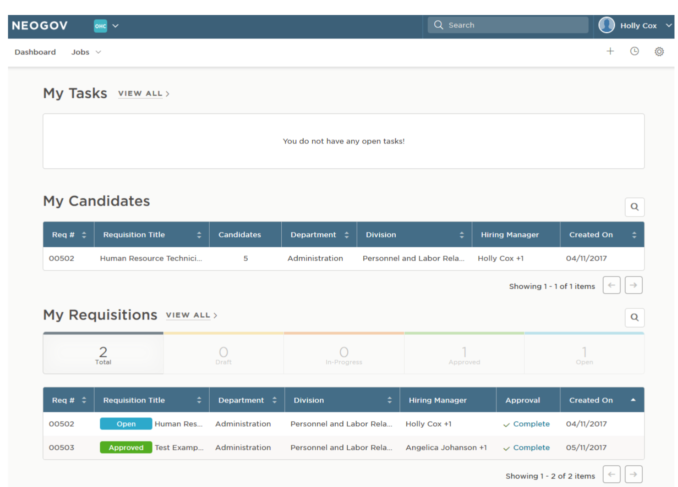

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need to take action on under “My Tasks”, requisitions with referred candidates under “My Candidates”, and requisitions that you created or are listed as a hiring manager on under “My Requisitions”.

New Menu

The new “Dashboard” features means that there will be a new menu. The main menu will have a link to “Dashboard” and “Jobs” (which includes a dropdown to “Requisitions” and “Job Postings”). The secondary menu under the user’s name will now consist of “My Profile”, “Print Applications”, “Help”, and “Sign Out”. Hopefully this helps to create a more streamlined experience for hiring managers.

Print Applications

Instead of just printing applications directly you can have the system generate the PDFs to be printed and it will store that information under the “Print Applications” link mentioned above for 30 days. This means that when you get a referred list you can select all the applicants and then select “Print Apps”. This then gives the option to:

> *“Create PDF with Applications and Attachments. A PDF will be generated and you will be notified via email when it is ready to download.”*

This just allows the seamless ability to print applications and attachments in one step.

These are just a few of the changes that you can expect from the new OHC. Anything new will take some time to adjust to, but overall it should allow for a more efficient process for hiring managers. Remember to check the Hiring Manager’s Resources webpage for more updated guidance on June 1, 2017.

Viewing Security and Workflow Information in IRIS HRM

With the implementation of IRIS HRM there are more employees who can and will need access to the system. This has caused some confusion about what security and workflow (approval) roles employees have been assigned or figuring out what other roles might need to be assigned based on established workflow rules. It is important to understand what security or workflow has already been assigned to a user to make sure that you are not duplicating effort when submitting the IRIS Security Request Form.

The following information will explain where to find the reports that detail configured workflow rules and security / workflow role assignments. Also included is information on where to look in IRIS HRM for this information.

Understanding the Difference Between Security and Workflow Roles

Users are frequently confused about the difference between security and workflow roles.

A security role is a representation of a functional role within the organization where users performing the functional role have similar tasks and security requirements. Security Roles are defined for groups of users and not for individual users. Individual users performing more than one functional role are assigned the corresponding Security Roles in IRIS. Security roles are configured to grant specific actions such as Open, Save, Edit, New, Discard, Approve, Reject All, etc.; these actions define how users assigned a specific security role can interact with a document in IRIS.

Workflow roles are also commonly referred to as approval roles or worklists. These define what worklists a user has access to under the ***Message Center*** > ***Worklist*** menu option in IRIS. Documents for which workflow is configured will route to these worklists in which assignees can take tasks and either approve or reject documents. It is very important that assignees to worklists have the appropriate security roles necessary to interact with documents in worklists. For example a Unit Approver worklist that has been configured for timesheet (TIMEI) approvals will require that the assignee to the worklist have the DEPT_TIMEKEEPER or DEPT_SUPERVISOR security role in order to approve or reject pending documents routed to that worklist. Without the appropriate security roles, users can see that documents are pending in the worklist, but may not be able to open, approve, or reject those documents.

Reports Available Online

The easiest way to find information on IRIS HRM workflow rules and security / workflow role assignments is to go to the IRIS Portal > References and Resources > IRIS Security and

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Workflow webpage. On this page, you will find the Configured Workflow Rules and the Security and Workflow (Approval) Role Assignments reports.

The ***Configured Workflow Rules*** report is updated monthly, you may refer to the date at the top of the report for the last update date, also included in this workbook are security and workflow role assignments, these tabs are updated more frequently and include hyperlinks to easily filter the lists. You may search/filter the workflow rules report by Document ID, Department, Division, Bureau, and Unit. It is important to note that each workflow rule consists of two rows; a Sequence 1 and a Sequence 2 row. Sequence 1 shows approval levels 1 to 10 and sequence 2 shows approval levels 11 to 15. Most workflow rules only use approval levels 1 to 10, but any that require either Division of Finance or Division of Personnel and Labor Relations final approval will typically show up on approval levels 11 to 15.

The ***Security and Workflow (Approval) Role Assignments*** report is updated weekly to try and reflect the most current information possible; you may refer to the date at the top of each report for the last update date. This workbook features two tabs, the first includes workflow (approval) roles and the second includes security roles. These reports only include data for active IRIS HRM users.

Security and Workflow Information in IRIS HRM

While the reports discussed above provide an easy-to-read reference of workflow rules and role assignments they are not updated daily, and thus users may have a need to review current data. This information is available in the IRIS HRM Administration application. Users of IRIS HRM have read-access to many security and workflow tables in the Administration application.

To access the Administration application, click the ***Open Admin*** link in the left-hand navigation pane of IRIS HRM to launch the Administration application in a new window.

Workflow (Approval) Roles

- Jump to ***IWF08*** for configured Workflow Rules. This table can be searched by Document Code, Department, Division, Bureau, and Unit. Once you find a workflow rule that you are looking for you may expand each approval level to view conditions and the workflow role ID associated with each approval level. You will need to make a note of the workflow role ID to find the role name that corresponds to the worklist that a user would see.
- Jump to ***IWF01*** for all workflow roles currently configured in the system. This table can be searched by Role ID or by Name. To see the users that are assigned to that workflow (approval) role, click on the ***Approval Users*** link at the bottom of the table. A list of employee IDs for those users who assigned to the workflow role will open.

Security Roles

- Jump to ***SCUSER*** to view a User's current information. Search for the user using their Employee ID. Pay close attention to the following fields on this screen:
  - ▹ **Ext.** field in the *Directory Information* tab. If the field is populated with an "A" this denotes that the user has an IRIS HRM Access Affidavit on file which is a requirement for access to IRIS HRM.
  - ▹ The *Home Organization* tab provides information about the user's Department and Home Unit and should match their current LDAP record.
  - ▹ The **Locked out** flag in the *Account Options* tab should be set to Active for current employees.
  - ▹ The **ADVANTAGE HR**, **ADVANTAGE Administrator**, and **ADVANTAGE ESS** options should be selected on the *Applications* tab for current IRIS HRM users. Users who are active SOA employees, but not IRIS HRM users will only have the **ADVANTAGE ESS** option selected.
  - ▹ The *External Directory Information* tab should contain the user's Login ID that matches their current LDAP record.
- Click the ***Security Role Grants*** link at the bottom of the User Information (SCUSER) page to see what roles are currently assigned to the user. This information is provided in the table on left side of the screen labeled Current Roles.

For questions about security or workflow configurations, please email the IRIS Security and Workflow Team (SWAT) at doa.dof.iris.swat@alaska.gov.