

HCM End-to-End New Hire Activity (Group 5)

3.5 hours (9:00 am – 12:30 pm)

Environment: SDHX HCM Sandbox

9:00-9:05	Welcome, introductions
9:05-9:20	<p>Purpose, how HCM modules fit together, how the session will work</p> <ul style="list-style-type: none"> • Who enters personal information (name, address, phone number, email address)? • Who enters job data? • Who enters TB? • Who enters additional pays, general deductions, tax data, direct deposits? • Who handles on-demand benefit enrollments and enrollment into voluntary plans set up as general deductions? • Who enters time on the Timesheet?
9:20-10:40	<p>Becky - HR</p> <ul style="list-style-type: none"> • Use the HR New Hires Checklist • Search for the person (M_PERSON_SEARCH) • Enter personal information • Enter job data for first position (Teacher) • Enter time reporter data • NOTE: Rich to perform Dynamic Group Refresh after you save on T&L data. In Production this runs every 4 hours every day, including weekends (8 am - 8 pm). • Assign a work schedule • Enter job data for second position (Sub) <i>You will add an employment instance for the Sub record</i> • Enter TB test
10:40-10:50	Break
10:50-11:15	<p>Sharon – Payroll</p> <ul style="list-style-type: none"> • Use the Payroll New Hires Checklist • Look at Job Data to make connections to Payroll data entry • Click New Window • Add Additional Pay • Add General Deductions • Add Federal/State Tax Data • Add Direct Deposit
11:15-11:50	<p>Matthew – Benefits</p> <ul style="list-style-type: none"> • Click New Window • Look at Job Data to make connections to Benefits data entry • Enroll in Medical, Dental, Vision • Enroll in Group Term Life Insurance • Enroll in 403(b) for \$200 • Select an Employee Assistance Program, if applicable • Add voluntary benefit deductions (these are set up as general deductions) • Confirm Benefit Enrollments
11:50-12:10	<p>Rich - Time & Labor (Timesheet)</p> <ul style="list-style-type: none"> • Click New Window • Access Timesheet and look at Demographics tab • Look at Job Data to make connections to Timesheet data entry • Enter overtime for Teacher • Enter 1 day for sub job
12:10-12:20	<p>Becky – Queries</p> <ul style="list-style-type: none"> • Run M_HR_EE_VALIDATION_DIST_PROMPT to export HR data • M_DATAENTRY_AUDIT to look for data entry errors • M_PY_CALC_ERROR_MSGS_BY_DIST and spreadsheet called <i>Payroll Error Messages 09052016.xlsx</i> that you can use after first calc to interpret and resolve errors
12:20-12:30	<p>Wrap up, evaluation, and dismissal</p> <ul style="list-style-type: none"> • Time for district/charter school specific questions

Notes about the activity:

- Your team will hire an employee in Sandbox and give that person two Empl Records (Teacher and Sub Position).
- This is not intended to be a *training* where we define each field. We expect that you have been through training and have practiced in the Sandbox already. This should feel more like a *practice session* – our goal is to take you through all of the pieces of a new hire (personal information, job data, MCOPs, TB test, additional pays, general deductions, tax data, direct deposits, benefits enrollment) and then find/enter time on the Timesheet.
- As we go through the process, **only one person on your team will be using the computer to complete a specific portion** (like entering personal information and job data, for example). That means everyone else will be observing the person on the team or watching the trainer on the main screen.
- Ideally you will be able to later replicate this activity on your own at work.

Positions Copied for End-to-End New Hire Activity

Environment: Sandbox (SDHX)

Business Unit	Existing Position/Criteria	New Position Numbers
Alpine Union Elementary (001)	<p>Salaried Position Position Number: 10010321 Position Title: Teacher Full-Time 10 month</p> <p>Sub Position Position Number: 10011011 (daily)</p>	<p>Salaried Position Position Number: 30001774 Position Number: 30001775</p> <p>Sub Position Position Number: 10011011</p>
Chula Vista Elementary (009)	<p>Salaried Position Position Number: 10090001 Position Title: Academy Teacher Full-Time 12 month</p> <p>Sub Position Position Number: 10091795 (daily)</p>	<p>Salaried Position Position Number: 30001777 Position Number: 30001778 Position Number: 30001779</p> <p>Sub Position Position Number: 10091795</p>
Mountain Empire Unified (048)	<p>Salaried Position Position Number: 10483526 Position Title: Teacher Full-Time 10 month</p> <p>Sub Position Position Number: 10488000 (daily)</p>	<p>Salaried Position Position Number: 30001780 Position Number: 30001781</p> <p>Sub Position Position Number: 10488000</p>
Sweetwater Union High (046)	<p>Salaried Position Position Number: 10463392 Position Title: Teacher,Cph Full-Time 12 month</p> <p>Sub Position Position Number: 10468035 (daily)</p>	<p>Salaried Position Position Number: 30001782 Position Number: 30001783 Position Number: 30001799 Position Number: 30001800</p> <p>Sub Position Position Number: 10468035</p>
Literacy First Charter Schools (012)	<p>Salaried Position Position Number: 10121201 Position Title: Teacher Full-Time 12 month</p> <p>Sub Position Position Number: 10121999 (daily)</p>	<p>Salaried Position Position Number: 30001786 Position Number: 30001787</p> <p>Sub Position Position Number: 10121999</p>
The Charter School of San Diego (058, 169, 178)	<p>Salaried Position Position Number: 10581003 Position Title: Teacher - Monthly Full-Time 12 month</p> <p>Sub Position Position Number: 10581101 (daily)</p>	<p>Salaried Position Position Number: 30001784 Position Number: 30001785</p> <p>Sub Position Position Number: 10581101</p>

Business Unit	Existing Position/Criteria	New Position Numbers
Escondido Charter Schools (077)	<p>Salaried Position Position Number: 10772022 Position Title: Teacher Full-Time 11 month</p> <p>Sub Position Position Number: 10772992 (daily)</p>	<p>Salaried Position Position Number: 30001788 Position Number: 30001789</p> <p>Sub Position Position Number: 10772992</p>
MiraCosta College (054)	<p>Salaried Position Position Number: 10541210 Position Title: Instructor Math Full-Time 10 month</p> <p>Sub Position Position Number: 10546902 (hourly)</p>	<p>Salaried Position Position Number: 30001790 Position Number: 30001791</p> <p>Sub Position Position Number: 10546902</p>
Pacific View Charter (092)	<p>Salaried Position Position Number: 10921901 Position Title: Supervisory Teacher-Hs Full-Time 12 month</p> <p>Sub Position Position Number: 10921856 (hourly)</p>	<p>Salaried Position Position Number: 30001792 Position Number: 30001793</p> <p>Sub Position Position Number: 11890003</p>