

PERSONNEL SERVICES



# HR Information Systems (HRIS) Briefing Session



May 2011

# Agenda

**1. HRIS programme plan**

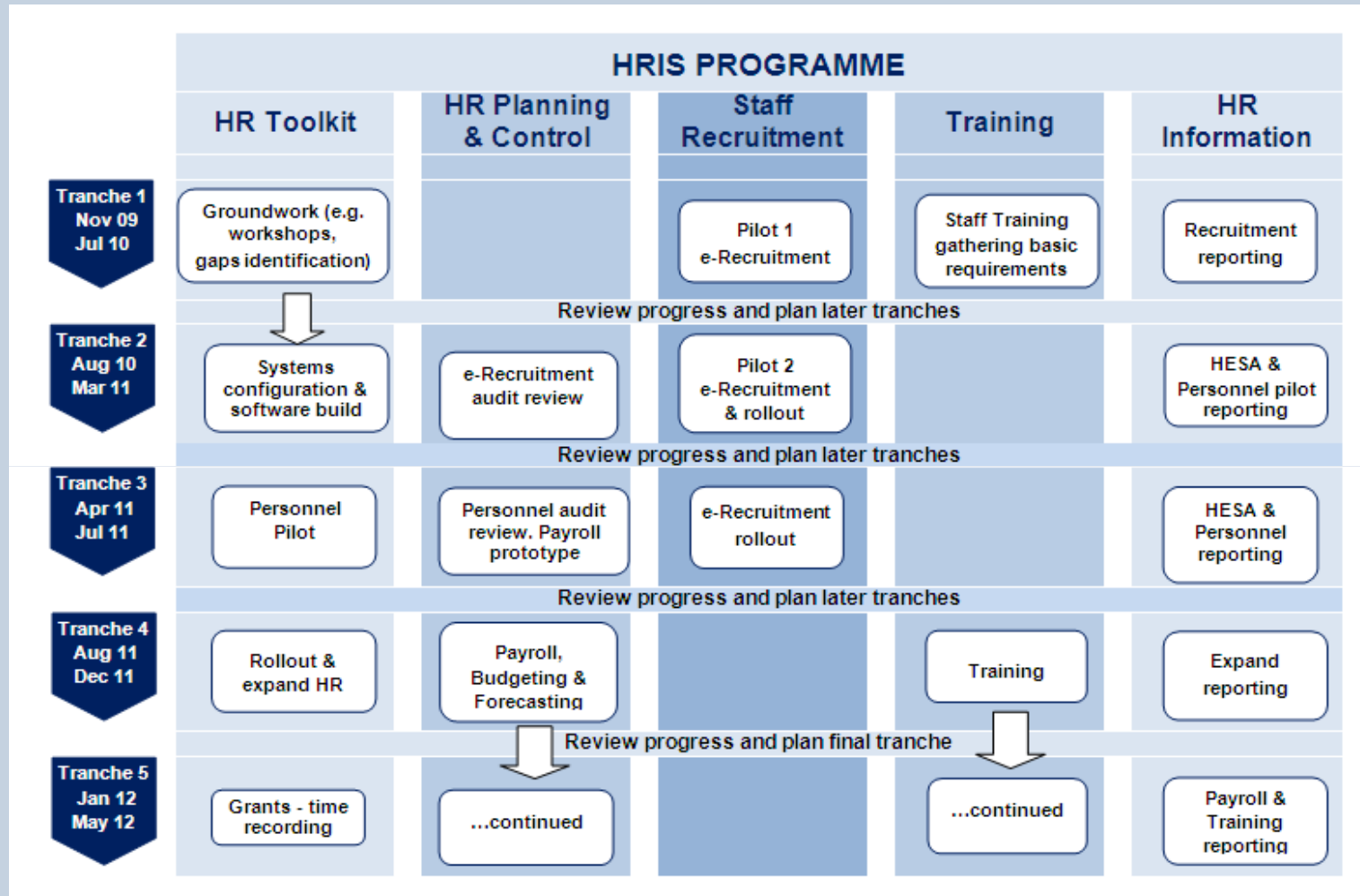
**2. e-Recruitment**

**3. Personnel**

**4. Questions**



# HRIS Programme: Nov 2009 - May 2012



# e-Recruitment aims

- Improve applicant experience
  - Better job information
  - Better information about working at Oxford
- Improve efficiency
  - Maximise use of web to save on advertising costs
  - Reduce photocopying
  - Applicants enter EO information

# e-Recruitment pilots

- Pilot 1 live **July - September 2010**
  - NDM
- Pilot 2 live **September - December 2010**
  - NDM
  - UAS (most of)
  - Bodleian Libraries (most of)
  - Physics

# e-Recruitment rollout across the University

- Wave 1 users live - started **March 2011**
- Wave 2 users live - started **April 2011**
- Wave 3 users live - starts **May 2011**
- Wave 4 users live - starts **June 2011**
- **Completion by end July 2011**

## e-Recruitment statistics

- 332 vacancies processed using e-Recruitment to date
- 5,281 applications submitted
- Roll-out to 242 organisational units
  - Pilots, Wave 1 & Wave 2 = 194/242 units

## e-Recruitment - helping new users

- User roadshows
- Bespoke implementation packs
- Short online data protection training course
- ‘Creating effective adverts & job descriptions’ sessions using new job description template
- Classroom based training supported
- ‘Floor walking’ by agreement
- Online frequently asked questions database
- Communication of changes using online training tool (UPK)

# e-Recruitment - lessons learned

- The variety of user desktop configurations
- To address this:
  - *in-situ* testing is now conducted on desktops representing a variety of configurations, however it is not possible to replicate every user configuration
  - Core are building changes to avoid issues related to this, where possible.

# e-Recruitment - achievement of benefits

- Improve applicant experience
  - ✓ 89% applicants responding to the online questionnaire to date believe it is either 'easy' or 'very easy' to complete the online application form.
  - ✓ Improved university vacancy web pages
- Improve efficiency
  - ✓ Supporting move to online advertising (Mar 2011 - 33% online compared with Mar 2010 - 5%)
  - ✓ Applicants enter EO information – very few manual applications during the pilots

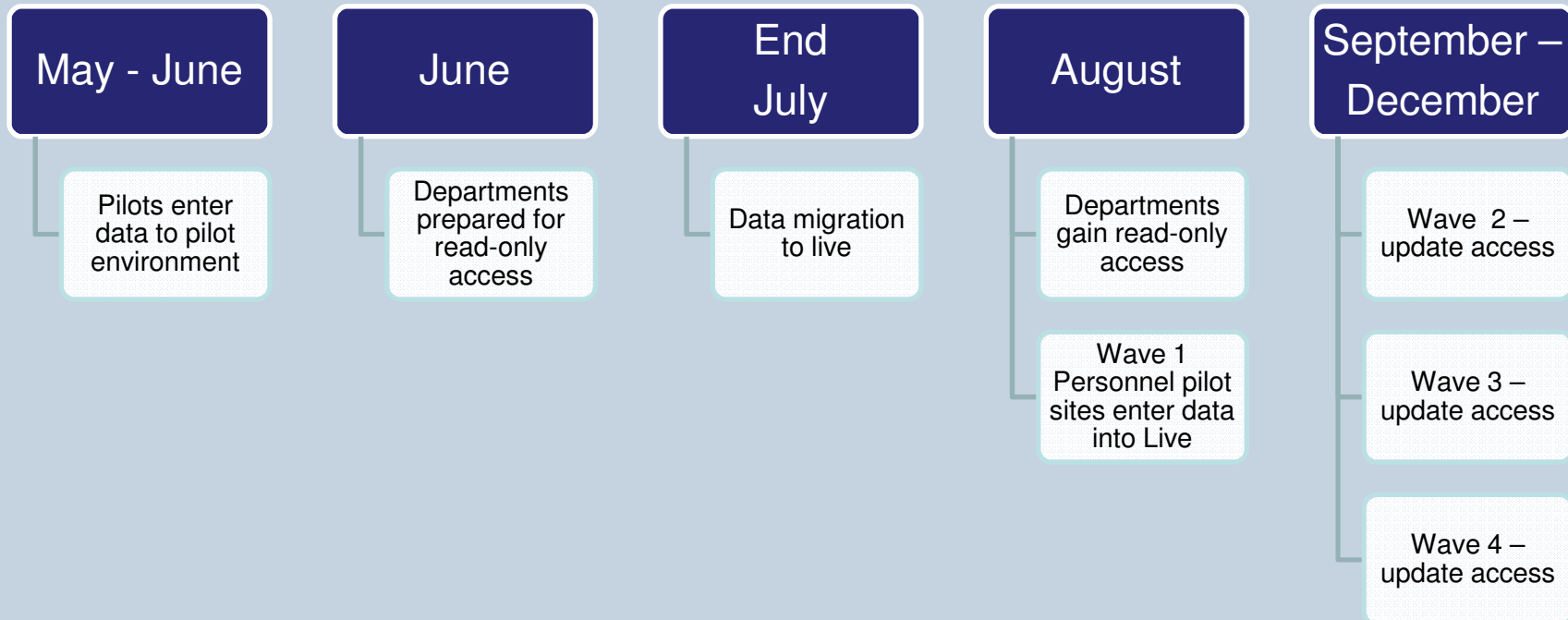
# e-Recruitment - still to come

- Senior and academic appointments - summer **2011**
- Recruitment panel self-service to allow panel to view applications online
- Software updates to improve management of:
  - references
  - correspondence
  - address validation

# Aims of Personnel

- Secure, shared HR Information giving ‘one source of the truth’
- Robust systems and consistent processes to ensure compliance
- Reduction in slow paper-based tasks whilst supporting existing & new best practices and policies
- Remove risks associated with OPENdoor failure.

# Personnel implementation plans



# Personnel Pilot aims

- Prove Core can support key processes at Oxford
- Highlight the implications of process change and user roles
- Pilot implementation: migration, user training & support
- Trial new system enhancements (inc security model)
- Identify and correct issues in time for rollout

# Personnel Pilot participants

- Medical Sciences Divisional Office
- Wellcome Trust Centre for Human Genetics
- Mathematical Institute
- UAS
- Also PRAS, Payroll & Personnel Services
- To join later
  - Social Sciences department
  - Humanities department

# Personnel Pilot scope

- New starter (inc. 'Transfers') processes
- During employment changes:
  - Personal details
  - Regrading
  - Change in FTE/hours/funding
  - Secondment, Absence affecting pay (e.g. maternity, sickness)
- Leaver processes
- Organisation structure maintenance
- User access & security

# Personnel Pilot scope

## In scope continued

- Basic reporting
- HESA module

## Out of scope

- Casual staff
- Non-employee records
- Some processes (e.g. 'TUPE in')

# Personnel Pilot evaluation

- HRIS team members work closely with pilot users
- Review meetings
- Data quality
- Process and IT
- User preparation – pilots assist in specifying requirements
- Report to HRIS Board to inform decision on wider rollout

## Personnel - helping new users

- Briefing sessions
- Divisional updates for Administrators
- Bulletins and HRIS web pages
- User roadshows
- Classroom based training supported by online refresher information
- Short online data protection training course
- Best practice guidance e.g. for Contracts and HESA data
- Online frequently asked questions database

# Personnel – detailed briefing sessions

- Medical Sciences Division 11 May 2011
- Humanities Division 11 May 2011
- Social Sciences Division 24 May 2011
- ASUC 24 May 2011
- MPLS Division 25 May 2011
- Continuing Education, UAS and other departments to be advised separately
- Additional sessions will be held for those unable to attend their divisional meeting

# Personnel - still to come

- Absence management
- Self-service for all staff
- Further reporting as required
  
- When Core Payroll & Personnel both live
  - Change for management of casual & paid as claimed
  - New costing, budgeting & forecasting module

# Keeping informed

<http://www.admin.ox.ac.uk/hrisprogramme>

UAS Home > HRIS Programme >

- > About the HRIS Programme
- > What will you notice & when
- > Process areas
- > Supplier & Product
- > News & Events
- > **HRIS Team & Governance**
- > Training
- > Support
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## HR Information Systems Programme



The HRIS Programme is replacing the University's current HR information systems and associated HR processes.

OPENDoor is currently the primary source of employee-related information but is out-of-date, limited in functionality, and is running on outdated hardware and software that is no longer supported by the supplier.

In early 2008, the Registrar established a review of the University's personnel information systems with the view to replacing OPENDoor, in order to address the risk of a major system failure. After a detailed supplier-selection process, which was an integral part of the review, the various decision-making committees (i.e. Personnel Committee, Budget Sub-Committee PRAC, and Council) considered the HRIS business case, including the recommended solution and supplier. At its meeting on 22 June 2009, Council approved the business case and the selection of Core International as providers of a new HRIS system.

Please contact [HRIS@admin.ox.ac.uk](mailto:HRIS@admin.ox.ac.uk) with any queries regarding the content of this website, or with general queries about the programme.

### News



Image of a puzzle

### In this issue

- > [Briefing sessions now open for registration](#)
- > [Contract with supplier Core International signed on 25 February 2010](#)
- > [New website](#)
- > [The HRIS Programme: current activity](#)
- > [A brief recap for those new to this](#)

The next HRIS Programme online bulletin will be published in May 2010. Please send us with any queries.

[Previous issues](#) can be found on this website.

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