

Integration with TMS

TMS (CSU's Talent Management System) is integrated with the Oracle HR system. This creates two important efficiencies for users of the HR system. First, after a hiring proposal has been approved by all parties in TMS, the information will populate a new hire and/or new assignment record in Oracle overnight. Department HR staff will only need to complete a few remaining details on the records and submit the assignment for approval. Second, these assignments will no longer need to be approved at the department, division/college, or Provost level, because the hire will already have been approved in TMS.

Integration Notification Email List

Employees can sign up for an email list that will provide a daily email with the results of the integration from TMS to the HR system. This will help departments know when action is required on their part. The format is:

Department Number, Job Classification and Working Title:
Success/failure message and steps to be taken (if any)

For example:

1620, C9C1TX Veterinary Technician I:
New employee and assignment successfully created. Please verify records and submit for approval.

An email will be sent every day that integrations are attempted and will include every department's assignments on the same email. If you would like to subscribe to the mailing list, please click the link below, enter your email address (there is no need to create a password), and click Subscribe. You will receive an email with a link to confirm your subscription.

https://lists.colostate.edu/cgi-bin/mailman/listinfo/hr_tms_notifications

Further Details

Oracle will process a nightly data feed from TMS of newly approved hiring proposals. If the initiator would typically create a new hire or new assignment in Oracle for the employee, this will be created automatically. This includes all employees new to the university, existing employees moving to a new employee group (State Classified to Admin Professional, for example), or existing employees who have had a break in service.



If the employee is new to the university, the person record in Oracle will be populated with:

- Name
- Social Security Number
- Date of Birth
- Demographics (including gender, race/ethnicity, disability status, and veteran status)
- Home Address
- Working Title

The Home Address will be the address that the new employee entered when he or she created the application in TMS. If this has changed, the department HR staff can edit the address before submitting the assignment for approval. If the address is outside the United States or has an inconsistency (city does not match zip code), the integration will fail and the whole record will have to be entered manually as usual. If the employee is currently in the system, the home address and demographics will be updated with the new information from the employee's application.

The new assignment will be populated with:

- Start Date
- Position Number
- Employee Group
- Classification
- Salary Basis
- Employment Category (Regular/Special/Temporary)
- Department
- FTE
- Salary or Pay Rate

These assignment values cannot be changed in Oracle after being automatically populated. Please make sure that all values (including the start date and salary) are accurate on the approved hiring proposal. Department HR staff will find this new person and/or new assignment by using the "CSU Maintain Person" form in Oracle and date-tracking to the assignment start date. The Supervisor field and (if applicable) the Appointment End Date field must be completed by the department HR staff. The assignment Location field will be set to the department default but can be changed. Any other information that the department HR staff wish to complete (office phone, etc.) on the person record can be entered before submitting the assignment for approval in the traditional process.

[Hiring Proposal Errors: When to make changes on the Position Description and when a new Hiring Proposal is needed](#)



Once submitted, the approval process will go directly to HR Records, thus bypassing the usual workflow steps and providing faster turnaround time for assignment creation.

Please note, if the hiring proposal represents a change to the employee's assignment that would be entered in Oracle as an assignment change (for example, if an Admin Professional employee is hired for a different Admin Professional position), the action will not be created automatically in Oracle. Department HR staff must create these actions in Oracle as usual, and the action will be routed for the usual approvals. You should check with HR IS (hr_is@colostate.edu) if an automatic assignment creation was expected but did not occur.

Oracle to TMS Integration

Some position details will be sent from Oracle to TMS on a regular basis to keep TMS more up-to-date. These fields are:

- Status (active or inactive)
- Department
- Classification
- Incumbent employee
- Supervisory position
- Employment category (Regular/Special/Temporary)
- FLSA Status

Obviously, more details about a position or assignment may change in Oracle that are not included in this data exchange (FTE and salary changes, for example). Oracle remains the system of record for employee information, assignment information, and basic position details (employee incumbency, job classification, department, and FLSA designation). TMS is the system of record for position descriptions, postings, and the application and search process. If there is a discrepancy between the two systems regarding an employee, assignment, or basic position details, please keep in mind that the "official" data reside in Oracle. For that reason, department HR staff should not be overly concerned about their positions in TMS perfectly matching the information in Oracle. The primary purpose of TMS is to facilitate the search and hiring process, so only when a position is going to be revisited, posted, and filled should department HR staff concern themselves with the accuracy of position details. Reports and other data extractions should continue to be generated from Oracle.

In addition to position details, new employees will automatically be granted access to TMS in the roles of Employee and Search Committee Member for their department.



Summer Session and TMS

When creating Summer Session assignments, the basic principle is this: if an employee already has an active assignment in the HR system, you do not need to create a summer session position through TMS.

- If an employee is a completely new hire and will start in the summer (or will only work for the summer), create/modify a position in TMS and select the “Summer Session Salary” Salary Basis.
- If an employee has been newly hired for the fall and the department decides they should start during the summer, please contact hr_records@mail.colostate.edu. No action needs to be taken in TMS.
- If an employee is being rehired for the summer (and does not have an active nine-month assignment), the department should create/modify the summer session assignment in TMS. However, no background check is needed.
- If an employee has a currently active nine-month assignment and the department would like to hire them for the summer, the department should create the assignment in Oracle. No action needs to be taken in TMS.

Due to approval requirements for summer session, hires in TMS with the “Summer Session Salary” Salary Basis do not integrate with Oracle. The department needs to create or reactivate the assignment in Oracle whether or not it has already gone through TMS.

