Colorado State University

Talent Management System (TMS)

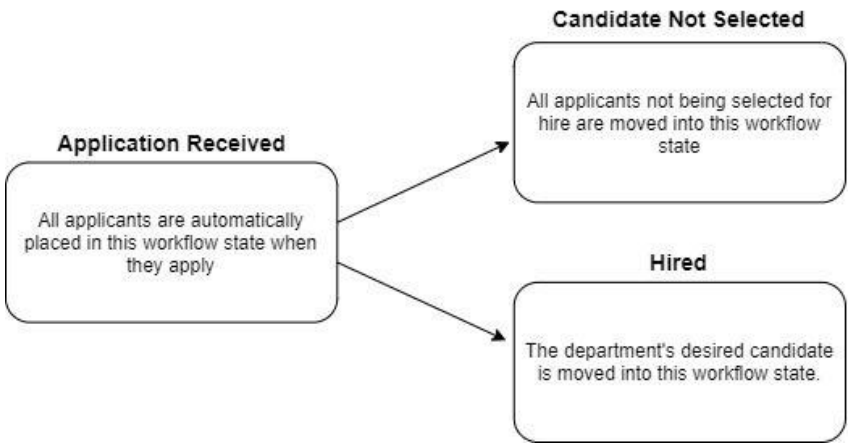
How to Move Temporary Hourly Applicants in Workflow and Finalize the Hire in Oracle

How to move Temporary Hourly Applicants in Workflow

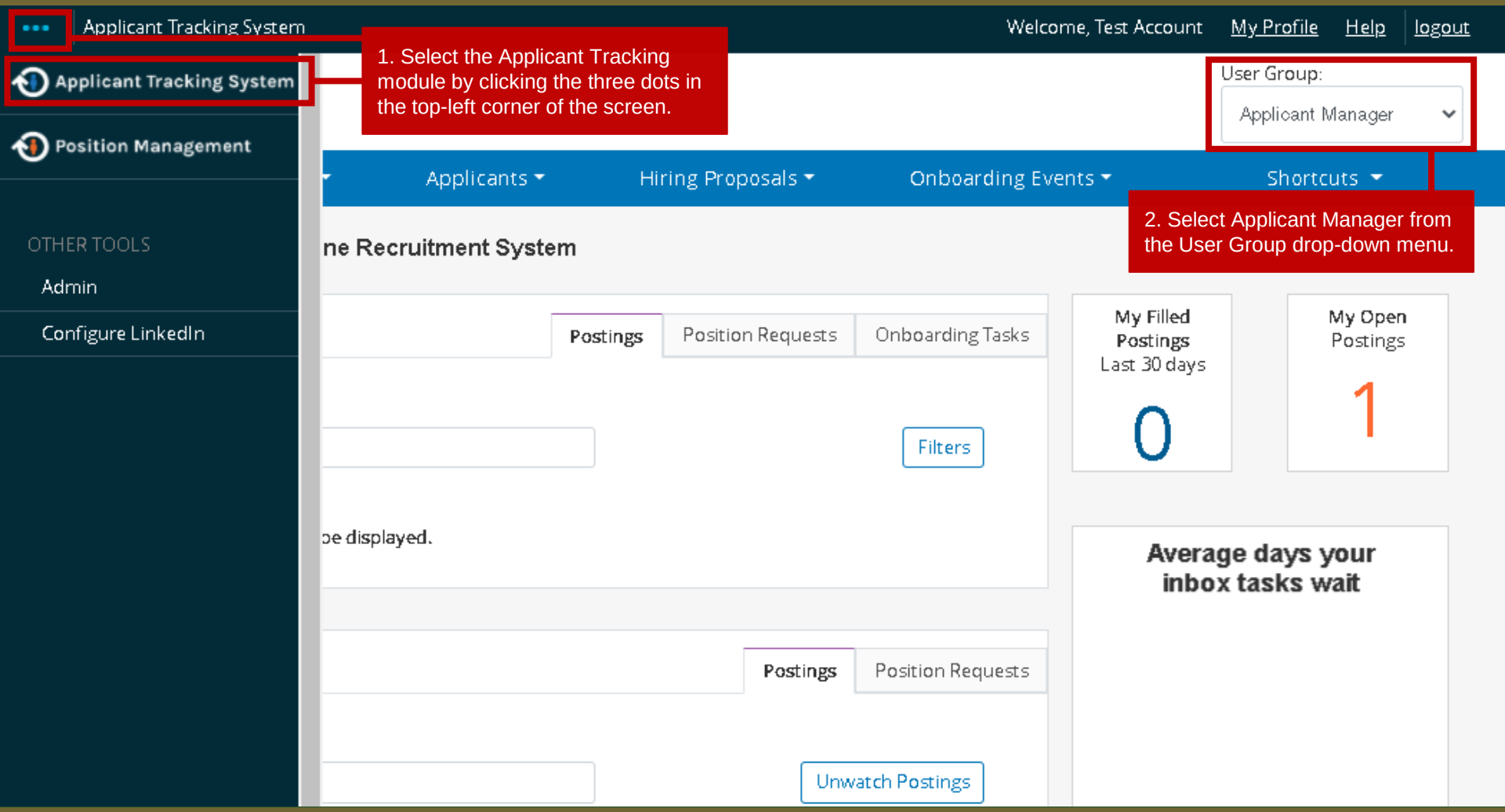
Moving Temporary Hourly applicants in workflow is a simplified version of the Administrative Professional and Faculty applicant workflow process. Instead of requesting interviews and hires, Applicants Managers will only move applicants into two difference workflow states, ‘Candidate Not Selected’ and ‘Hired’.

Applicant Managers **are the only user group** permitted to move (disposition) applicants into different workflow states.

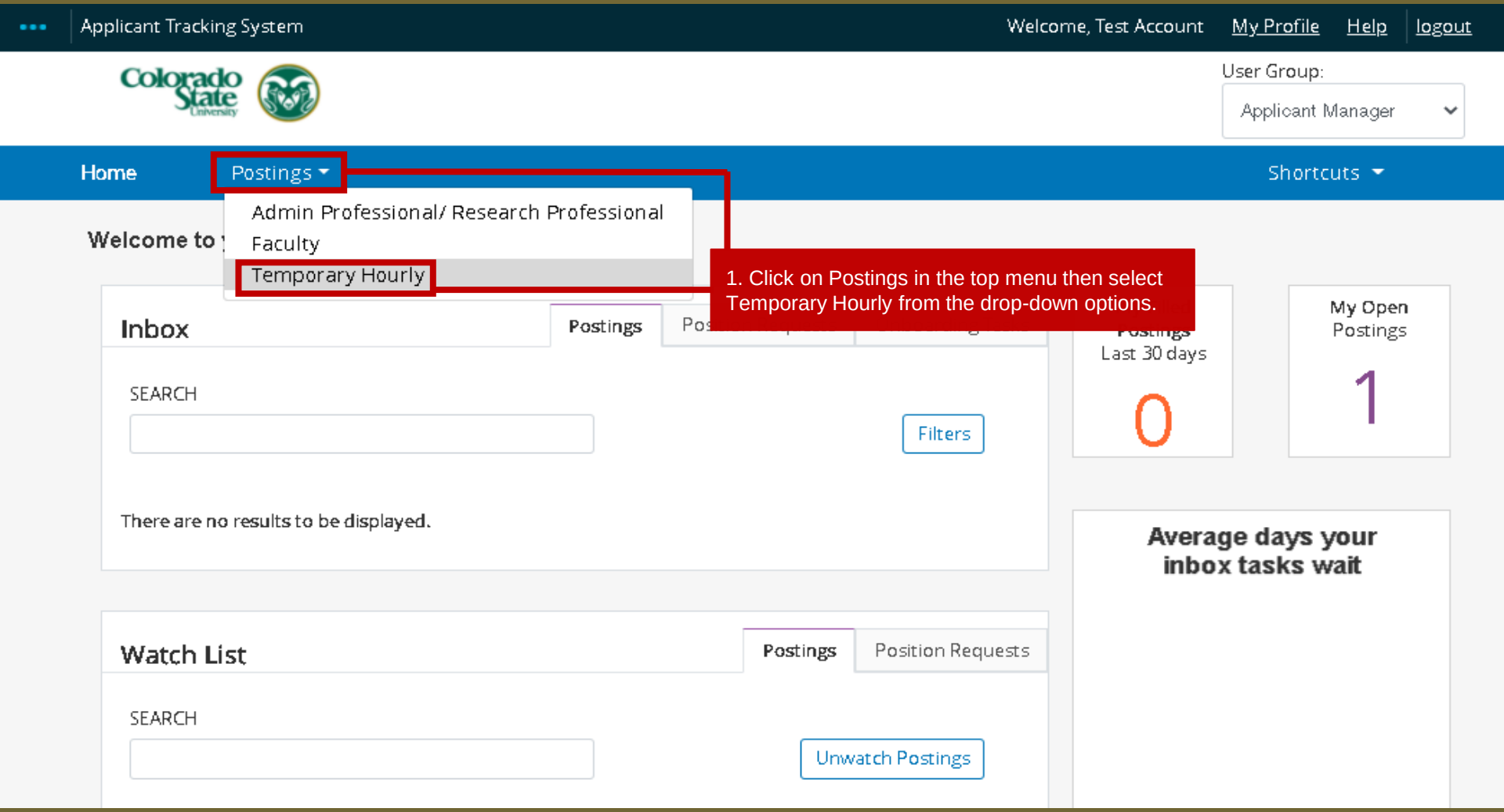
Below is an applicant workflow state flowchart.



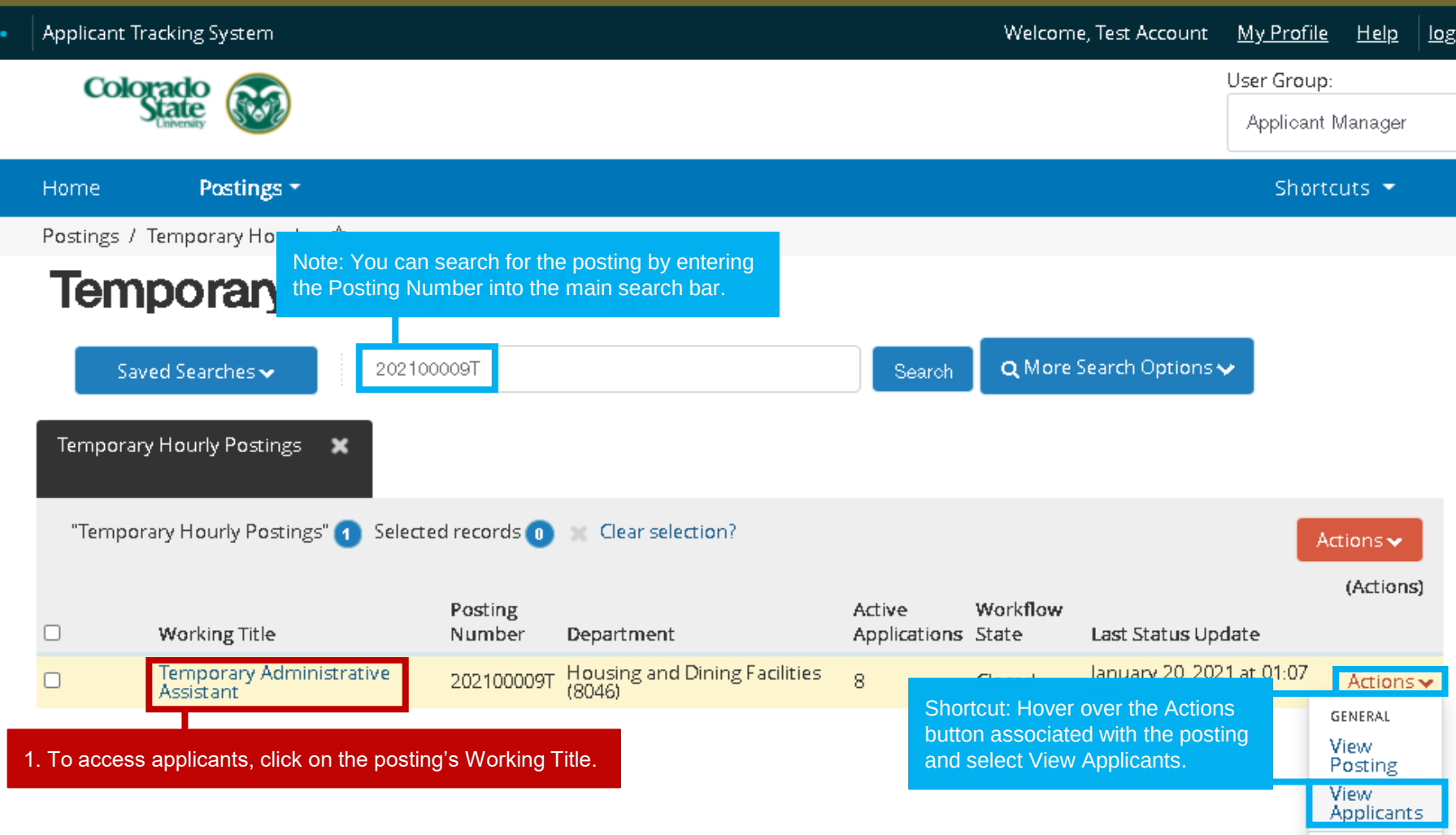
Log into the System as an Applicant Manager



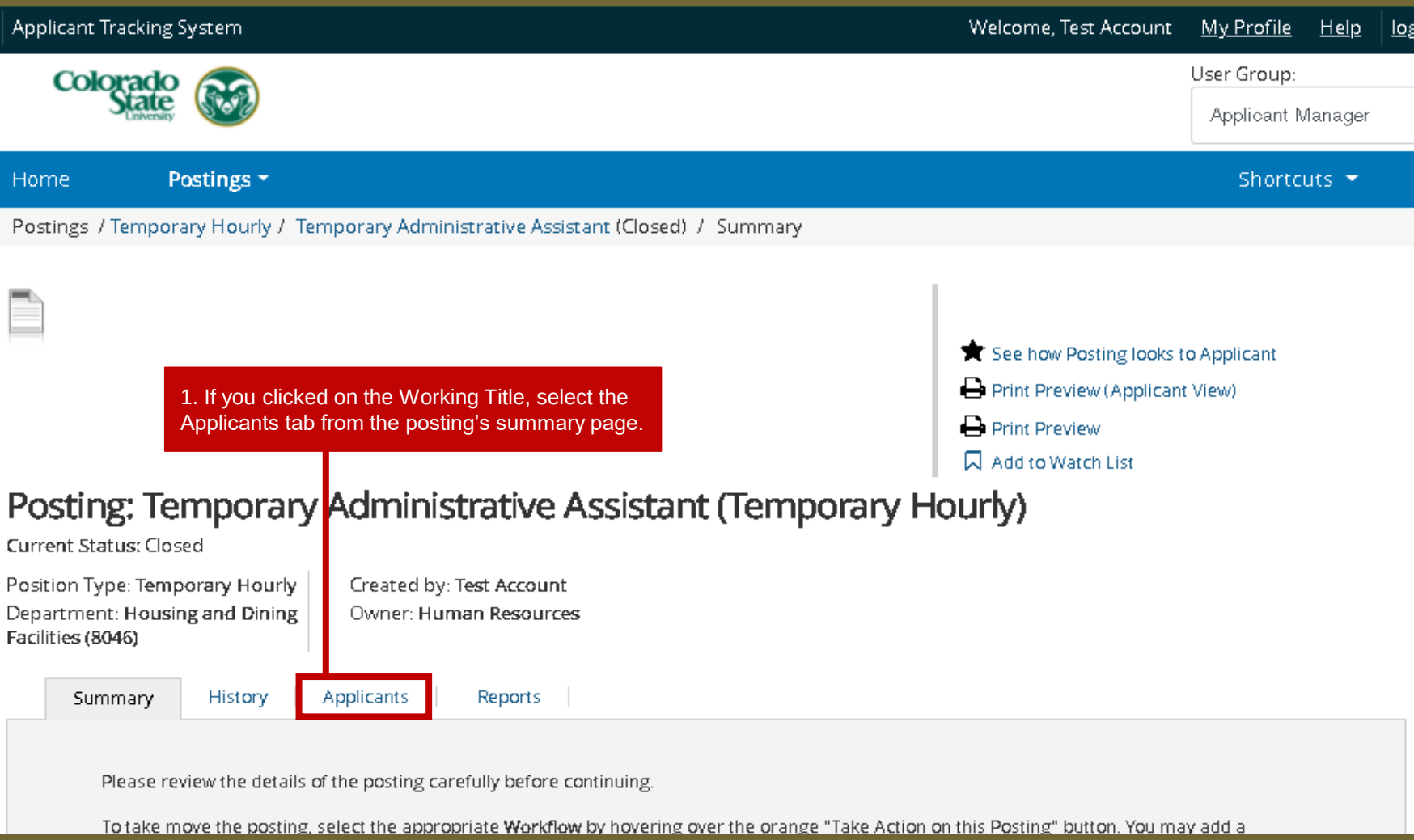
Locate the Temporary Hourly Posting



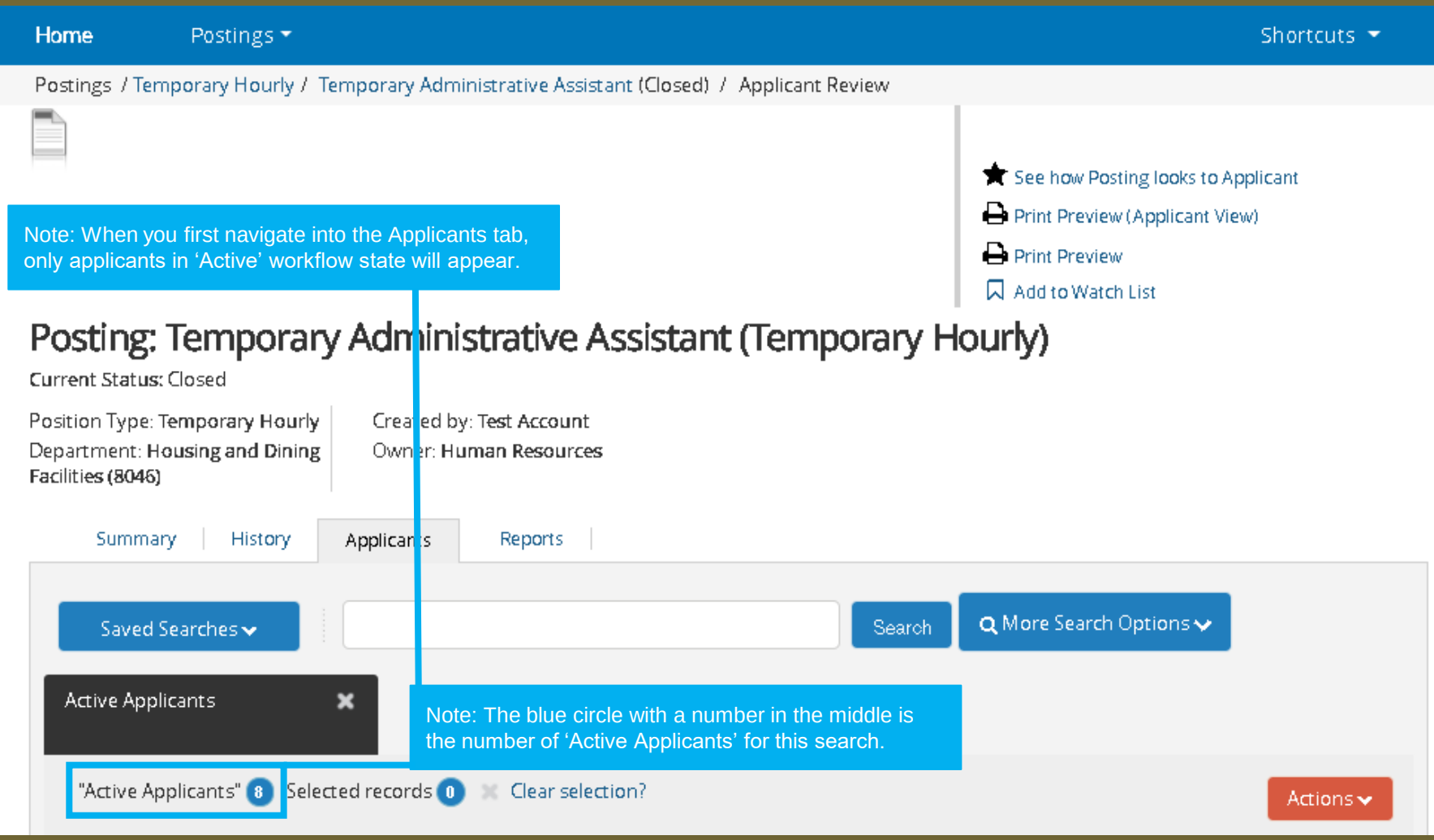
Locate the Temporary Hourly Posting



Posting - Applicants Tab



Applicants Tab – Active Applicants



Note: When you first navigate into the Applicants tab, only applicants in 'Active' workflow state will appear.

Note: The blue circle with a number in the middle is the number of 'Active Applicants' for this search.

Applicants Tab – All Applicants

Posting: Temporary Administrative Assistant (Temporary Hourly)

Current Status: Closed

Position Type: Temporary Hourly
Department: Housing and Dining Facilities (8046)

Created by: Test Account
Owner: Human Resources

Note: If you wish to view all applicants, both Active and Inactive, hover over Saved Searches and select All Applicants.

Saved Searches | Search | More Search Options

(VISIBILITY) - SAVED SEARCH NAME
(Global) - Active Applicants
(Global) - All Applicants

"Active Applicants" 8 Selected records 0 Clear selection?

Actions

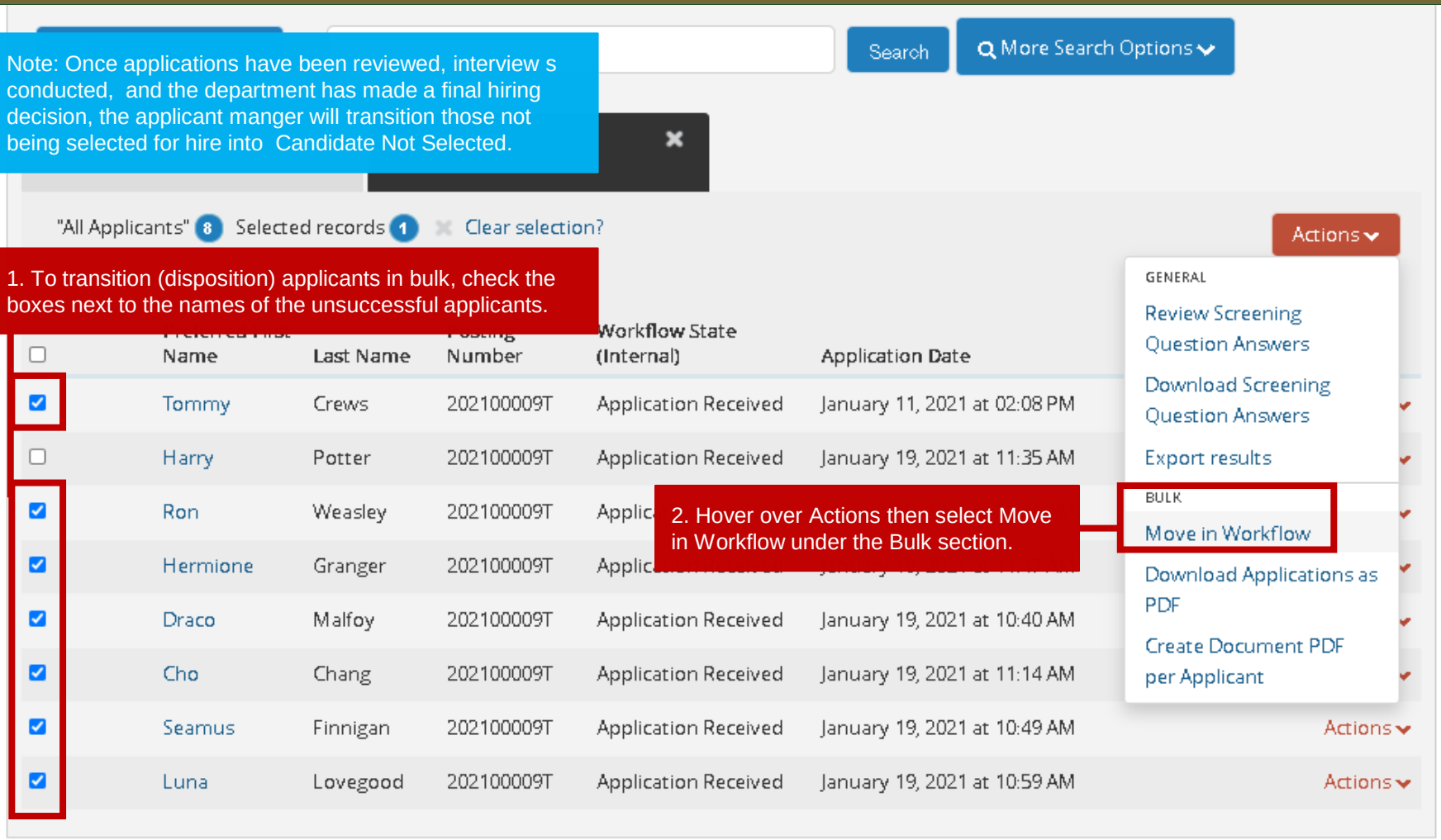
	Preferred First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	(Actions)
	Tommy	Crews	202100009T	Application Received	January 11, 2021 at 02:08 PM	Actions
	Draco	Malfoy	202100009T	Application Received	January 19, 2021 at 10:40 AM	Actions
	Seamus	Finnigan	202100009T	Application Received	January 19, 2021 at 10:49 AM	Actions
	Luna	Lovegood	202100009T	Application Received	January 19, 2021 at 10:59 AM	Actions

Move Unsuccessful Applicants in Bulk

Note: Once applications have been reviewed, interview s conducted, and the department has made a final hiring decision, the applicant manger will transition those not being selected for hire into Candidate Not Selected.

1. To transition (disposition) applicants in bulk, check the boxes next to the names of the unsuccessful applicants.

2. Hover over Actions then select Move in Workflow under the Bulk section.



Move Unsuccessful Applicants in Bulk

Home Postings Shortcuts

Note: If you are bulk moving applicants into the **same** workflow state, use the top 'Change for all applicants' drop-down menu. In this scenario, we are moving all unsuccessful applicants into the 'Candidate Not Selected' workflow state. You can see that once a workflow state is selected in the top drop-down menu, all workflow states below auto update to mirror the selection.

1. Ensure a Reason is selected for each applicant moving into Candidate Not Selected. If an applicant did not meet the minimum qualifications of the position, please ensure their Reason is set to 'Determined did not meet min quals'.

Change for all applicants: Candidate Not Selected | Please select...

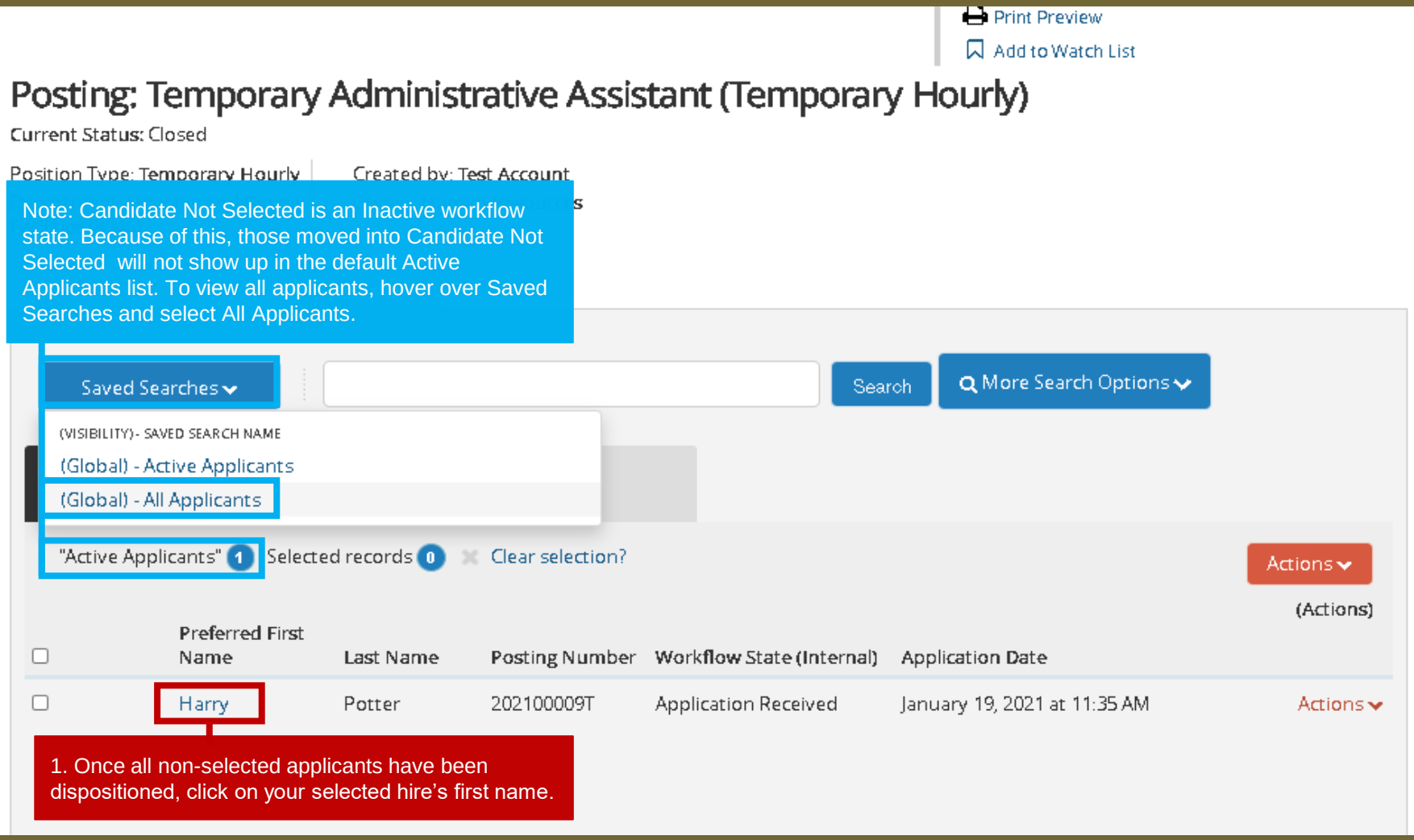
Applicant	Current State	New State	Reason	Group Prompt User
Tommy Crews	Application Received	Candidate Not Selected	Please select...	
Ron Weasley	Application Received	Candidate Not Selected	Please select...	
Hermione Granger	Application Received	Candidate Not Selected	Please select...	
Draco Malfoy	Application Received	Candidate Not Selected	Please select...	
Cho Chang	Application Received	Candidate Not Selected	Please select...	
Seamus Finnigan	Application Received	Candidate Not Selected	Please select...	
Luna Lovegood	Application Received	Candidate Not Selected	Please select...	

Reason drop-down:
- Please select...
- Determined did not meet min quals
- Other applicants had more directly relevant experience
- Ranked lower in numerical evaluation

2. When ready, click Save Changes.

Save changes | Cancel

Move Selected Candidate to Hired



Move Selected Candidate to Hired

Applicant Tracking System | Welcome, Test Account | My Profile | Help | logout

Colorado State University

User Group: Applicant Manager

Home | Postings | Shortcuts

Postings / ... / Temporary Administrative Assistant (Closed) / Applicant Review / Harry Potter Application Received

Job application: Ha

Current Status: Application Receive

Application form: Temporary Hour

1. Once in your desired candidate's job application, hover over the Take Action On Job Application button and select Hired (move to Hired).

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

Hired (move to Hired)

Candidate Not Selected (move to Candidate Not Selected)

Application Reactivated (move to Application Reactivated)

Full name: Harry Potter

Address:

123 main st

London, CO 80524

United Kingdom (Great Britain)

Username: hpotter1

Position Type: Temporary Hourly

Department: Housing and Dining Facilities (8046)

Take Action

Hired (move to Hired)

Reason (required)

Other

Harry had the most experience out of any applicants and interviewed well. Department wishes to hire.

Submit | Cancel

2. In the pop-up window, enter a brief rationale for your selected candidate then click Submit.

All TMS Actions Now Complete

Application was successfully transitioned

Applicant Tracking System | Welcome, Test Account | My Profile | Help | logout

Note: A banner across the top of the page will let you know that the workflow transition was successful. **At this point in the process, all TMS actions are now finalized.**

User Group: Applicant Manager

Home | Postings | Shortcuts

Postings / ... / Temporary Administrative Assistant (Closed) / Applicant Review / Harry Potter Hired

Job application: Harry Potter (Temporary Hourly)

Current Status: Hired

Application form: Temporary Hourly Application

Note: Once transitioned, your selected candidate's current status will update to Hired.

by: Harry Potter

Owner: Human Resources

Address:

123 main st

London, CO 80524

United Kingdom (Great Britain)

Username: hpotter1

Email: hpotter1@gmail.com

Phone (Primary):

Phone (Secondary):

Position Type: Temporary Hourly

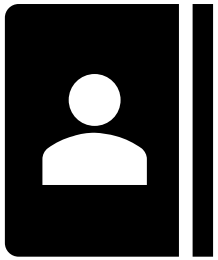
View Posting Applied To

Preview Application

Next Steps

1. Submit a background check request

2. Complete the I-9 and gather new hire/assignment paperwork



3. Set up the personnel and/or assignment record

Background Check – AAR

Administrative Applications and Resources

Home Reporting Research

Note: You can access this page by clicking this link – Administrative Applications and Resources (AAR)

Welcome to AAR

AAR is designed to provide links to the administrative applications supported by the Information Systems Department.

All available applications are accessed using the region on the right side of the page (side menu). Click the pointer next to each section to reveal additional choices. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link under the Support submenu can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general Information Systems related questions, suggestions or issues. The Help Desk is monitored from 7:00 - 16:30 Mon-Fri by phone at 970-491-1375 or email at is_support - scheduling@mail.colostate.edu. We welcome your comments.

You may access the AAR page from the CSU A-Z Web Directory. To create AAR as a Fav
campus, use this page.
When accessing the AAR web page from off campus, please use the URL https://secure
menu item.

1. From the Administration Applications and Resources homepage, click HR System.

Application Systems

- Admin Tools
- Applications Manager
- Banner Administrative Pages
- ARIESweb
- Conflict of Interest (COI)
- Data Access Request (ODS Access)
- Effort Reporting (ecrt)
- Electronic Forms
- HR System
- I-9 System
- Kuali Financial System (KFS)
- Kuali Research (KR)

Background Check – Oracle

Colorado State University

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Home

Note: You must have been granted access by HRIS to access this form. If you do not have access already, please submit the HR System Access Request Form.

Navigator

Personalize

- CSU Employee Self-Service
- CSU Human Resources Records BGC
  - CSU Background Checks
  - Salary Review
  - CSU Benefits
  - CSU Performance Eval
  - CSU Approvals
  - Find Notifications
  - CSU Schedule Lines
  - Grad Asst Appt and Cert Form
  - Acad Fac/Admin Pro Cert Form
  - Associate Certification Form
  - Leave Taken Summary
  - CSU Special Balances
  - CSU Integral System Data

1. Click on CSU Background Checks to open the Oracle form.

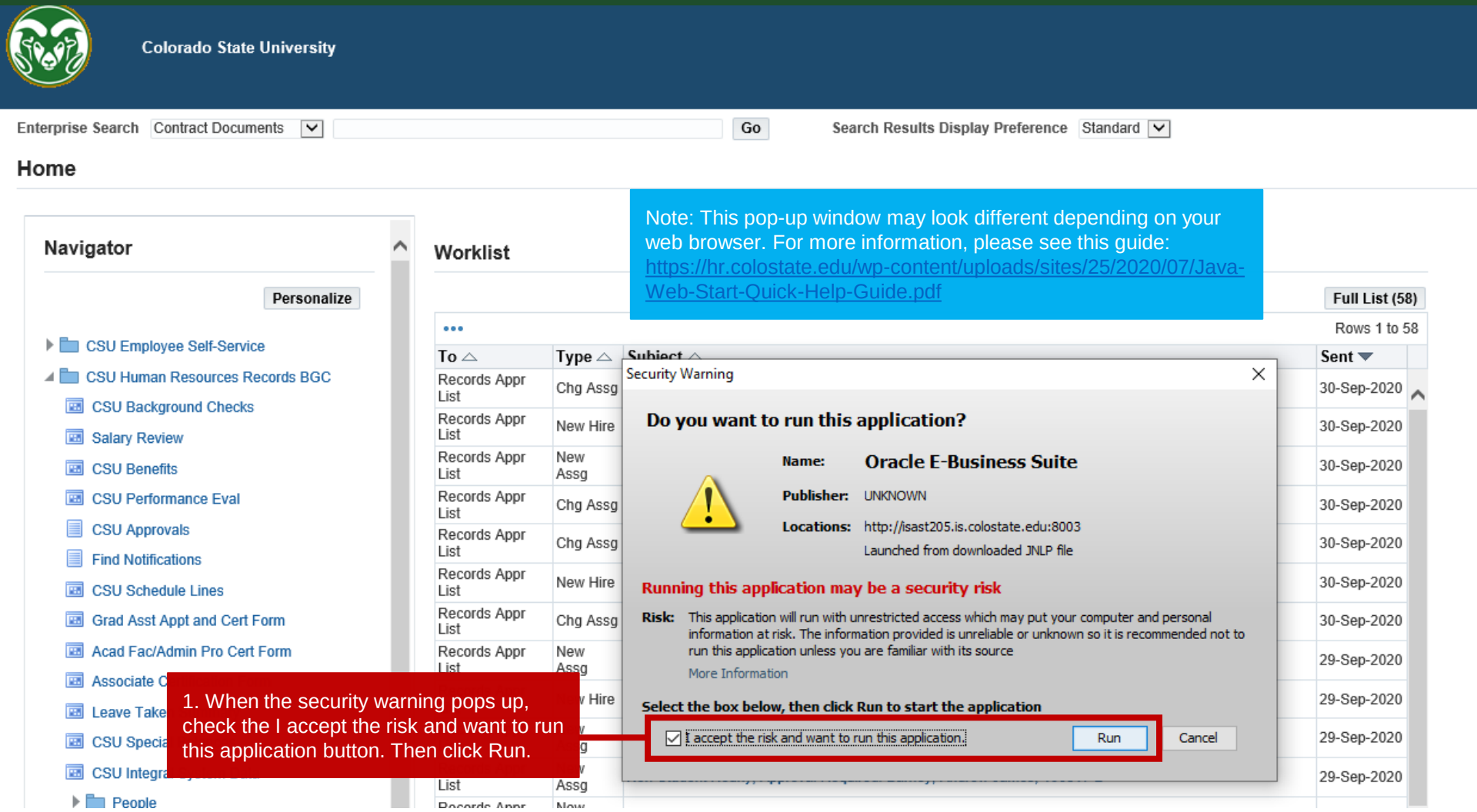
Worklist

Full List (58)

Rows 1 to 58

To	Type	Subject	Sent
			30-Sep-2020
			30-Sep-2020
Records Appr List	New Assg		30-Sep-2020
Records Appr List	Chg Assg		30-Sep-2020
Records Appr List	Chg Assg		30-Sep-2020
Records Appr List	New Hire		30-Sep-2020
Records Appr List	Chg Assg		30-Sep-2020
Records Appr List	New Assg		29-Sep-2020
Records Appr List	New Hire		29-Sep-2020
Records Appr List	New Assg		29-Sep-2020
Records Appr	New		

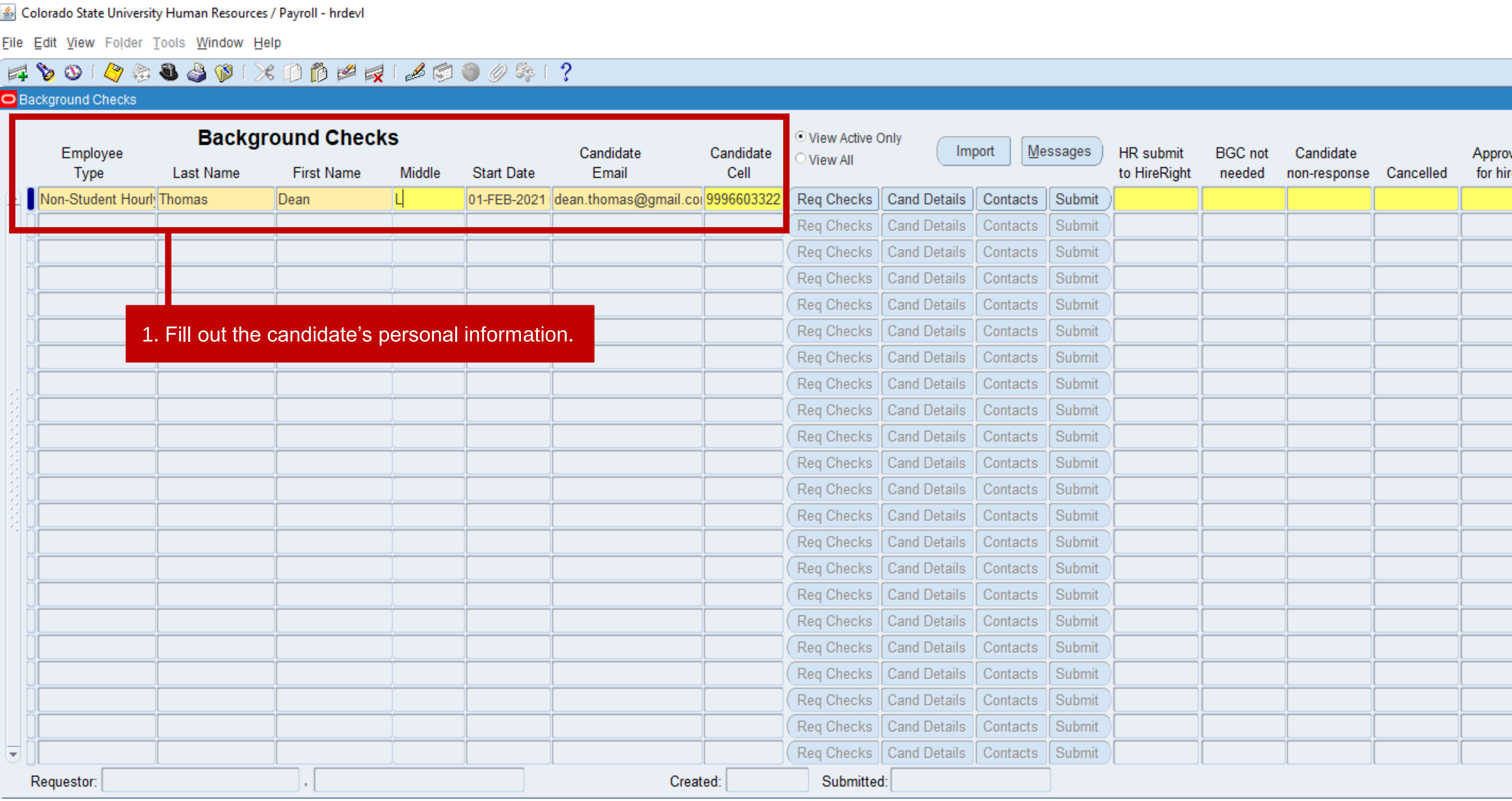
Background Check – Oracle



Note: This pop-up window may look different depending on your web browser. For more information, please see this guide: https://hr.colostate.edu/wp-content/uploads/sites/25/2020/07/Java-Web-Start-Quick-Help-Guide.pdf

1. When the security warning pops up, check the I accept the risk and want to run this application button. Then click Run.

Background Check – Candidate Information



Employee Type	Last Name	First Name	Middle	Start Date	Candidate Email	Candidate Cell					HR submit to HireRight	BGC not needed	Candidate non-response	Cancelled	Approv for hir
Non-Student Hourl	Thomas	Dean	L	01-FEB-2021	dean.thomas@gmail.co	9996603322	Req Checks	Cand Details	Contacts	Submit					

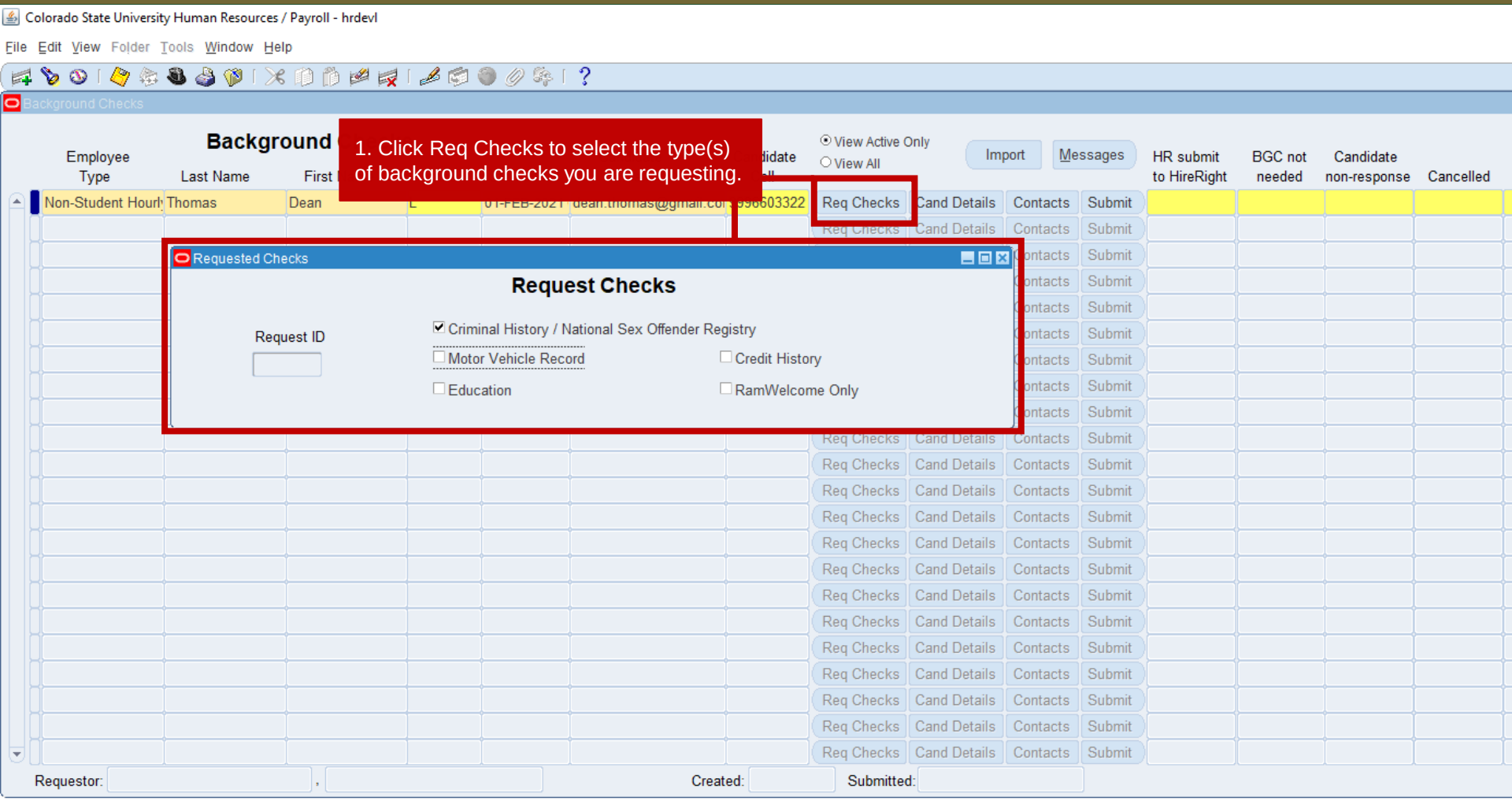
Requestor: ,

Created:

Submitted:

1. Fill out the candidate's personal information.

Background Check – Select Type



COLORADO STATE UNIVERSITY

Background Check – Candidate Details

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help

Background Checks

Background Checks

View Active Only | View All | Import | Messages

Employee Type	Last Name	First Name	M	Candidate	Candidate				HR submit to HireRight	BGC not needed	Candidate non-response	Cancelled
Non-Student Hourly	Thomas	Dean	L			Cand Details	Contacts	Submit				
						Req Checks	Cand Details	Contacts	Submit			
						Req Checks	Cand Details	Contacts	Submit			

1. Click Cand Details then enter the required information in the pop-up window.

Candidate Details

Candidate Details

Request Type	Department Name	Department Number	Chair/Director	Supervisor
New Hire	Human Resources	6004	Robyn Fergus	Minerva McGonagall

Candidate Is Minor?	Candidate Is Frgn Ntl?	Foreign National Duration in US	Frgn Ntl has SSN?
No	No		

Comments

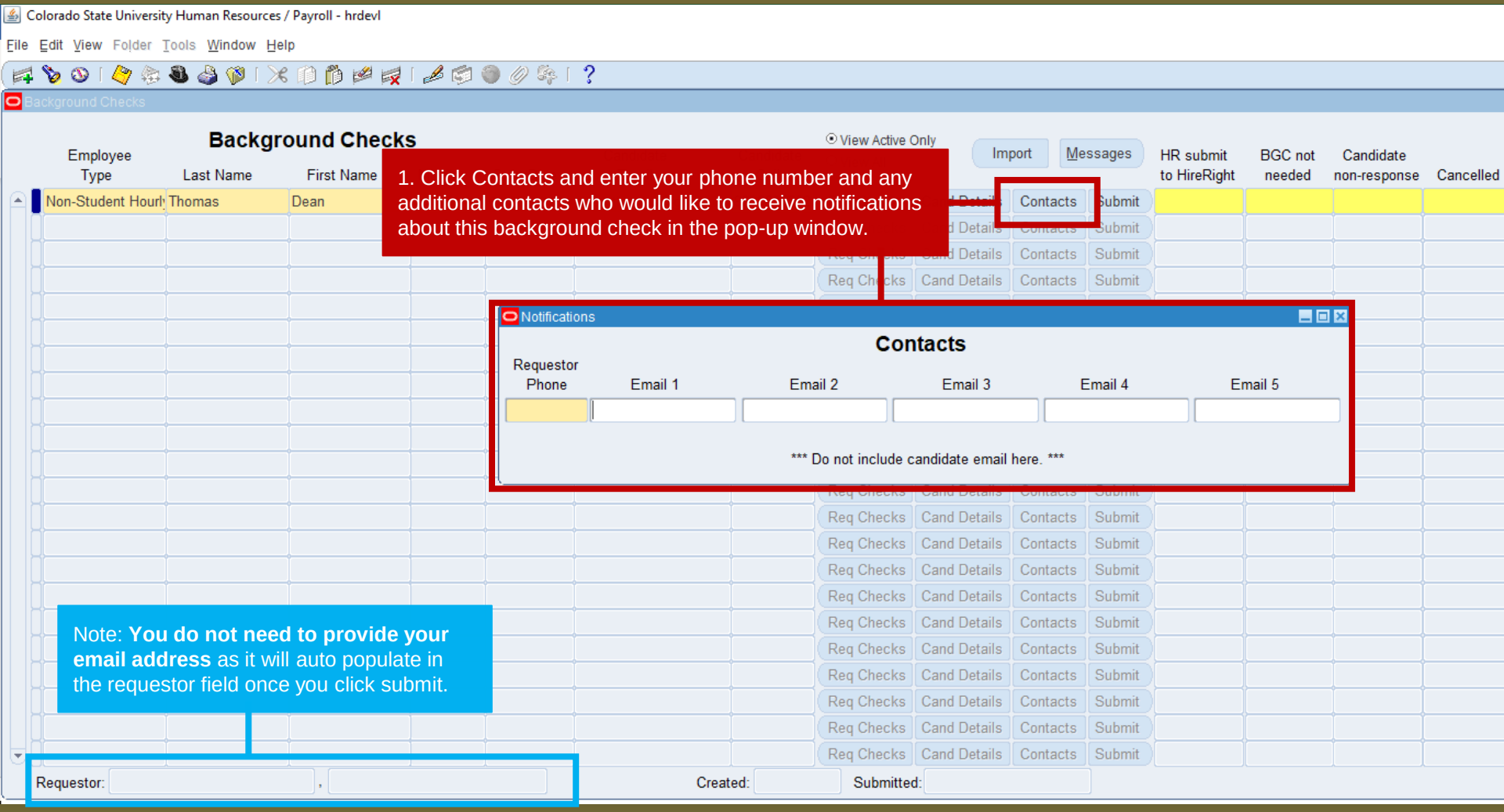
Location | Associate/Student Details

Note: If your candidate is a Foreign National, please select Yes in the Is Frgn Ntl? field then provide the additional required information.

2. Click Location to enter the location where the candidate will be working.

Requestor: Created: Submitted:

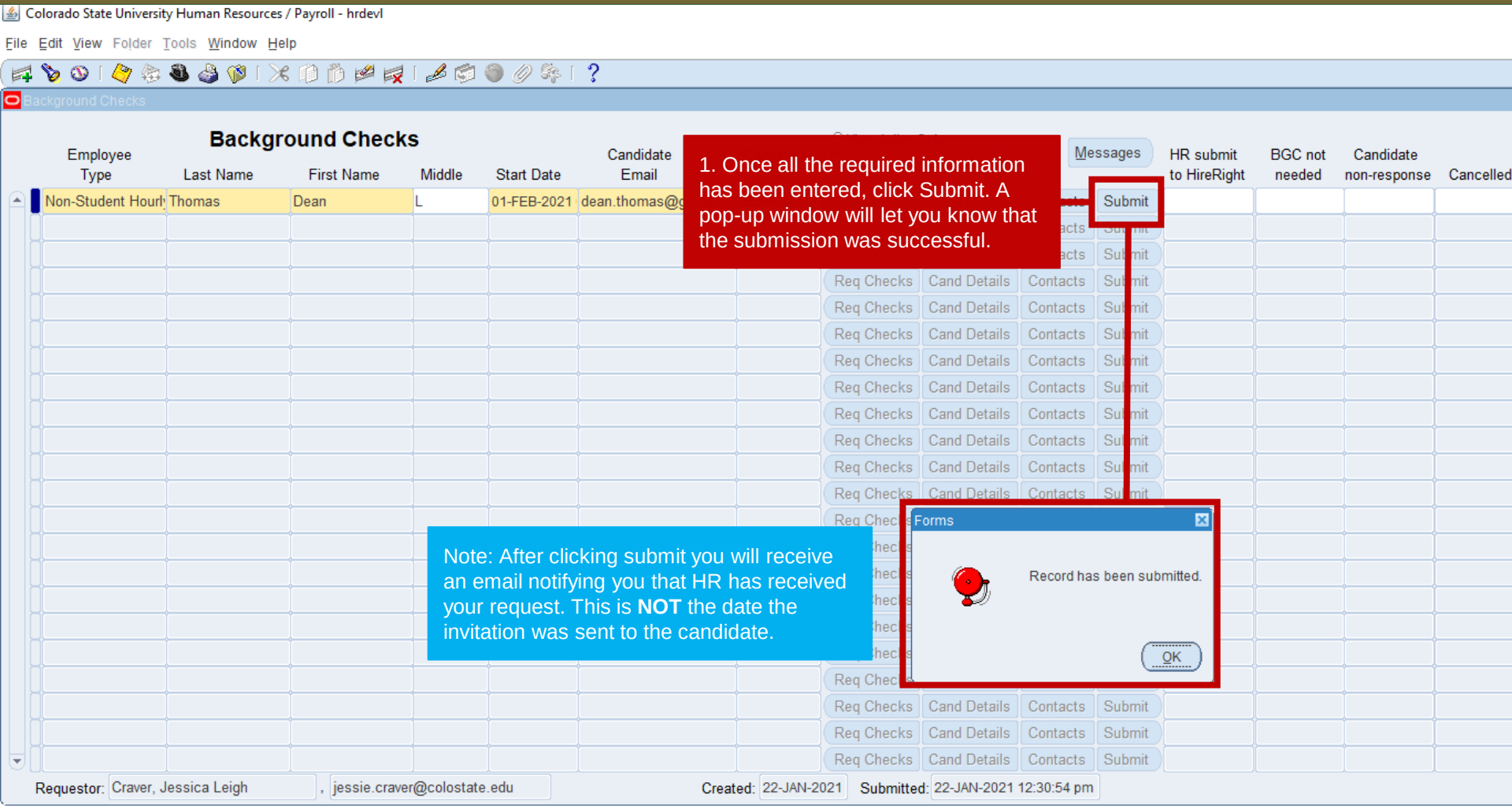
Background Check – Contact Information



1. Click Contacts and enter your phone number and any additional contacts who would like to receive notifications about this background check in the pop-up window.

Note: **You do not need to provide your email address** as it will auto populate in the requestor field once you click submit.

Background Check – Submit to Records



1. Once all the required information has been entered, click Submit. A pop-up window will let you know that the submission was successful.

Note: After clicking submit you will receive an email notifying you that HR has received your request. This is **NOT** the date the invitation was sent to the candidate.

Oracle Action – AAR

COVID-19 & IS Support

Administrative Applications and Resources

Home Reporting Research

1. After a successful background check, navigate back to the Administrative Applications and Resources webpage.

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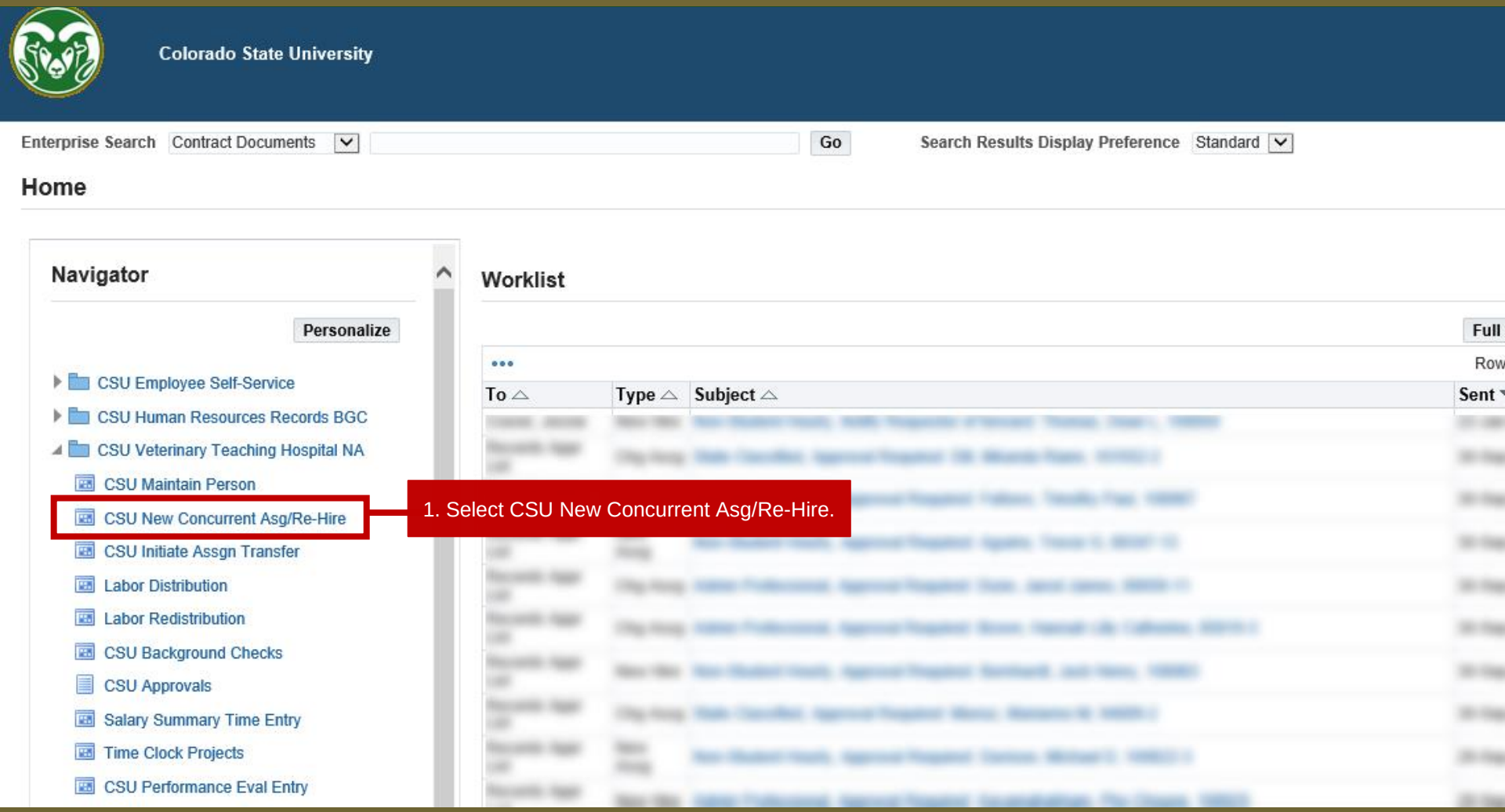
2. Click HR System from the right-side menu.

Application Systems

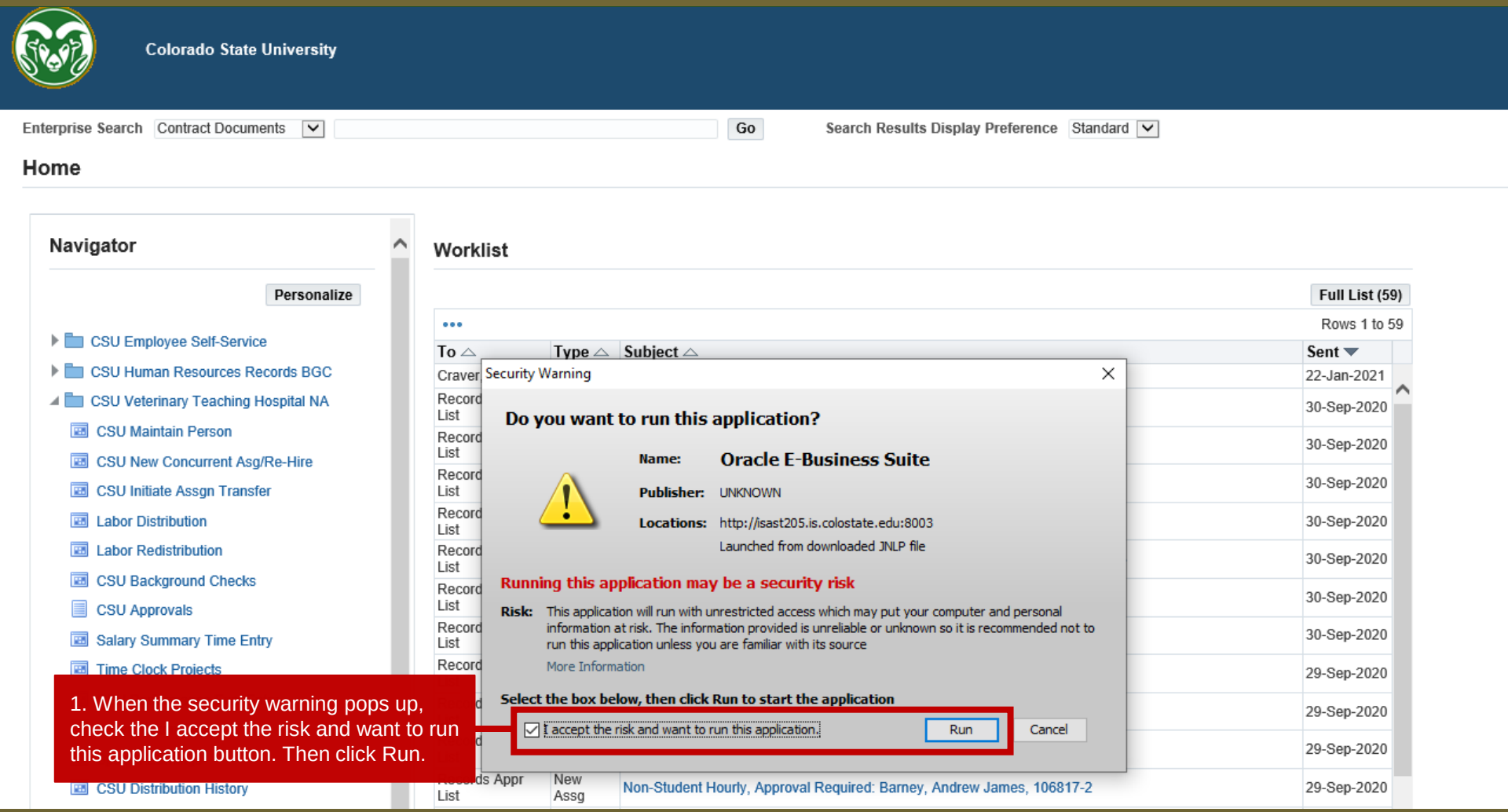
- Admin Tools
- Applications Manager
- Banner Administrative Pages
- ARIESweb
- Conflict of Interest (COI)
- Data Access Request (ODS Access)
- Effort Reporting (ecrt)
- Electronic Forms
- HR System
- I-9 System
- Kuali Financial System (KFS)
- Kuali Research (KR)

Oracle Action – AAR



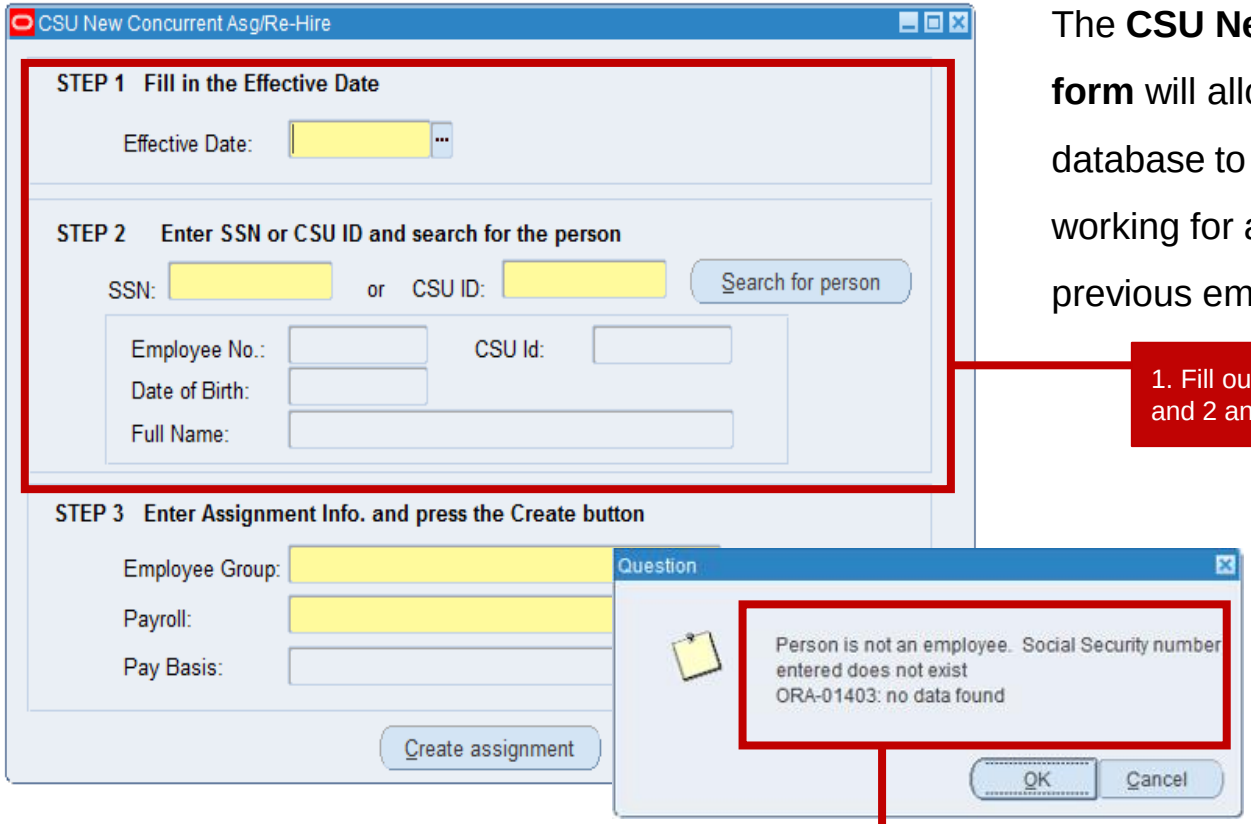
1. Select CSU New Concurrent Asg/Re-Hire.

Oracle Action – AAR



1. When the security warning pops up, check the I accept the risk and want to run this application button. Then click Run.

Oracle Action – Verify Employee Isn't in Oracle

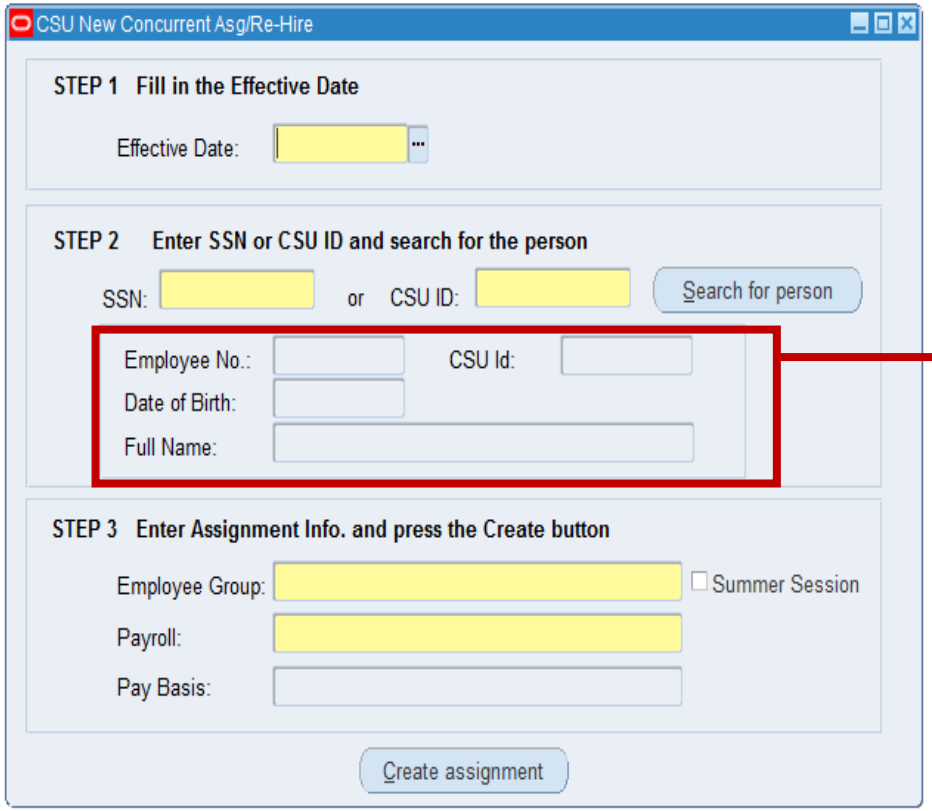


The **CSU New Concurrent Asg/Re-Hire form** will allow you to search the HR system database to verify the employee is not working for another department or a previous employee of another department.

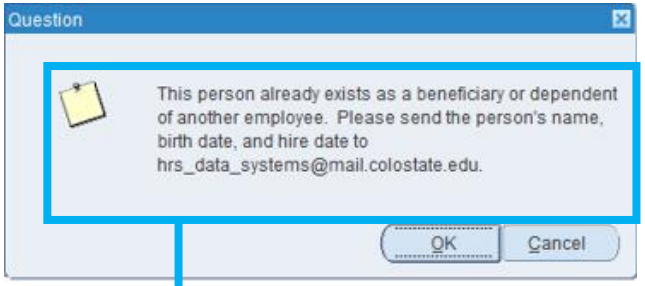
1. Fill out the information in Steps 1 and 2 and click Search for Person.

2. If you receive this message that the person is not an employee you can proceed to creating the personnel record and assignment.

Oracle Action – Employee is in Oracle



1. If the individual's name does populate in step 2, this means the individual is already set up in Oracle and you will need to create a **concurrent assignment**.



Note: If you receive a message that the person exists as a beneficiary or dependent of another employee you will need to contact HRIS.

Oracle Action – New Hire vs New Assignment

If the person **DOES NOT** exist in Oracle

Create a new personnel record AND new assignment record

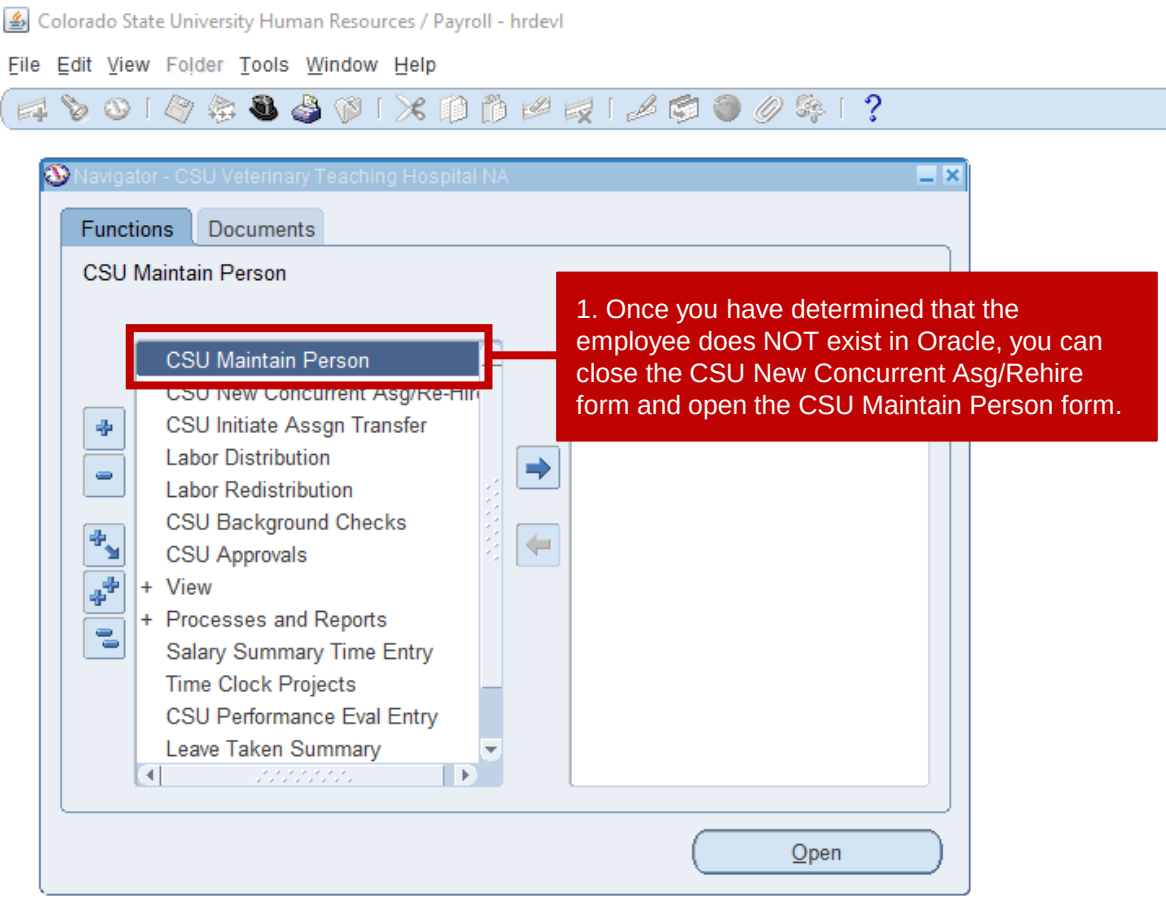
Instructions on slides 29 - 37

If the person **DOES** exist in Oracle

Create a new concurrent assignment record

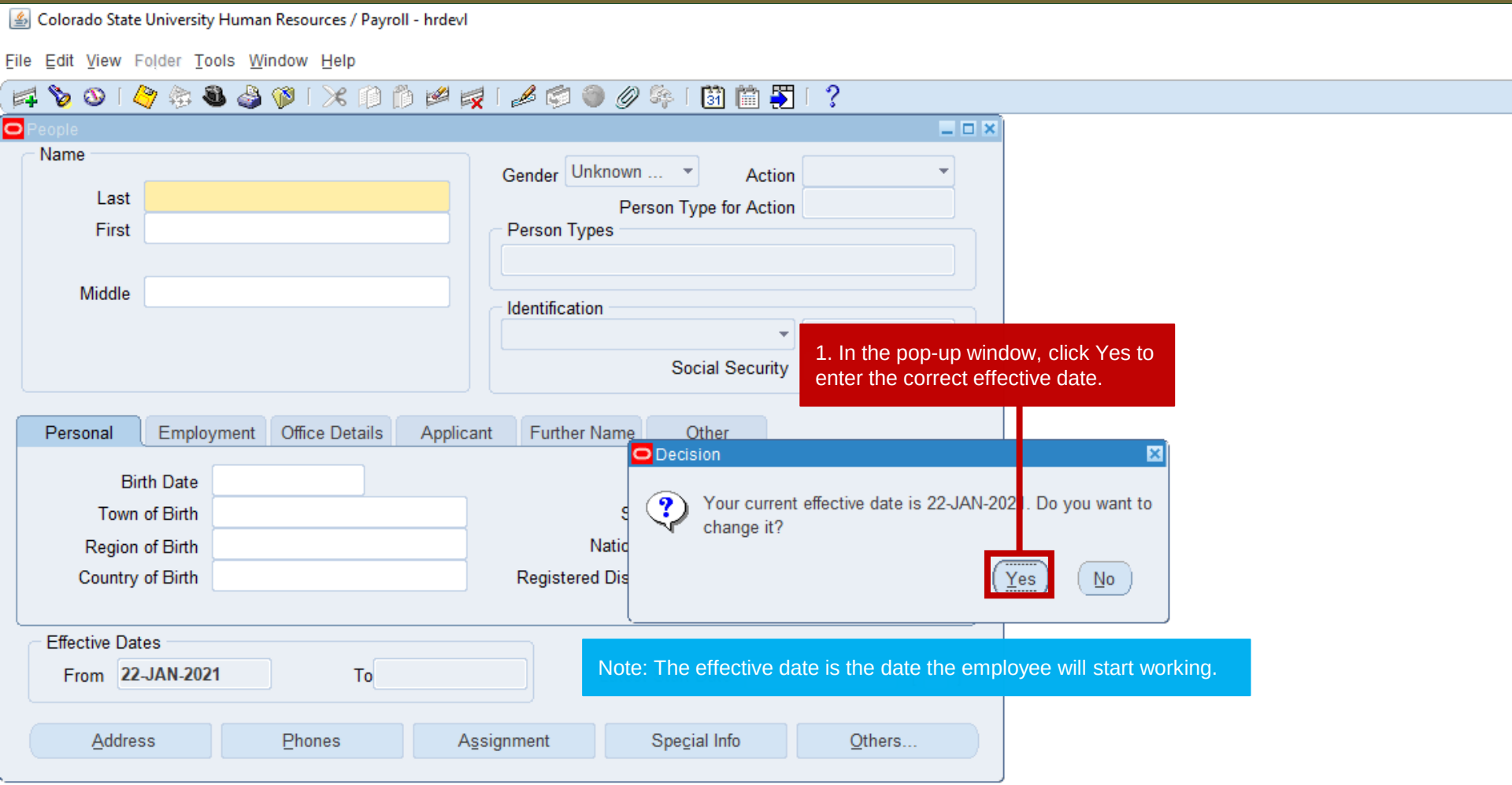
Instructions on slides 33 – 37

Oracle Action – CSU Maintain Person form



1. Once you have determined that the employee does NOT exist in Oracle, you can close the CSU New Concurrent Asg/Rehire form and open the CSU Maintain Person form.

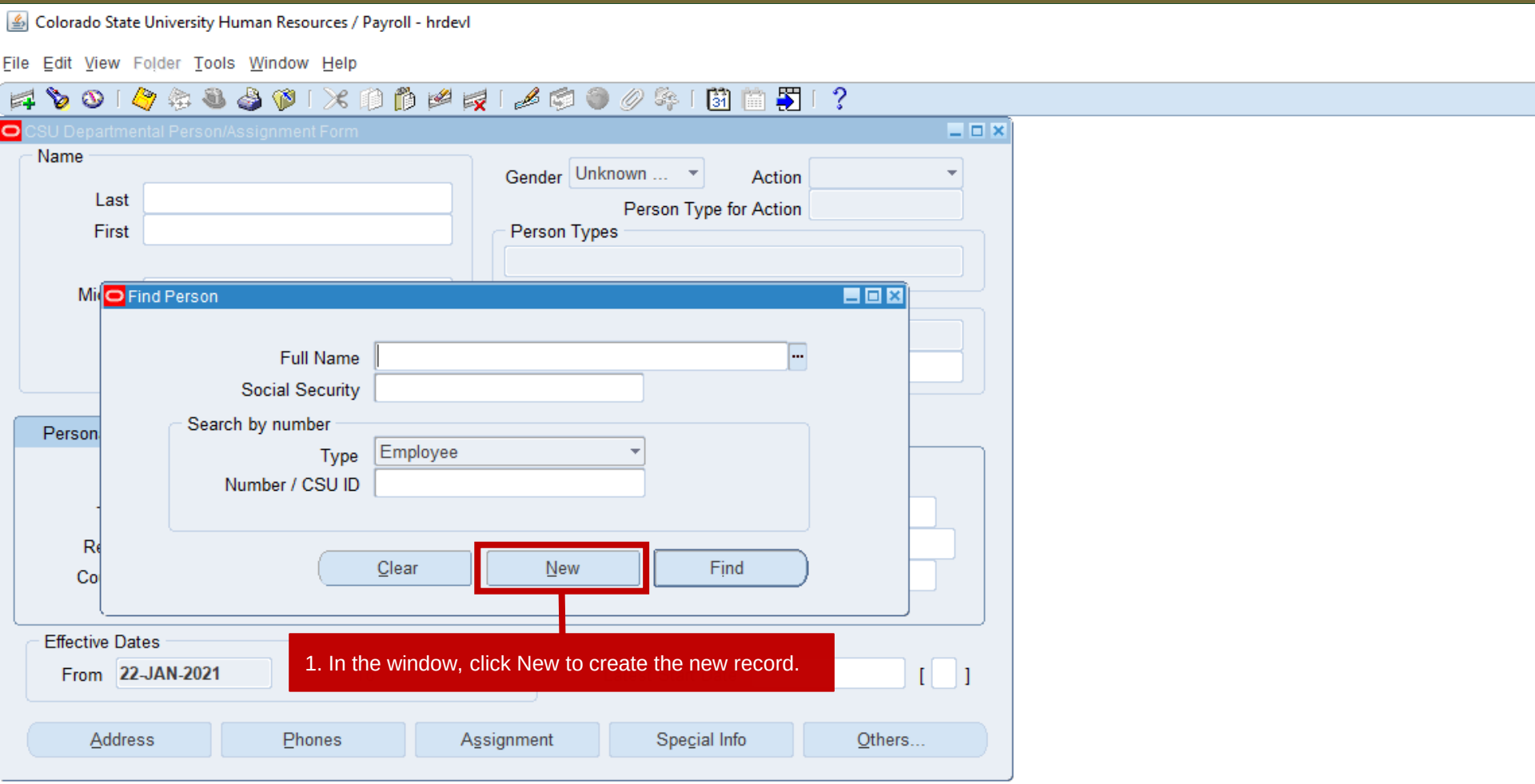
Oracle Action – Effective Date



1. In the pop-up window, click Yes to enter the correct effective date.

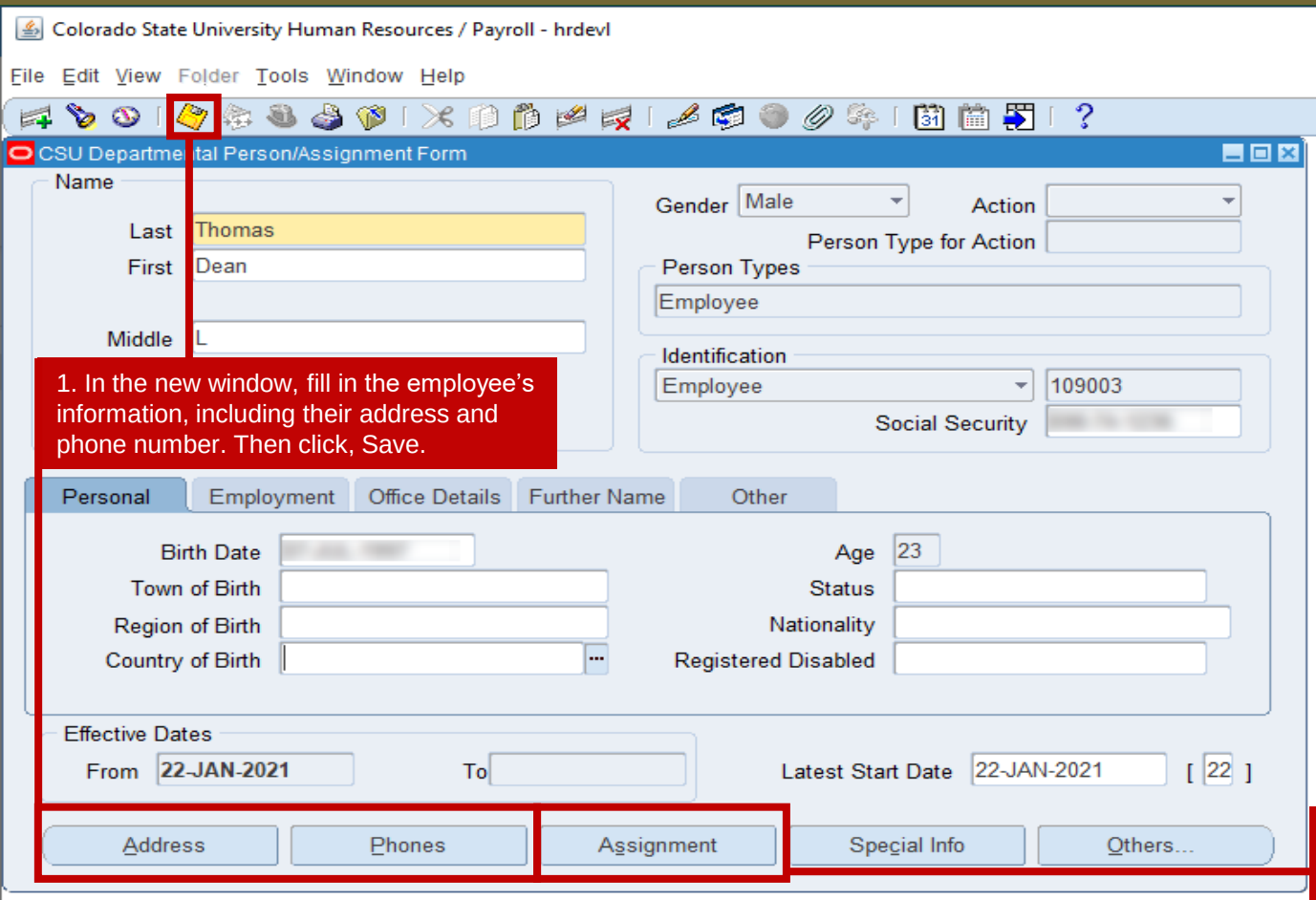
Note: The effective date is the date the employee will start working.

Oracle Action – Create the Personnel Record



1. In the window, click New to create the new record.

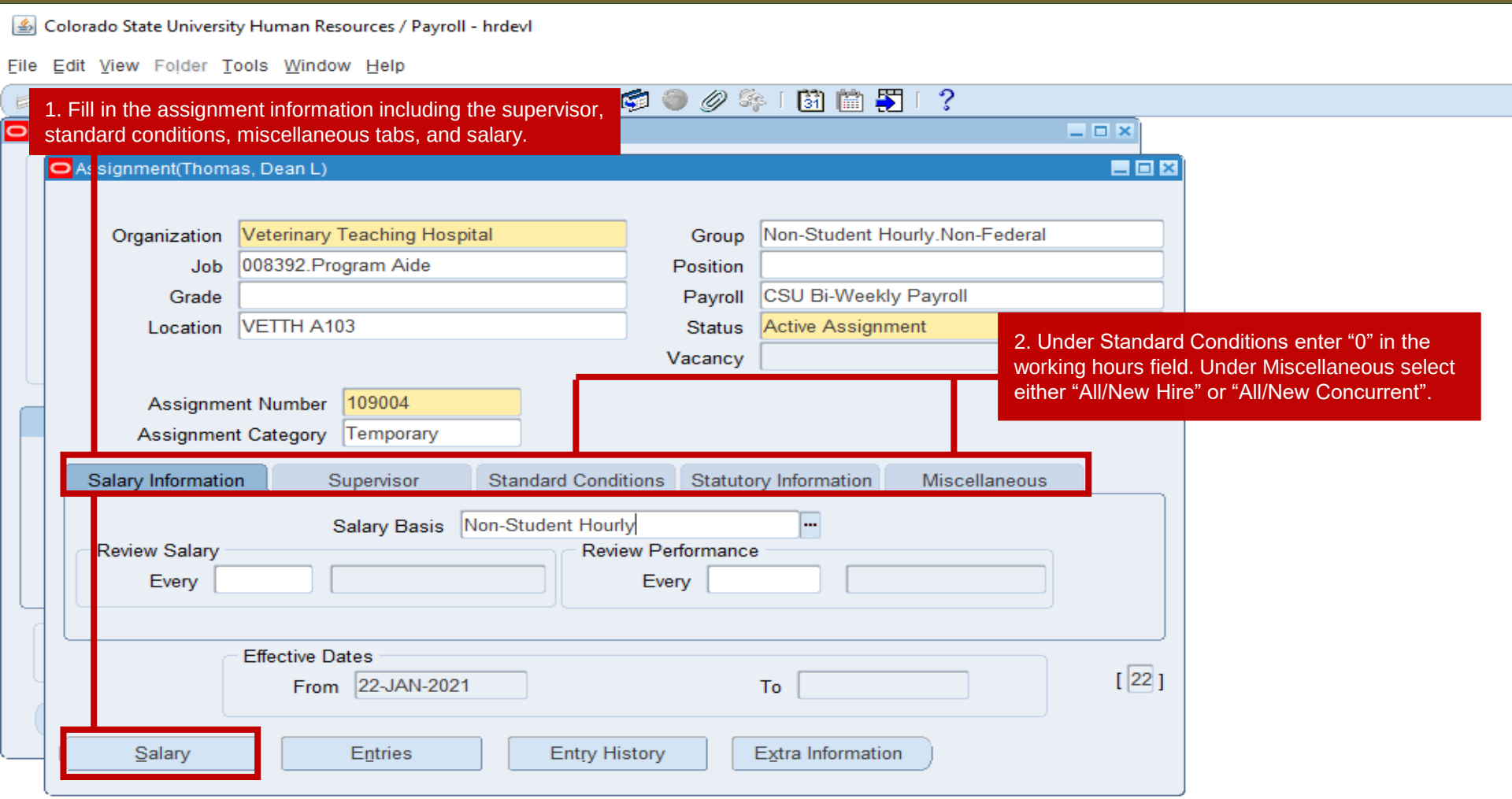
Oracle Action – Create the Personnel Record



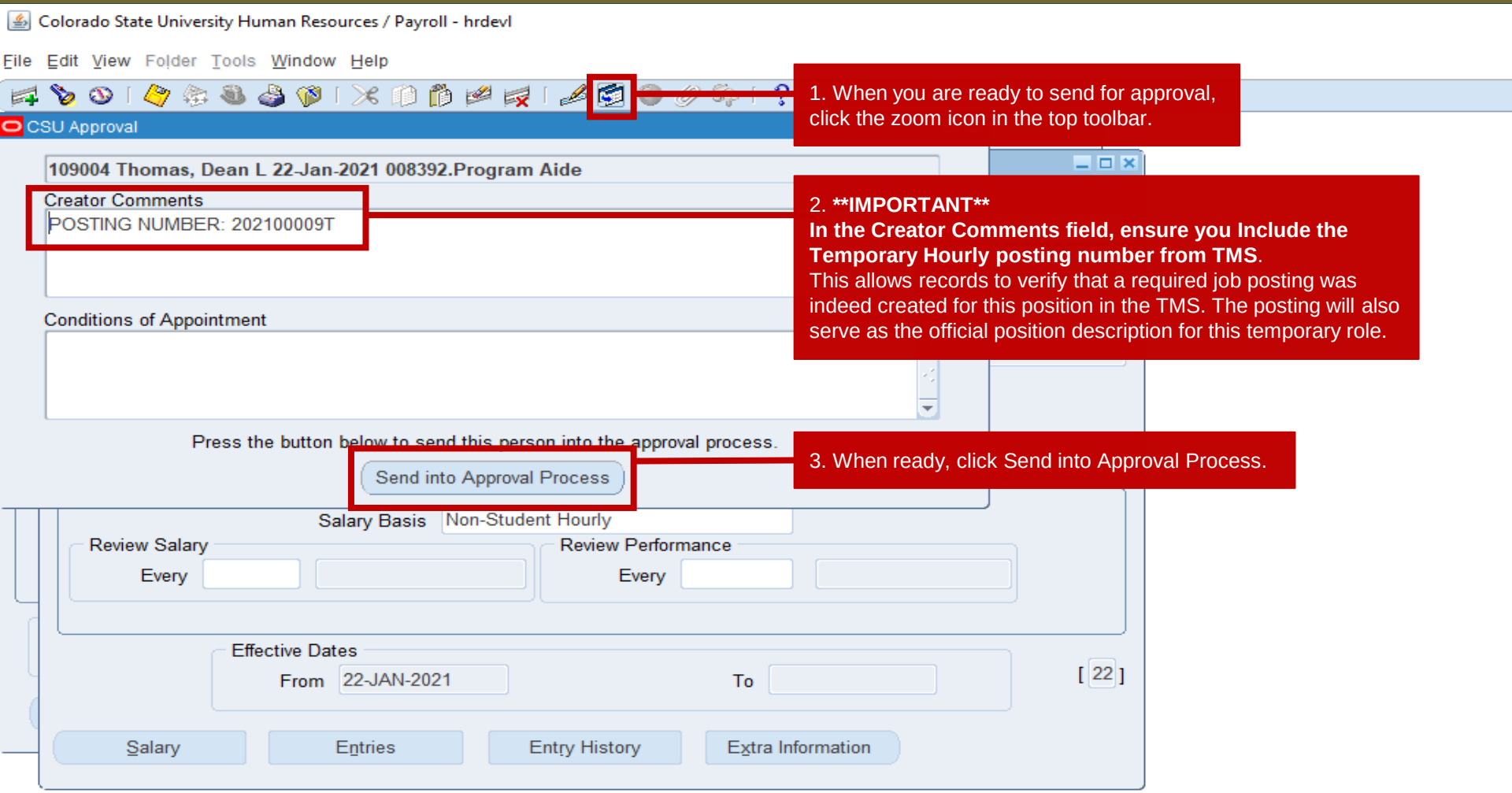
1. In the new window, fill in the employee's information, including their address and phone number. Then click, Save.

2. Once you've filled in the candidate's personal information, click Assignment to fill in information regarding their assignment.

Oracle Action – Create the Assignment Record



Oracle Action – Send into the Approval Process

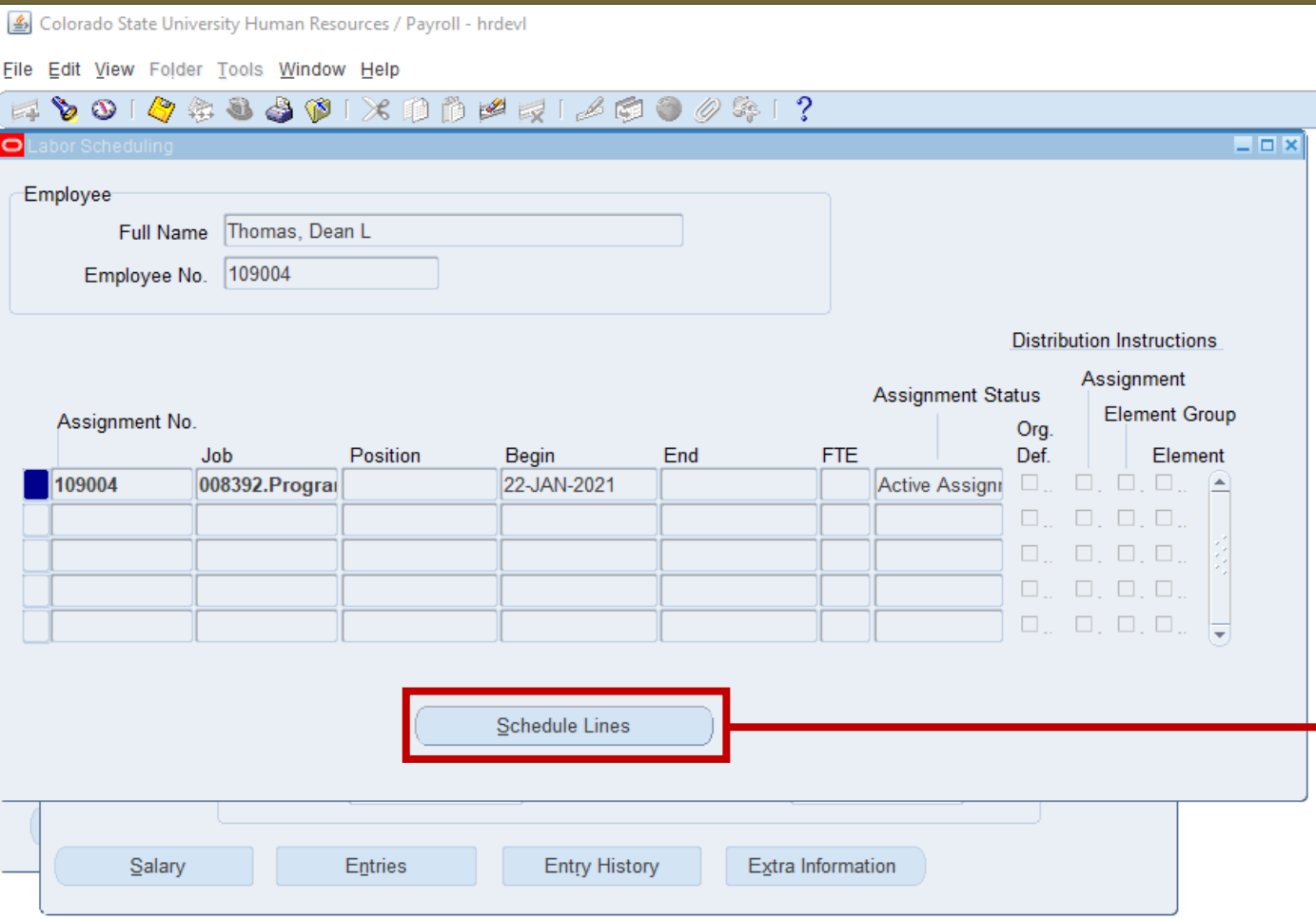


1. When you are ready to send for approval, click the zoom icon in the top toolbar.

2. ****IMPORTANT****
In the Creator Comments field, ensure you Include the Temporary Hourly posting number from TMS.
This allows records to verify that a required job posting was indeed created for this position in the TMS. The posting will also serve as the official position description for this temporary role.

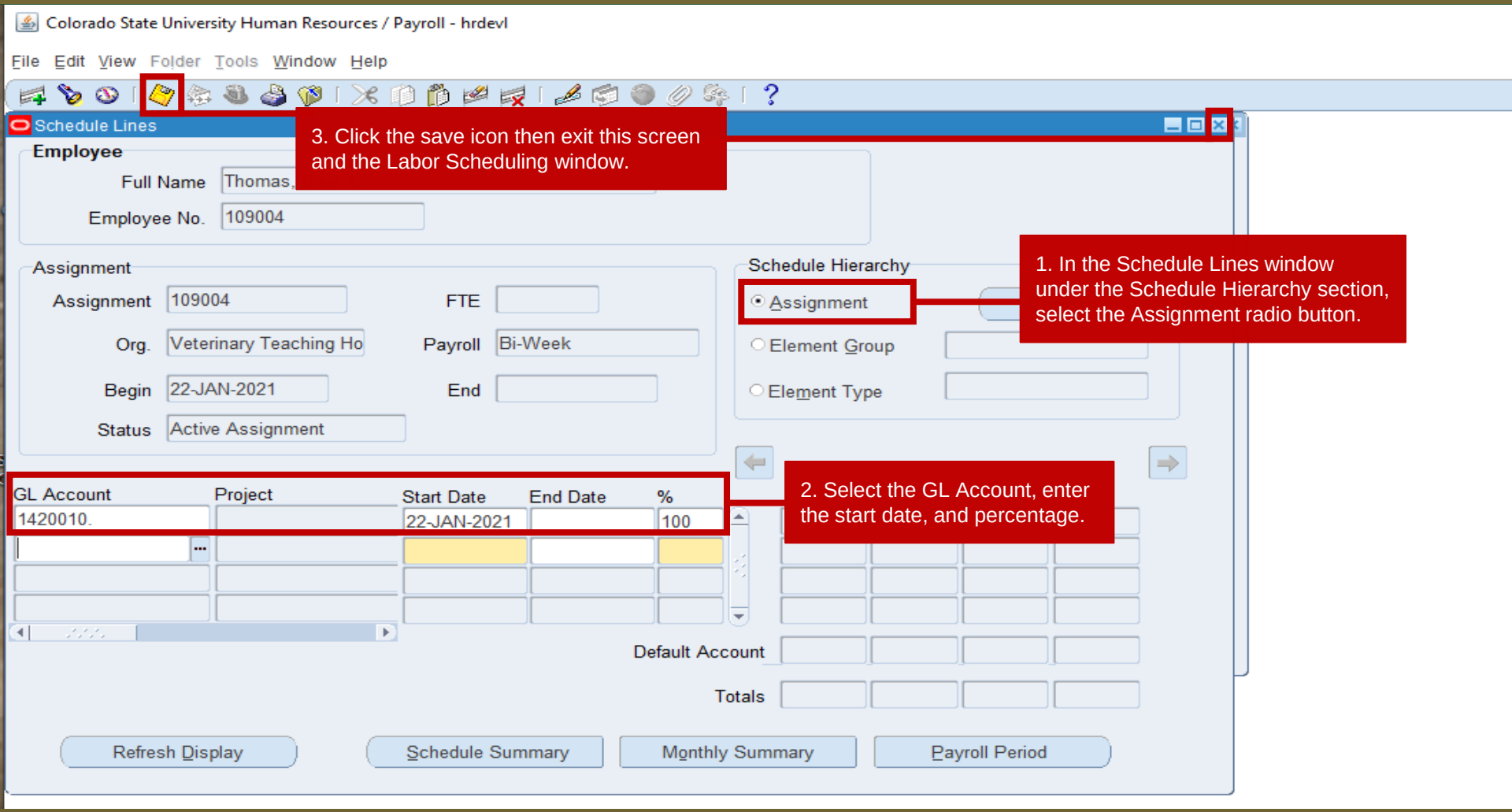
3. When ready, click Send into Approval Process.

Oracle Action – Send into the Approval Process

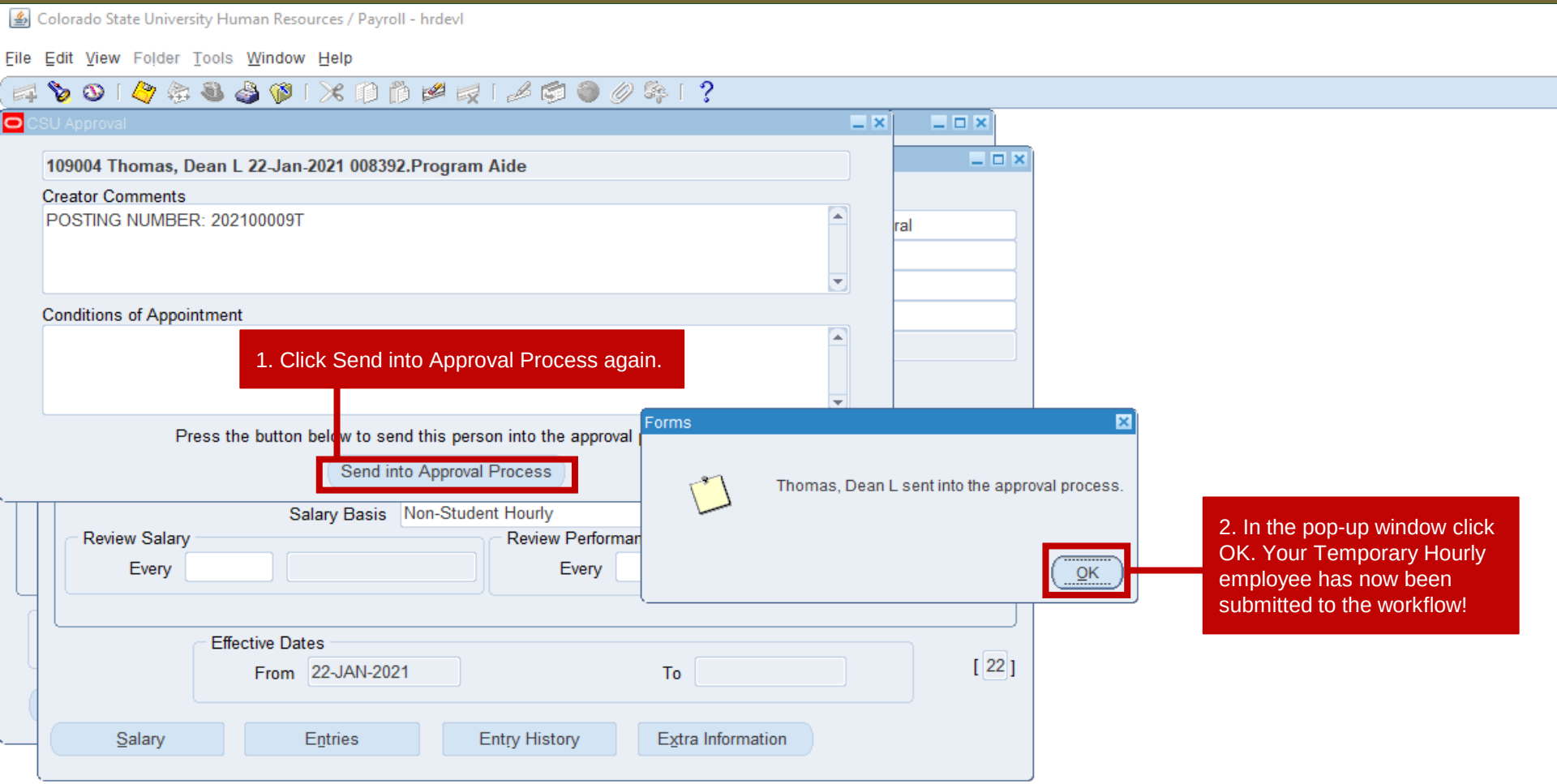


1. Once you click Send into Approval Process, the Labor Scheduling window will appear. Click Schedule Lines.

Oracle Action – Send into the Approval Process



Oracle Action – Send into the Approval Process



Need further help?

For additional TMS help, please contact Tommy Crews at Thomas.Stanley.Crews@colostate.edu

For additional Background Check and Oracle help, please contact HR Records at hr_records@Mail.Colostate.edu