Talent Management System (TMS)

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

1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.

2. Select Applicant Manager from the User Group drop-down menu.
Locate the Temporary Hourly Posting

1. Click on Postings in the top menu then select Temporary Hourly from the drop-down options.
Locate the Temporary Hourly Posting

Note: You can search for the posting by entering the Posting Number into the main search bar.

1. To access applicants, click on the posting’s Working Title.

Shortcut: Hover over the Actions button associated with the posting and select View Applicants.
If you clicked on the Working Title, select the Applicants tab from the posting's summary page.
Applicants Tab – Active Applicants

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

Posting: Temporary Administrative Assistant (Temporary Hourly)

Current Status: Closed

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

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 (B046)  
**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

- (Global) - Active Applicants
- (Global) - All Applicants

### Active Applicants

<table>
<thead>
<tr>
<th>Preferred Name</th>
<th>Last Name</th>
<th>Posting Number</th>
<th>Workflow State (Internal)</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tommy</td>
<td>Crews</td>
<td>202100009T</td>
<td>Application Received</td>
<td>January 11, 2021 at 02:08 PM</td>
</tr>
<tr>
<td>Draco</td>
<td>Malfoy</td>
<td>202100009T</td>
<td>Application Received</td>
<td>January 19, 2021 at 10:40 AM</td>
</tr>
<tr>
<td>Seamus</td>
<td>Finnigan</td>
<td>202100009T</td>
<td>Application Received</td>
<td>January 19, 2021 at 10:49 AM</td>
</tr>
<tr>
<td>Luna</td>
<td>Lovegood</td>
<td>202100009T</td>
<td>Application Received</td>
<td>January 19, 2021 at 10:59 AM</td>
</tr>
</tbody>
</table>

### Actions

- [Actions](#)
Move Unsuccessful Applicants in Bulk

Note: Once applications have been reviewed, interviews conducted, and the department has made a final hiring decision, the applicant manager 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

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'.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Current State</th>
<th>New State</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tommy Crews</td>
<td>Application Received</td>
<td>Candidate Not Selected</td>
<td><strong>Determined did not meet min quals</strong></td>
</tr>
<tr>
<td>Ron Weasley</td>
<td>Application Received</td>
<td>Candidate Not Selected</td>
<td><strong>Other applicants had more directly relevant experience</strong></td>
</tr>
<tr>
<td>Hermione Granger</td>
<td>Application Received</td>
<td>Candidate Not Selected</td>
<td><strong>Ranked lower in numerical evaluation</strong></td>
</tr>
<tr>
<td>Draco Malfoy</td>
<td>Application Received</td>
<td>Candidate Not Selected</td>
<td></td>
</tr>
<tr>
<td>Cho Chang</td>
<td>Application Received</td>
<td>Candidate Not Selected</td>
<td></td>
</tr>
<tr>
<td>Seamus Finnigan</td>
<td>Application Received</td>
<td>Candidate Not Selected</td>
<td></td>
</tr>
<tr>
<td>Luna Lovegood</td>
<td>Application Received</td>
<td>Candidate Not Selected</td>
<td></td>
</tr>
</tbody>
</table>

2. When ready, click Save Changes.
Move Selected Candidate to Hired

Posting: Temporary Administrative Assistant (Temporary Hourly)

Current Status: Closed

Position Type: Temporary Hourly

Note: Candidate Not Selected is an Inactive workflow state. Because of this, those moved into Candidate Not Selected will not show up in the default Active Applicants list. To view all applicants, hover over Saved Searches and select All Applicants.

1. Once all non-selected applicants have been dispositioned, click on your selected hire’s first name.
Move Selected Candidate to Hired

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

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

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.

Job application: Harry Potter (Temporary Hourly)

Current Status: Hired

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

Note: Once transitioned, your selected candidate’s current status will update to Hired.
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
1. From the Administration Applications and Resources homepage, click HR System.
Background Check – Oracle

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

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

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. Fill out the candidate’s personal information.
1. Click Req Checks to select the type(s) of background checks you are requesting.
1. Click Cand Details then enter the required information in the pop-up window.

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

Note: If your candidate is a Foreign National, please select Yes in the Is Frgn Ntl? field then provide the additional required information.
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.
1. After a successful background check, navigate back to the Administrative Applications and Resources webpage. Note: You can access this page by clicking this link – Administrative Applications and Resources (AAR)

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

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 access this page from off campus, use this page.
When accessing the AAR web page from off campus, please use the link http://is-pr significant.csu.edu and select the AAR menu item.

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)
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*
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.
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.
1. In the window, click New to create the new 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.
1. Fill in the assignment information including the supervisor, standard conditions, miscellaneous tabs, and salary.

2. Under Standard Conditions enter “0” in the working hours field. Under Miscellaneous select either “All/New Hire” or “All/New Concurrent”.

Oracle Action – Create the Assignment Record
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

1. In the Schedule Lines window under the Schedule Hierarchy section, select the Assignment radio button.

2. Select the GL Account, enter the start date, and percentage.

3. Click the save icon then exit this screen and the Labor Scheduling window.
1. Click Send into Approval Process again.

2. In the pop-up window click OK. Your Temporary Hourly employee has now been submitted to the workflow!
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