

DEPARTMENT TRACKING OF HIRE

To track your hire after it has been submitted, use the New Hire Approve/Review screen. Things this screen shows are:

- What the temp id and password is for the Personal Data email login
- If the Personal Data email was completed
- What approver the hire is with in the automatic workflow

Once a hire is fully processed by HR it will fall off the pending list. When the pending list is searched and the employee is no longer found under pending, this means HR has processed the hire and it should now be in Job Data.

Login to HRMS and go to the Manager Self Service Homepage.

ORACLE Manager Self Service

MSS Approval/Review Summary

Transaction Type	Approvals	Reviews
Hire Request	13	0
I-9 Forms	37	0
Termination Request	2	0

View Employee Personal Info

New Hire Request

Terminate Employee

New Hire Approve/Review

Termination Approve/Review

Click on the New Hire Approve/Review tile.

The screenshot shows the Manager Self Service dashboard with the following tiles:

- MSS Approval/Review Summary**: A table showing transaction types and their counts.
- View Employee Personal Info**: A tile with a person icon and a pencil.
- New Hire Request**: A tile with a document and briefcase icon.
- Terminate Employee**: A tile with a person icon and a red X.
- New Hire Approve/Review**: A tile with a person icon and a pencil, circled in green.
- Termination Approve/Review**: A tile with a person icon and a red X.

Transaction Type	Approvals	Reviews
Hire Request	13	0
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Leave the Workflow Status on Pending and it will find all hire still waiting to be processed.

The screenshot shows the search criteria form for New Hire Approve/Review. The Workflow Status is set to Pending.

Find an Existing Value

Search Criteria

Transaction Number: [=] []

Empl ID: [begins with] []

Last Name: [begins with] []

First Name: [begins with] []

TEMP_EMPLID: [begins with] []

Workflow Status: [=] [Pending]

Requested By Oprid: [begins with] []

Requested Date: [=] [] [B]

Business Unit: [begins with] [] [Q]

Case Sensitive

Search Clear Basic Search [B] Save Search Criteria

New Hire Approve/Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Transaction Number: =

Empl ID: begins with

Last Name: begins with

First Name: begins with

TEMP_EMPLID: begins with

Workflow Status: = Pending

Requested By Opid: begins with

Requested Date: -

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Candidate status – has personal data been completed?

Pending – has not completed personal data email

Completed – personal data email completed

N/A – did not receive the personal data

Search Results

View All

Transaction Number	Empl ID	Job Family	Start Date	Last Name	First Name	TEMP_EMPLID	Workflow Status	Candidate status	Requested By Opid	Requested Date
27452							Pending	Pending	kimberly.lawrence	11/18/2015
27531							Pending	N/A	kimberly.hansen	11/17/2015
27527							Pending	Completed	kimberly.hansen	11/17/2015
27505							Pending	Completed	kimberly.lawrence	11/17/2015
27484							Pending	Pending	roberta.kiamm	11/13/2015
27426							Pending	Pending	lola.conley	11/10/2015
27360							Pending	N/A	lola.conley	11/09/2015
27139							Pending	Pending	lola.conley	10/27/2015
26971							Pending	Pending	marilyn.groquire	10/14/2015
26928							Pending	Pending	audrey.passa	10/12/2015

Transaction #.

Empl ID

Start Date

Temp ID

Used to log into the Personal Data email link. User ID TMP#####, Password tmp#####!

This screen shows all pending hires. The hire is either waiting for the employee to do the Personal Data email or it is waiting for one of the Approvers to work the hire.

Information to get from this screen is: The Transaction number, Empl ID, Start Date, Temp ID, Candidate Status.