

HR Management

Total allocated time: 25 minutes, including questions

Session Objective

Provide an overview of how management of policies, organizational structure, and employee master records and profiles occurs within the ERP system.

Assumptions: Policy management includes Federal and State regulations, WSU policies, collective bargaining agreements, and employment contracts. Policies are updated with effective dates while maintaining historical business rules.

Items to Demonstrate

1. Show how to manage and make changes to rules, regulations, policies, agreements, etc.
2. Create/configure an organizational structure in a multi-campus environment with hierarchy roll up between positions and departments from one level to the next, and ultimately to the head of the institution. Show how changes can be made to the structure.
3. Explain the relationship of the HR organization (supervisor/employee) structure to the accounting structure. Include the relationship of the HR organization across the system, including workflow and security.
4. Respond to this scenario: The Housing department is moved from the Business area to the Student area. Demonstrate:
 - a. The changes to the organizational structure.
 - b. The immediate impacts of the changes for HR, Payroll, Finance, and reporting.
 - c. The impacts on historical reporting for the department and both areas.
5. Discuss/Demonstrate how to manage employee master records (i.e. date of birth, education level, gender, ethnicity, citizenship, military status, disability status, etc.) and employee profiles (i.e. work schedules, work permits, credentials, required training to maintain licensure, etc.).

Q&A Session