

EMPLOYMENT PROCESSING INFORMATION IN UTSHARE/PEOPLESFT

MAY, 2014

The Human Capital Management (HCM) part of UTSHARE/PeopleSoft consists of several mini-applications, e.g. Payroll, HR, Time and Labor, Absence Management, Benefits, etc. These modules must integrate together seamlessly so that we can effectively manage our workforce. This interdependence introduces a complexity and requires a degree of administrative rigor that we've not experienced before.

One of our major objectives is to produce timely and accurate paychecks. To accomplish this objective, we all must strictly adhere to deadlines for processing any and all employment actions (including hiring of both benefits eligible and non benefits eligible faculty, staff, and students).

Attached is a schedule that outlines the deadlines for information to be received in HR. It is important to adhere to these deadlines for hiring and timely data processing for compliance and to ensure that employees' actions are not impeded. It is now imperative that employees DO NOT begin to work until AFTER the hiring process is complete. Historically, HR processes more than 100 hires per semester **retroactively** (after the employee has already started to work). We will no longer be able to retroactively process employment actions. They will have to be on a prospective basis.

Please assist your departments to ensure proactive planning for hiring, reclassifications, (or any other employment action). For example, we will require advance notice when hiring employees, particularly those who are non-benefits eligible and whose positions are not currently posted in STARS.

Unlike what we have experienced in DEFINE, UTShare/PeopleSoft processes are not as flexible; therefore our procedures must adjust to the structured nature of UTShare/PeopleSoft.

Please distribute this memorandum to all administrative staff that are involved in personnel actions. If you have any questions or concerns please contact Human Resources at (210) 458-4648 or by email at hr@utsa.edu.