



Colorado State University

Talent Management System (TMS)

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



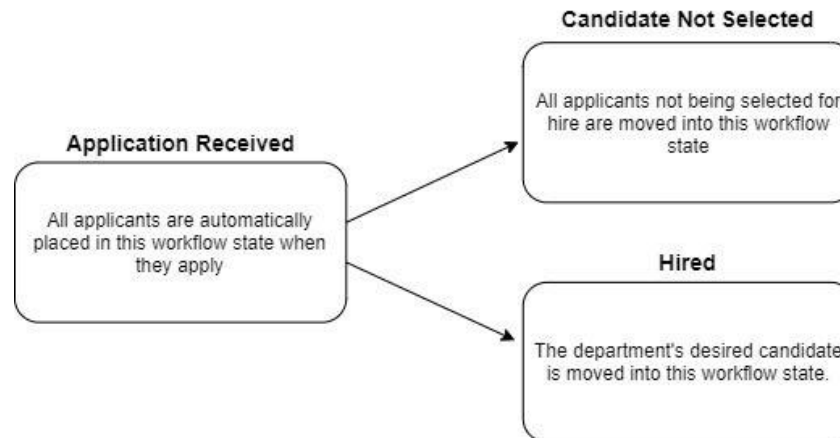
COLORADO STATE UNIVERSITY

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

The screenshot shows the Applicant Tracking System interface. At the top left, there are three dots next to the text 'Applicant Tracking System'. A red box highlights these dots, with a red arrow pointing to a red callout box containing the text: '1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.' Below this, the 'Applicant Tracking System' menu item is highlighted with a red box and a red arrow pointing to another red callout box: '2. Select Applicant Manager from the User Group drop-down menu.' In the top right corner, there is a 'User Group:' dropdown menu with 'Applicant Manager' selected, also highlighted with a red box. The main navigation bar includes 'Applicants', 'Hiring Proposals', 'Onboarding Events', and 'Shortcuts'. The left sidebar lists 'Position Management', 'OTHER TOOLS', 'Admin', and 'Configure LinkedIn'. The main content area shows 'Recruitment System' with tabs for 'Postings', 'Position Requests', and 'Onboarding Tasks'. On the right, there are two summary cards: 'My Filled Postings Last 30 days' with a large '0' and 'My Open Postings' with a large '1'. Below these is a card titled 'Average days your inbox tasks wait'. At the bottom of the main content area, there are 'Filters' and 'Unwatch Postings' buttons.

Applicant Tracking System

Welcome, Test Account [My Profile](#) [Help](#) [Logout](#)

Applicant Tracking System

User Group:
Applicant Manager

Position Management

Applicants Hiring Proposals Onboarding Events Shortcuts

Recruitment System

Postings Position Requests Onboarding Tasks

My Filled Postings Last 30 days
0

My Open Postings
1

Average days your inbox tasks wait

Filters

Unwatch Postings



Locate the Temporary Hourly Posting



User Group:
Applicant Manager

Home

Postings

Shortcuts

Welcome to

- Admin Professional/ Research Professional Faculty
- Temporary Hourly

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

Inbox

Postings

SEARCH

Filters

There are no results to be displayed.

Postings
Last 30 days

0

My Open
Postings

1

Average days your
inbox tasks wait

Watch List

Postings

Position Requests

SEARCH

Unwatch Postings



Locate the Temporary Hourly Posting

Applicant Tracking System

Welcome, Test Account [My Profile](#) [Help](#) [Logout](#)

Colorado State University

User Group: Applicant Manager

Home Postings Shortcuts

Postings / Temporary Hourly Postings

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

202100009T

Search More Search Options

Temporary Hourly Postings

"Temporary Hourly Postings" 1 Selected records 0 Clear selection? Actions

	Working Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	Actions
<input type="checkbox"/>	Temporary Administrative Assistant	202100009T	Housing and Dining Facilities (8046)	8		January 20, 2021 at 01:07	Actions GENERAL View Posting View Applicants

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.



Posting - Applicants Tab



1. If you clicked on the Working Title, select the Applicants tab from the posting's summary page.

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

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

Summary

History

Applicants

Reports

Please review the details of the posting carefully before continuing.

To take move the posting, select the appropriate **Workflow** by hovering over the orange "Take Action on this Posting" button. You may add a



Applicants Tab – Active Applicants

Home

Postings ▾

Shortcuts ▾

Postings / Temporary Hourly / Temporary Administrative Assistant (Closed) / Applicant Review



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

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview
- 🔖 Add to Watch List

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

Summary

History

Applicants

Reports

Saved Searches ▾

Search

🔍 More Search Options ▾

Active Applicants



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

"Active Applicants" 8 Selected records 0 ✕ Clear selection?

Actions ▾



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 ▾

(VISIBILITY) - SAVED SEARCH NAME

(Global) - Active Applicants

(Global) - All Applicants

Search

More Search Options ▾

"Active Applicants" 8 Selected records 0 × Clear selection?

Actions ▾

(Actions)

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

Search

More Search Options ▾

"All Applicants" 8 Selected records 1 ✕ Clear selection?

Actions ▾

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

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
<input checked="" type="checkbox"/>	Tommy	Crews	202100009T	Application Received	January 11, 2021 at 02:08 PM	✓
<input type="checkbox"/>	Harry	Potter	202100009T	Application Received	January 19, 2021 at 11:35 AM	✓
<input checked="" type="checkbox"/>	Ron	Weasley	202100009T	Application Received	January 19, 2021 at 10:40 AM	✓
<input checked="" type="checkbox"/>	Hermione	Granger	202100009T	Application Received	January 19, 2021 at 11:14 AM	✓
<input checked="" type="checkbox"/>	Draco	Malfoy	202100009T	Application Received	January 19, 2021 at 10:49 AM	✓
<input checked="" type="checkbox"/>	Cho	Chang	202100009T	Application Received	January 19, 2021 at 10:59 AM	✓
<input checked="" type="checkbox"/>	Seamus	Finnigan	202100009T	Application Received	January 19, 2021 at 10:59 AM	Actions ▾
<input checked="" type="checkbox"/>	Luna	Lovegood	202100009T	Application Received	January 19, 2021 at 10:59 AM	Actions ▾

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

GENERAL

Review Screening

Question Answers

Download Screening

Question Answers

Export results

BULK

Move in Workflow

Download Applications as

PDF

Create Document PDF

per Applicant



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

2. When ready, click Save Changes.

Save changes

Cancel



Move Selected Candidate to Hired

 Print Preview


 Add to Watch List

Posting: Temporary Administrative Assistant (Temporary Hourly)



Current Status: Closed



Position Type: Temporary Hourly Created by: Test Account

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.

Saved Searches Search 

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

"Active Applicants" 1 Selected records 0  Clear selection?  (Actions)

<input type="checkbox"/>	Preferred First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
<input type="checkbox"/>	Harry	Potter	202100009T	Application Received	January 19, 2021 at 11:35 AM	

1. Once all non-selected applicants have been dispositioned, click on your selected hire's first name.



Move Selected Candidate to Hired



Job application: Harry Potter

Current Status: Application Received
Application form: Temporary Hourly

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)

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)

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

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

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.

- ★ View Posting Applied To
- ★ Preview Application

Applicant: Harry Potter
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
Owner: Human Resources

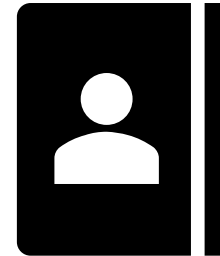
Next Steps



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 Favorite on campus, use this page. When accessing the AAR web page from off campus, please use the URL <https://secure> 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)
- Talent Management System

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



Background Check – Oracle



Colorado State University

Enterprise Search Search Results Display Preference

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 Internal 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 v
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		29-Sep-2020



Background Check – Oracle



Colorado State University

Enterprise Search

Contract Documents

Go

Search Results Display Preference

Standard

Home

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 O
 - Leave Take
 - CSU Special
 - CSU Integra
- People

Worklist

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

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>

Do you want to run this application?

 **Name:** Oracle E-Business Suite

Publisher: UNKNOWN

Locations: http://fsast205.is.colostate.edu:8003
Launched from downloaded JNLP file

Running this application may be a security risk

Risk: This application will run with unrestricted access which may put your computer and personal information at risk. The information provided is unreliable or unknown so it is recommended not to run this application unless you are familiar with its source

[More Information](#)

Select the box below, then click Run to start the application

I accept the risk and want to run this application.

Run Cancel

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

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help



Background Checks

Background Checks

Employee Type	Last Name	First Name	Middle	Start Date	Candidate Email	Candidate Cell
Non-Student Hour	Thomas	Dean	L	01-FEB-2021	dean.thomas@gmail.co	9996603322

View Active Only
 View All

[Import](#) [Messages](#)

HR submit to HireRight BGC not needed Candidate non-response Cancelled Approv for hir

Req Checks	Cand Details	Contacts	Submit					
Req Checks	Cand Details	Contacts	Submit					
Req Checks	Cand Details	Contacts	Submit					
Req Checks	Cand Details	Contacts	Submit					
Req Checks	Cand Details	Contacts	Submit					
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Req Checks	Cand Details	Contacts	Submit					
Req Checks	Cand Details	Contacts	Submit					

1. Fill out the candidate's personal information.

Requestor: _____ , _____

Created: _____ Submitted: _____

Background Check – Select Type

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help



Background Checks

Background View Active Only Import Messages HR submit to HireRight BGC not needed Candidate non-response Cancelled

Employee Type	Last Name	First	Candidate	Request ID	Req Checks	Cand Details	Contacts	Submit	HR submit to HireRight	BGC not needed	Candidate non-response	Cancelled
---------------	-----------	-------	-----------	------------	------------	--------------	----------	--------	------------------------	----------------	------------------------	-----------

1. Click Req Checks to select the type(s) of background checks you are requesting.

Req Checks

Requested Checks

Request ID:

Criminal History / National Sex Offender Registry

Motor Vehicle Record Credit History

Education RamWelcome Only

Requestor: , Created: Submitted:



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 Import Messages

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

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

Candidate Details

Request Type:

Department Name: Department Number: Chair/Director: Supervisor:

Candidate Is Minor?: Is Frgn Ntl?: Foreign National Duration in US: Frgn Ntl has SSN?:

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

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help



Background Checks

Background Checks

View Active Only

Import

Messages

HR submit
to HireRight

BGC not
needed

Candidate
non-response

Cancelled

Employee
Type Last Name First Name

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.

Contacts

Submit

Notifications

Contacts

Requestor	Phone	Email 1	Email 2	Email 3	Email 4	Email 5
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*** Do not include candidate email here. ***

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

Requestor:

Created: Submitted:



Background Check – Submit to Records

Colorado State University Human Resources / Payroll - hrdev

File Edit View Folder Tools Window Help

Background Checks

Background Checks

Employee Type	Last Name	First Name	Middle	Start Date	Candidate Email	Messages	HR submit to HireRight	BGC not needed	Candidate non-response	Cancelled
Non-Student Hourly	Thomas	Dean	L	01-FEB-2021	dean.thomas@g	Submit				
						Submit				
						Submit				
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						Submit				
						Submit				

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.

Forms

Record has been submitted.

OK

Requestor: Craver, Jessica Leigh , jessie.craver@colostate.edu Created: 22-JAN-2021 Submitted: 22-JAN-2021 12:30:54 pm

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.

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

Welcome to AAR

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You may access the AAR page from the CSU A-Z Web Directory. To access from on campus, use this page.

When accessing the AAR web page from off campus, please use the URL <https://secure.colostate.edu> and select the AAR menu item.

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



Colorado State University

Enterprise Search

Contract Documents

Go

Search Results Display Preference

Standard

Home

Navigator

Personalize

- CSU Employee Self-Service
- CSU Human Resources Records BGC
- CSU Veterinary Teaching Hospital NA
 - CSU Maintain Person
 - CSU New Concurrent Asg/Re-Hire
 - CSU Initiate Assgn Transfer
- Labor Distribution
- Labor Redistribution
- CSU Background Checks
- CSU Approvals
- Salary Summary Time Entry
- Time Clock Projects
- CSU Performance Eval Entry

Worklist

...

To ^	Type ^	Subject ^	Sent ^
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1. Select CSU New Concurrent Asg/Re-Hire.



Oracle Action – AAR



Colorado State University

Enterprise Search Contract Documents

Go

Search Results Display Preference Standard

Home

Navigator

Personalize

- CSU Employee Self-Service
- CSU Human Resources Records BGC
- CSU Veterinary Teaching Hospital NA
 - CSU Maintain Person
 - CSU New Concurrent Asg/Re-Hire
 - CSU Initiate Assgn Transfer
 - Labor Distribution
 - Labor Redistribution
 - CSU Background Checks
 - CSU Approvals
 - Salary Summary Time Entry
 - Time Clock Projects
 - CSU Distribution History

Worklist

Full List (59)

Rows 1 to 59

To	Type	Subject	Sent
Craver	Security Warning		22-Jan-2021
Record List			30-Sep-2020
Record List			30-Sep-2020
Record List			30-Sep-2020
Record List			30-Sep-2020
Record List			30-Sep-2020
Record List			30-Sep-2020
Record List			30-Sep-2020
Record List			30-Sep-2020
Record List			30-Sep-2020
Record List			29-Sep-2020
Record List			29-Sep-2020
Record List			29-Sep-2020
Record List			29-Sep-2020
Records Appr	New Assg	Non-Student Hourly, Approval Required: Barney, Andrew James, 106817-2	29-Sep-2020

Do you want to run this application?



Name: Oracle E-Business Suite

Publisher: UNKNOWN

Locations: http://isast205.is.colostate.edu:8003

Launched from downloaded JNLP file

Running this application may be a security risk

Risk: This application will run with unrestricted access which may put your computer and personal information at risk. The information provided is unreliable or unknown so it is recommended not to run this application unless you are familiar with its source

[More Information](#)

Select the box below, then click Run to start the application

I accept the risk and want to run this application.

Run

Cancel

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 screenshot shows the 'CSU New Concurrent Asg/Re-Hire' form with three steps. Step 1 is 'Fill in the Effective Date' with a date picker. Step 2 is 'Enter SSN or CSU ID and search for the person' with fields for SSN, CSU ID, Employee No., Date of Birth, and Full Name, and a 'Search for person' button. Step 3 is 'Enter Assignment Info. and press the Create button' with fields for Employee Group, Payroll, and Pay Basis, and a 'Create assignment' button. An error message dialog box is overlaid on the form, stating: 'Person is not an employee. Social Security number entered does not exist ORA-01403: no data found'. The dialog box has 'OK' and 'Cancel' buttons.

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

CSU New Concurrent Asg/Re-Hire

STEP 1 Fill in the Effective Date

Effective Date:

STEP 2 Enter SSN or CSU ID and search for the person

SSN: or CSU ID:

Employee No.: CSU Id:

Date of Birth:

Full Name:

STEP 3 Enter Assignment Info. and press the Create button

Employee Group: Summer Session

Payroll:

Pay Basis:

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**.

Question

This person already exists as a beneficiary or dependent of another employee. Please send the person's name, birth date, and hire date to hrs_data_systems@mail.colostate.edu.

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



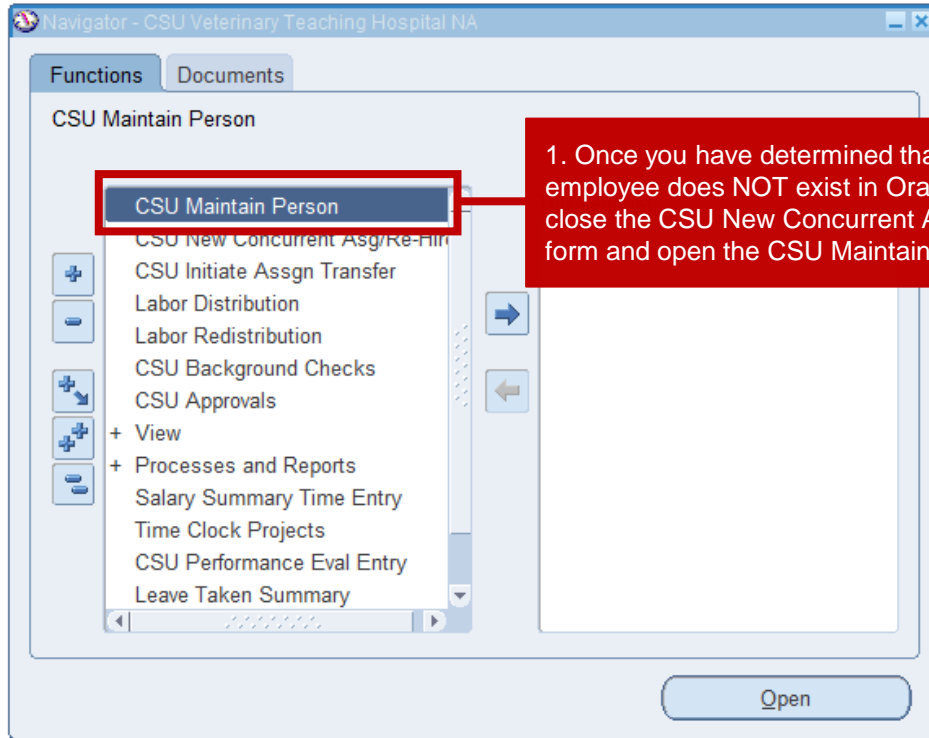
Create a new concurrent assignment record

Instructions on slides 33 – 37

Oracle Action – CSU Maintain Person form

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help



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

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File Edit View Folder Tools Window Help

People

Name
Last
First
Middle

Gender Unknown ... Action
Person Type for Action
Person Types
Identification
Social Security

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

Personal Employment Office Details Applicant Further Name Other

Birth Date
Town of Birth
Region of Birth
Country of Birth

Decision
Your current effective date is 22-JAN-2021. Do you want to change it?
Yes No

Effective Dates
From 22-JAN-2021 To

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

Address Phones Assignment Special Info Others...



Oracle Action – Create the Personnel Record

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help

CSU Departmental Person/Assignment Form

Name
Last
First

Gender Unknown ... Action

Person Type for Action

Person Types

Find Person

Full Name

Social Security

Search by number
Type Employee

Number / CSU ID

Clear New Find

Effective Dates
From 22-JAN-2021

Address Phones Assignment Special Info Others...

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

Oracle Action – Create the Personnel Record

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help

CSU Departmental Person/Assignment Form

Name
Last **Thomas**
First Dean
Middle L

Gender Male Action
Person Type for Action
Person Types
Employee
Identification
Employee 109003
Social Security

Personal Employment Office Details Further Name Other

Birth Date Age 23
Town of Birth Status
Region of Birth Nationality
Country of Birth Registered Disabled

Effective Dates
From 22-JAN-2021 To Latest Start Date 22-JAN-2021 [22]

Address Phones **Assignment** Special Info Others...

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

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help

1. Fill in the assignment information including the supervisor, standard conditions, miscellaneous tabs, and salary.

Assignment(Thomas, Dean L)

Organization	Veterinary Teaching Hospital	Group	Non-Student Hourly.Non-Federal
Job	008392.Program Aide	Position	
Grade		Payroll	CSU Bi-Weekly Payroll
Location	VETTH A103	Status	Active Assignment
		Vacancy	
Assignment Number	109004		
Assignment Category	Temporary		

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

Salary Information Supervisor Standard Conditions Statutory Information Miscellaneous

Salary Basis Non-Student Hourly ...

Review Salary Every [] [] Review Performance Every [] []

Effective Dates From 22-JAN-2021 To [] [22]

Salary Entries Entry History Extra Information



Oracle Action – Send into the Approval Process

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help

CSU Approval

109004 Thomas, Dean L 22-Jan-2021 008392.Program Aide

Creator Comments
POSTING NUMBER: 202100009T

Conditions of Appointment

Press the button below to send this person into the approval process.

Send into Approval Process

Salary Basis Non-Student Hourly

Review Salary Every
Review Performance Every

Effective Dates
From 22-JAN-2021 To [22]

Salary Entries Entry History Extra Information

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

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help

Labor Scheduling

Employee

Full Name: Thomas, Dean L

Employee No.: 109004

Assignment No.	Job	Position	Begin	End	FTE	Assignment Status	Distribution Instructions	
							Org. Def.	Element Group
109004	008392.Prograi		22-JAN-2021			Active Assign	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

Schedule Lines

Salary Entries Entry History Extra Information

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

Oracle Action – Send into the Approval Process

Colorado State University Human Resources / Payroll - hrdevl

File Edit View Folder Tools Window Help

Schedule Lines

Employee

Full Name Thomas

Employee No. 109004

Assignment

Assignment 109004 FTE

Org. Veterinary Teaching Ho Payroll Bi-Week

Begin 22-JAN-2021 End

Status Active Assignment

Schedule Hierarchy

Assignment

Element Group

Element Type

GL Account Project Start Date End Date %

GL Account	Project	Start Date	End Date	%
1420010.		22-JAN-2021		100

Default Account

Totals

Refresh Display Schedule Summary Monthly Summary Payroll Period

3. Click the save icon then exit this screen and the Labor Scheduling window.

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.



Oracle Action – Send into the Approval Process

The screenshot displays the Oracle HR system interface for a CSU Approval window. The main window title is "CSU Approval" and the record is "109004 Thomas, Dean L 22-Jan-2021 008392.Program Aide". The "Creator Comments" section shows "POSTING NUMBER: 202100009T". The "Conditions of Appointment" section is empty. A red callout box with the text "1. Click Send into Approval Process again." points to the "Send into Approval Process" button, which is highlighted with a red border. Below this button, the text "Press the button below to send this person into the approval" is visible. The "Salary Basis" is set to "Non-Student Hourly". The "Review Salary" section shows "Every" followed by two empty input fields. The "Review Performance" section shows "Every" followed by one empty input field. The "Effective Dates" section shows "From 22-JAN-2021" and "To" followed by an empty input field and a "[22]" button. At the bottom, there are buttons for "Salary", "Entries", "Entry History", and "Extra Information". A "Forms" pop-up window is open, displaying a yellow notepad icon and the message "Thomas, Dean L sent into the approval process." A red callout box with the text "2. In the pop-up window click OK. Your Temporary Hourly employee has now been submitted to the workflow!" points to the "OK" button in the pop-up window, which is also highlighted with a red border.

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

