

Division of Human Resources HCM PeopleSoft System Resources: Dashboards for On Time Hires and Separations

How to view on time hires and on time separations in HCM PeopleSoft:

This job aid outlines the process for those with College/Division or Campus HR access in HCM to review timeliness of hire (in PeopleSoft before first day) and separation (in PeopleSoft on or before effective date). The Division of HR encourages the College/Division and Campus HR Contacts to use this information to inform internal business processes to reach the established USC goals for on time hires and on time separations. Timely hires and separations greatly impact the overall employee experience.





The **On Time Hires** and **On Time Separations** tiles appear on your My Homepage. The summary view on these tiles show the percentage of actions submitted/approved on time in relation to the USC standardized goal percentage.

On Time Definition:

- On Time Hires Executed in HCM before the first day of employment. USC goal is 85%. Note that the goal percentage is only 85% due to the fact that the HCM system is on Payroll Lockdown for 6 days each month during which time eForms do not execute.
- On Time Separations Executed in HCM before or on the effective date of the separation (the day after the last day worked). USC goal is 100%.

Step 3: Click the 2023 On Time Hires tile.



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Step 4: Review the information that is presented for **On Time Hires**.

The default view displays the summary percentage for all hire types in the current year to date (the Division in this example hired FTE, students, and temp staff in the current year).

To drill down and get more specific information, you can filter by employee class on the left, or by quarter in the top/middle of the screen.

The grid at the bottom of the page provides the number of hires for each employee class and gives the ability to download a detailed report by clicking the **Related Actions** button.

Step 5: Click the 2023 On Time Hires link to generate the query.

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ep 6: Review the On Time The Query gardless of which Related	2023	2023 On Time Hires 2023_USC_ON_TIME_HIRE_MET_DET- Detailed report													
tions button you click in step the detailed report provides ormation on hires for all	Dov View	vnload / All	results in	First 1-100 of 288 🕑 Last											
employee classtypes (i.e. FTE, RGP, Temp, Student, etc.): • On Time or Late	Row	On Time or Late	Business Unit	Resp Code	Resp Code Descr	Dept ID	Dept Desc	ID	Empl Record	Eff Date	Date Entered Into PeopleSoft	Action	Descr	Empl Class	Descr
Business UnitResponsibility Code and	1	ON- TIME	SCCOL	CL003					1	01/31/2023	01/27/2023	Rehire	Rehire	TSF	Active
Description Department ID and	2	ON- TIME	SCCOL	CL003					1	02/06/2023	01/31/2023	Hire	Multiple Temp Jobs	STU	Active
Description USC ID of the individual	3	ON- TIME	SCCOL	CL003					0	01/30/2023	01/23/2023	Rehire	Rehire	TSF	Active
EMPL Record	4	LATE HIRE	SCCOL	CL003					2	01/03/2023	01/03/2023	Rehire	Rehire	TSF	Active
Effective date of Hire Date Entered into HCM PeopleSoft	5	LATE HIRE	SCCOL	CL003					0	01/23/2023	01/23/2023	Hire	New Hire (Original Appt)	TSF	Active
Action and Description EMPL Class Active or Inactive	6	ON- TIME	SCCOL	CL003					0	02/06/2023	01/31/2023	Hire	New Hire (Original Appt)	STU	Active
(current HR status on Job Data)	7	LATE HIRE	SCCOL	CL003			-		0	01/02/2023	01/05/2023	Rehire	Rehire	TSF	Active

- On Time or Late
- **Business Unit** •
- **Responsibility Cod** • Description
- Department ID an • Description
- USC ID of the indiv •
- **EMPL** Record •
- Effective date of H .
- Date Entered into . PeopleSoft
- Action and Descri ٠
- EMPL Class ٠
- Active or Inactive (current HR status Job Data)

If you want to filter and sort the data, simply click the link to Download Results in Excel.

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Step 7: Navigate to My Homepage and click the 2023 On Time Separations tile.

Step 8: Review the information that is presented for **On Time Separations**.

The default view displays the summary percentage for all separation types in the current year to date (the Division in this example separated external duals, internal duals, FTEs, students, and temp staff in the current year).

To drill down and get more specific information, you can filter by employee class on the left, or by quarter in the top/middle of the screen.

The grid at the bottom of the page provides the number of separations for each employee class and gives the ability to download a detailed report by clicking the **Related Actions** button.

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Step 9: Click the 2023 On Time															
Separations link to generate the							Resp	Antio	% (Goal YTE) Total				
query.							Code 0	Action	is 🔉	Sep	arations	>			
							CL 003	9		Acti	ons >	<			
Step 10: Review the On Time							CLOUS	•	<u> </u>		.				
Separations Query							CL003	\odot	202	3 On Time	Separation	IS			
Regardless of which Related								•							
Actions button you click in step	_														
8, the detailed report provides								2023 On	Time	Separati	ons				×
nformation on separations for all	2023	US	C_ON_T	IME_T	ER_M	ET_DE	F- Detailed	l report							
employee classtypes (i.e. FTE,				_		_									
RGP, Temp, Student, etc.):	Dow	nload	results in :	Excel	SpreadS	Sheet C	SV Text File	XML File (39 kb)						
On Time or Late	View	All											First 1	-50 of	50 Last
Business Unit	Baur	On Time	Business	Resp	Resp	DentID	Dont Doco	ID	Empl	Eff Data	Date Entered	Action	Decer	Empl	Deser
Responsibility Code and	Row	or Late	Unit	Code	Descr	Dept ID	Dept Desc	iD	Record	En Date	into People Soft	Action	Descr	Class	Descr
Description	1	ON-	SCCOL						0	01/16/2023	01/15/2023	Separation	End Temporary	TSF	Inactive
Department ID and		ON-											Employment End Temporary		
Description	2	TIME	SCCOL						0	03/01/2023	02/20/2023	Separation	Employment	TSF	Inactive
USC ID of the individual	3	ON- TIME	SCCOL						0	03/01/2023	02/01/2023	Separation	Termination/Position	FTE	Inactive
EMPL Record	4		80001							04/24/2022	04/02/0002	Constation	Employed Outside	ETE	Inactivo
Effective date of Hire	4	LATE	SCCOL						0	01/21/2023	01/23/2023	Separation	of State Govt	FIE	macuve
Date Entered into HCM	5	LATE	SCCOL						1	01/01/2023	01/04/2023	Separation	End lemporary Employment	STU	Inactive
PeopleSoft	6	LATE	SCCOL						0	03/01/2023	03/01/2023	Separation	Termination/Position	FTE	Inactive
Action and Description													Uncovered End Temporary		
EMPL Class	7	LATE	SCCOL						1	01/20/2023	02/01/2023	Separation	Employment	STU	Inactive
Active or Inactive	8	LATE	SCCOL						0	01/01/2023	01/12/2023	Separation	Personal	TSF	Inactive
(current HR status on Job	9	ON- TIME	SCCOL						0	04/04/2023	03/20/2023	Separation	Employed Outside of State Govt	FTE	Inactive
Data)	10		SCCOL						0	01/05/2023	01/27/2023	Senaration	End Temporary	TSE	Inactive
Tyou want to filter and sort the	10	CATC	3000L						0	0110312023	0112112023	Separation	Employment	101	mactive
Data, simply click the link to	11	LATE	SCCOL			-			0	03/16/2023	03/20/2023	Separation	of State Govt	FTE	Inactive
Jownioad Results in Excel.															