



DIVISION PERSONNEL MANAGEMENT

User Guide

IMSS
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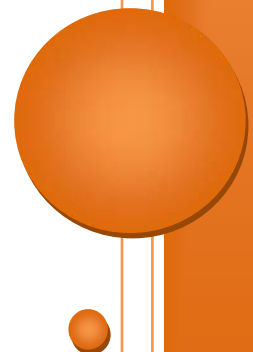




Table of Contents

Overview.....	4
Home Page	4
1. Menu	4
2. List of Actions	4
3. List of Upcoming Reviews	4
4. List of People Checked In.....	5
“People” Menu/Tab.....	5
1. People List.....	5
a) Filtering on the People List	6
b) Selecting a record from the People List	6
2. Basic Info tab.....	7
a) Division Share	7
b) Employment Summary	7
3. Contact Info tab.....	8
a) Contact Info region	8
b) Alternate Emails region	8
c) Email Distribution List region.....	8
d) Emergency Contacts region	8
e) Address region	8
4. Support tab	8
5. Honors and Awards tab.....	9
6. Training tab	9
7. Actions tab.....	9
a) “Choose the Type” region.....	9
b) “List of Actions – WIP” region	9
c) “List of Actions – Completed” region.....	9
d) “Actions in Oracle” region.....	9
“Honors and Awards” Menu/Tab.....	9
“Labs” Menu/Tab	10
• <i>Not available with initial release</i>	10
“Action Forms” Menu/Tab	10



“Email Distribution” Menu/Tab.....	10
Create New Person	11
Complete Basic Info Tab first.....	11
Complete Contact Info Tab next	11
Complete Action Form.....	12
For HR/FRO Use Only	14
Create New Record in Oracle	14
Merge to existing record in Oracle	15
Workflow	17
General Application Functionality	18
Icons and Buttons	18
General Navigation.....	18
APEX Actions.....	19



Overview

This application is used by academic divisions to manage their personnel data and process recommendation forms for Academic Faculty and Academic Non-Faculty members.

Logging In

- 1) Go to access.caltech.edu and enter your username and password.
- 2) Under the Administrative Services section, click on "Division Personnel Management".
- 3) You will be directed to the Home Page.

Home Page

The Home Page contains four sections: Menu, List of Actions, List of Upcoming Reviews, and List of People Checked In.

CALTECH Division Personnel Management

Home People Honors and Awards Labs Action Forms Email Distribution

Menu

- People
- Honors and Awards
- Labs
- Action Forms
- Email Distribution

List of Actions

No actions exists

List of Upcoming Reviews

Name	Type of Review	Review Date	Remind Date
	Annual Salary Review	04-JUN-2013	05-JUN-2013
	Appointment Review	02-JUN-2013	03-JUN-2013
	Appointment Review	02-SEP-2013	18-JUN-2013
	Appointment Review	30-SEP-2014	01-JUL-2013

1 - 4

List of People Checked In

Name	Assignment Number	Initial Check In Date	Check In Completed	Division
		30-JUN-2013	01-JUL-2013	

1 - 1

1. Menu

Menu items appear on the left hand side of the page. The same items/areas can be accessed using the tabs along the top of the page.

2. List of Actions

This contains pending forms that require action by you or other approvers in the workflow (see "Workflow" for more information). Forms will remain on your list even after you submit until it reaches a status of "Completed." Forms with a status of "Completed" will not appear here.

3. List of Upcoming Reviews

- This contains upcoming Appointment and Annual Salary Reviews.
- The list is sorted by Annual Salary Review then Appointment Review Dates.



- The data will appear and remain on the list as long as the reminder date(s) from an individual's Basic Info page are equal to or past the current date.

4. List of People Checked In

- This contains people who have an Initial Check In or Check In Completed day that occurred within the last thirty days.
- Note: Assignment Number only appears on Academic Faculty members.

"People" Menu/Tab

You will be directed to the People List which contains all records you have access to based on your Division and Person Type security set-up.




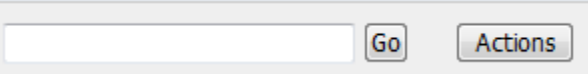

1. People List

Column	Description
UID	UID from Oracle (if it exists); if not, then "Appointment in Progress" will appear.
Last Name	Last Name
First Name	First Name
Preferred Name	Preferred Name in Oracle
DIV	Division that has access to the record. Note: This may not be the same as the division that the person's assignment org is in.
Person Type	Person type for the latest org/rank combination in each Division.
Org	The assignment organization that the latest org/rank combination is in.
Option	For Graduate Students, option is their academic major. For Academic Faculty and Academic Non-Faculty, option is their area of research/specialty.
Rank	The Job Name in Oracle.
Updateable	If an individual's latest assignment is active and in your Division then it is updateable. All others are accessible but not updateable.
Status	Assignment status
Academic Program	Academic Program that a student is listed under with the Registrar's Office.
Campus Address	Work Location (Building and Office Number).
Work Phone	Last four digits of Caltech work number.




Mail Code	Mail Code
Email (Caltech)	Email address issued by Caltech.
Effective Start Date	Start date of the org/rank combination.
Effective End Date	End date of the org/rank combination.
Former Employee	Indicates if the person is terminated in Oracle.
Lab 1	<i>Not available with initial release</i>
Lab 2	<i>Not available with initial release</i>

a) Filtering on the People List

- Click on any column header and you will get a list of all the values in that column. You can type in a few characters of the value you are searching for to shorten the list.
 - Select any value to filter on.
 - All selected filters will appear above the People List.
 - Check box indicates whether filter is enabled .
 - Deselect check box to disable filter .
 - Remove filter by clicking this icon .
- Search in columns 
 - Click on magnifying glass to select the column you want to search in.
 - Type in partial or full value of your search criteria.
 - Click on Go.
 - Multiple searches can be applied at once.
- Advance Search (tab to the left of People tab)
 - Allows for additional filtering on criteria not displayed on People List.
 - Click on "Clear Advance Search" to remove filtering selections made on the Advanced Search tab.

b) Selecting a record from the People List

- Click on the Update Pencil icon  to drill into a record.
- You will be directed to the Basic Info tab.
- Once you drill into a record, all the tabs correspond to that individual (Full name should appear on top of each page).

PLEASE NOTE: People list takes up to 10 minutes to refresh. This includes creating a new person.



2. Basic Info tab

- View only fields display data from Oracle.
- Updateable fields are maintained by the Divisions.
 - Education information is saved directly into Oracle.

The screenshot shows the 'Education' form with buttons for 'Save', 'Back', 'Add Degree', and 'Delete Degree'. Below these is a table with columns: Degree Name, School Name, Major, Minor, and Degree Date. A row is visible with 'PhD' in the Degree Name field and '31-OCT-1965' in the Degree Date field. A magnifying glass icon is next to the Degree Name field. At the bottom, a note states: 'If only month and year of Degree Date is known, use the 1st of that month. If only year is known, use June 1st of that year.'

TIP: Fields with a magnifying glass contain a popup LOV. You must select a value from the list instead of typing your own value in the field.

- Biographical and Emergency Contact Info are masked for Students and Student-Employees.
- Biographical data is masked for Staff.

a) Division Share

- This feature allows the “owning” Division to share a record with another Division.
- Access is granted based on Division, Person Type, and Start/End Dates.
In this example, the record will be shared with a user who has access to Academic Faculty in the Division of Biology from 1-Aug-2013 to 30-Sep-2013.

The screenshot shows the 'Division Share' form with buttons for 'Back' and 'Save'. It contains fields for 'Division From', 'Division To' (set to 'BIO'), 'Person Type From Academic Faculty', 'Person Type To' (set to 'Academic Faculty'), '*Start Date' (set to '1-Aug-2013'), and '*End Date' (set to '30-Sep-2013').

- “The record is Shared” will appear on the row below the Division Share button.

b) Employment Summary

- A separate page appears showing the person’s full employment history at Caltech .

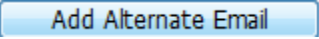


3. Contact Info tab

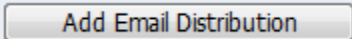
a) Contact Info region

- All fields in this region will save directly into Oracle (except Lab 1 and Lab2).
- Phone numbers must be entered in US Format like 999-999-9999.
- If the **International?** ☒ **Yes** is checked for Phone numbers, a non-US format can be entered.
- *Lab 1 and Lab 2 will not be available with initial release.*

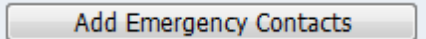
b) Alternate Emails region

- Alternate Emails save directly into Oracle.
- Store additional emails other than the primary “caltech.edu” email address by clicking on .

c) Email Distribution List region

- Assign individual to an existing email distribution list (see “Email Distribution Tab” for more information on creating a master email distribution).
 - Click on .
 - Select a Division and Distribution Name.
 - Click on Save.

d) Emergency Contacts region

- Emergency Contact information is masked for Students and Student-Employees.
- Emergency Contact information can only be updated on Academic Faculty and Academic Non-Faculty members by clicking on .

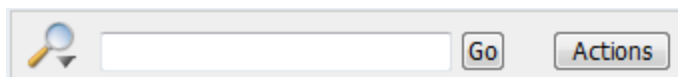
e) Address region

- Address information is updateable for Academic Faculty and Academic Non-Faculty members. All others are view only.
- If the **International?** ☒ **Yes** is checked for an Address, the Non-US State/Region field will appear instead of the State field.

4. Support tab

- View only fields that display full LD schedule line history from Oracle.

- Search in columns

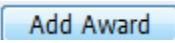
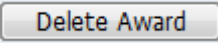


- Click on magnifying glass to select the column you want to search in
- Type in partial or full value of your search criteria



- Click on Go
- Multiple searches can be applied at once

5. Honors and Awards tab

- Honors and Awards information is saved directly into Oracle.
- Click on  to add a new Honor or Award.
- You must select a proper combination of Honor Title and Honor Organization in order for the individual to appear correctly in the Honors and Awards master list.
- If you want to delete an Honor or Award that has been set up in error, check that row and then click on .

6. Training tab

- View only fields that display training recorded in Oracle OLM.

7. Actions tab

a) “Choose the Type” region

- See “Complete Action Form” section for more information.

b) “List of Actions – WIP” region

- View any action that has been processed through Division Personnel Management and does not have a status of Completed. This includes pending forms that require action by you or other approvers in the workflow.
- Click on “View” in Routing History column to view the action history.

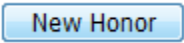

c) “List of Actions – Completed” region

- View all action forms that have been processed through Division Personnel Management and have a status of “Completed.”

d) “Actions in Oracle” region

- View all the actions that have been saved into Oracle.
- Click on an Action Name to view the details of that action, such as date Letter Sent to Division, Letter Out for Signature, and Letter Mailed.
- Action forms submitted prior to the creation of Division Personnel Management will not appear in this application.
- Action forms completed in the Division Personnel Management can be pulled up in the “List of Actions – Completed” region.

“Honors and Awards” Menu/Tab

- This is the master list where a new honor or award can be set up or updated.
 - Click on  to create a new honor or award.
 - Click on  to update an existing honor or award or to view all individuals tied to that honor/award.




- See “Honors and Awards” tab for more information on connecting an honor or award to an individual.

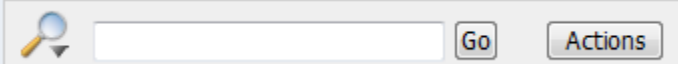

“Labs” Menu/Tab

- *Not available with initial release*

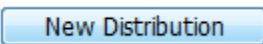

“Action Forms” Menu/Tab

- View all action forms created in Division Personnel Management regardless of status.
- Click on any column header and you will get a list of all the values in that column.
 - Select any value to filter on.
 - All selected filters will appear above the Action Forms People List.

- Check box indicates whether filter is enabled ☒.
- Deselect check box to disable filter ☐.
- Remove filter by clicking this icon .


- Search in columns 
 - Click on magnifying glass to select the column you want to search in.
 - Type in partial or full value of your search criteria.
 - Click on Go.
 - Multiple searches can be applied at once.
- Click on  to drill into an action form.

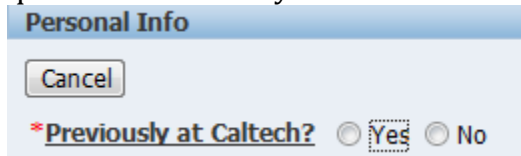
“Email Distribution” Menu/Tab

- This is a master list where a new Email Distribution can be set up or updated.
- Click on  to create a new email distribution.
- Click on  to update an existing email distribution or to view all individuals tied to that distribution.
- See “Email Distribution List region” for more information on connecting an email distribution individual.
- Each email distribution has a “Send Email” link at the end of the row where you may enter a Subject line, text into the Body, and add attachments to be sent to all members of that email distribution.




Create New Person

- You may create a new person (Academic Faculty and Academic Non Faculty) if an individual does not exist in Oracle.
- General rule is that people created will have action forms submitted.
- Go to the People List.
- Click on .
- You will not be able to invoke the “Save” button until you have responded to the question “Previously at Caltech?”

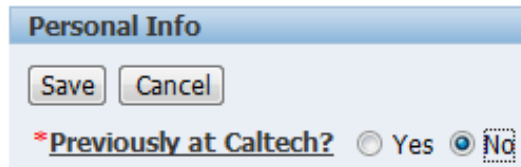


Personal Info





*Previously at Caltech? ☒ Yes ☐ No

- If you select “Yes”, this means that the person you are about to create should have a record in Oracle so the “Save” button will never appear. You will need to look for that individual on the People List and/or work with HR/FRO to identify that individual.
- If you select “No”, this means that the person you are about to create has never been affiliated with Caltech so no record exists in Oracle, therefore you may proceed to enter information for that individual.




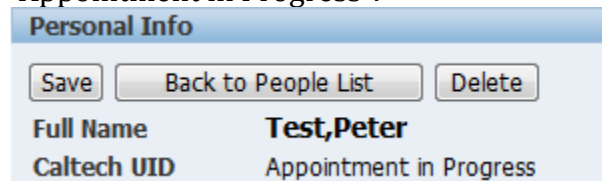
Personal Info


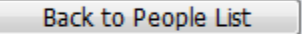

*Previously at Caltech? ☐ Yes ☒ No

Complete Basic Info Tab first

- Any field with an asterisk is a required field.
- Once you have input all relevant information, you can click on the  button.
- Upon saving, the name will appear on the Basic Info tab with a Caltech UID of “Appointment in Progress”.

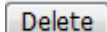


Personal Info

Full Name **Test, Peter**

Caltech UID Appointment in Progress

- You may continue with entering additional Basic Info data.
- If you accidentally created a new record, you can delete it by clicking on the  button.

Complete Contact Info Tab next

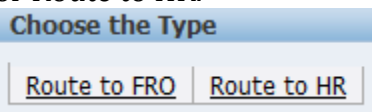
- Enter relevant contact information including phone numbers, building, room, mail code, lab 1 and lab 2 (not rolled out in this phase), and email address.
- Enter relevant alternate emails to capture non Caltech emails.
- Enter relevant email distribution list if you want this individual to be part of a particular email distribution group. (See Email Distribution linkage)



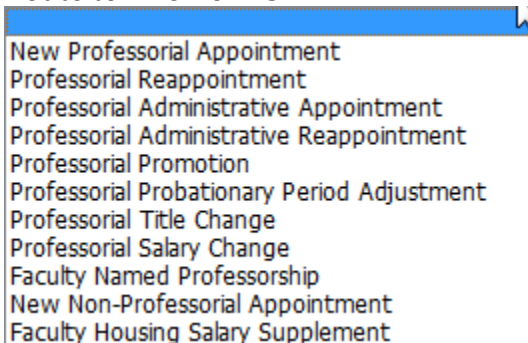
- Enter relevant address information. (Local Residence, Mailing, Letter, Foreign Permanent, Departing Forwarding)
- NOTE: For all action forms, the “Letter” address will be pulled from the “Contact Info” tab. If you leave this blank, the action form letter address will be left blank too.

Complete Action Form

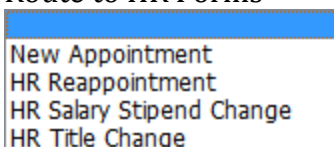
- Select the Type of action form you will like to process. The choices are Route to FRO or Route to HR.




- Route to FRO Forms


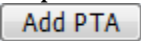
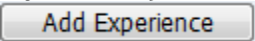


- Route to HR Forms



- When the appropriate form is selected, click on the  button.
- The form will have certain fields marked by a red asterisk as being required.
- Some fields will have value in them defaulted from the Basic Info tab and the Contact Info tab.

TIP: If a value exists in a field that is defaulted for New Appointment form, user needs to enter a “-” instead of blanking it out in order to prevent the default value from going back in upon saving.

- Be sure to always click on the  button to ensure you don’t lose any data that you have input on the action form.
- The  button is available for you to enter project, task, and expenditure information on monetary amounts such as Salary, Stipend, Special Allowance Relocation & Non Research, Special Allowance Research, and Health Insurance (If paid by Caltech).
- The  button is available under the Professional Experience section to list out an individual’s experience. You may input multiple jobs/experiences.



- The “End Date” on the Appointment Information section will automatically calculate based on the “Start Date”, “Term Month(s)”, and Day(s).

Appointment Information

*Start Date: 01-AUG-2013 End Date: 31-JUL-2014

*Term Month(s): 12 * Day(s) 0

- For indefinite (Tenured), you can leave the “Months” field blank.
- You can also store attachments to the action form. Browse and select the attachment and click on “Attach”.

Attachments

File/Image

- Please make sure you enter a value on the “Search Procedure”.

Search Procedure

A search has been made to ensure that available women or minority persons have been considered for this position.

☐ Yes ☐ No

If needed, provide comments about the search procedure:

- Click on the button to enter comments specific to the action form for the people in the workflow to see. Be sure to click on the button.

Comments

Test, Peter

-

Enter Comments

25 of 4000

- If you accidentally created a new action form, you can delete it by clicking on the button.
- Click the button to view and print the action form.
- Click the button to generate an email to the Division Approver(s) (this is a role in the Division Personnel Management) letting them know that an



action form for a particular individual has been processed. NOTE: The email address must exist on the Division Approver role record in Oracle order to receive the emails.

- When the action form is complete and saved and you are ready to route it through the workflow click on the button.

For HR/FRO Use Only

Create New Record in Oracle

- After an action form for a new person has a status of “Completed” or “Final Approved” in the Division Personnel Management system, you can convert that individual into new people in Oracle.
- You will need to drill into the individual action form.

Test, Peter

Academic Non-Faculty

Choose the Type

[Route to FRO](#)

[Route to HR](#)

List of Actions - WIP

No actions exists

List of Actions - Completed

Action Name	Effective Start Date	Status	Last Update Date	Routing History
New Appointment	01-AUG-2013	Completed	25-JUL-2013	View

1 - 1

- Click on the button.
- You will receive a notification letting you know whether there is possible person that exists in Oracle.

CALTECH Division Personnel Management

People ID12

Division ID464

Person Type ID52

Assignment ID: 0

Last Name: Test

First Name: Peter Middle Name:

Date of Birth: 01-MAY-1975

Gender: Male

People In Oracle

No persons exists in the system.

- If no person exists, then click on the button.



- The record will now be created in Oracle.

People

Name

Last **Test**

First **Peter**

Title

Prefix

Suffix

Middle

Gender **Male** Action

Person Type for Action

Person Types

Pending Arrival

Identification

Employee **1475058**

Social Security

Personal Employment Office Details Applicant Rehire Further Name Other Benefits

Birth Date **01-MAY-1975** Age **38**

Status **Married**

Nationality

Registered Disabled

Effective Dates

From **25-JUL-2013** To

Latest Start Date **25-JUL-2013** [...]

Address Picture Assignment Special Info Others...

- The record will show up on the People List.

UID	Last Name	First Name	Preferred Name	DIV	Person Type	Org	Option	Rank	Updateable	Status
1475058	Test	Peter	-	BIO	Academic Non-Faculty	Biology Church	-	-	Y	Active

Merge to existing record in Oracle

UID	Last Name	First Name	Preferred Name	DIV	Person Type	Org	Option	Rank	Updateable	Status
1766414	Abdelsaboer	Omar	-	CCE	Academic Non-Faculty	Chemistry Section Admin	-	Senior Postdoc Scholar	N	Inactive
Appointment in Progress	Abdelsaboer	Omar	-	BIO	Academic Non-Faculty	Biology Church	Biology	Postdoctoral Scholar	Y	Active

- When there is a possible match when you click on the **Check In Oracle** button, you will see that UID.



CALTECH Division Personnel Management

People ID 40 Division ID 464
Person Type ID 52 Assignment ID: 0
Last Name: Abdelsaboer First Name: Omar Middle Name:
Date of Birth: 01-JUL-1976 Gender: Male

People In Oracle

Employee Number	Last Name	First Name	Date Of Birth	Gender	Created Date
<u>1766414</u>	Abdelsaboer	Omar	01-JUL-1976	M	01-MAY-2008

1 - 1

Back Create a Record in Oracle

- You may click on the

Employee Number
<u>1766414</u>
- You will then receive a pop up message indicating that the form has been merged into the original record.

CALTECH Division Personnel Management Home Exit

Welcome: CHANPF If you are not CHANPF, please [click here](#)

Message

Employee Number: 1766414
Person ID: 96199 People ID: 40
Division ID 464
Person Type ID 52 Assignment ID: 0 Actions ID:
Message:



Workflow




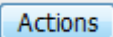



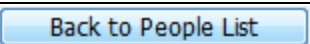



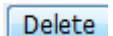
Role	Status	Owner	Comments
Division Approver	WIP	Division Approver	A form is created but not submitted.
Division Approver	1) Pending ISS 2) Pending FRO 3) Pending HR	1) ISS 2) FRO 3) HR	A form has been submitted.
ISS	Return to Approver	Division Approver	ISS needs to return to Division Approver for more information or correction.
ISS	1) Pending FRO 2) Pending HR	1) FRO 2) HR	ISS approves form.
FRO	1)Return to ISS 2) Return to Approver	1) ISS 2) Division Approver	FRO needs to return form for more information or correction.
FRO	Pending Final Approval	Provost Office	FRO submits form to Provost office for approval.
HR	1)Return to ISS 2) Return to Approver	1) ISS 2) Division Approver	HR needs to return form for more information or correction.
HR	Pending Final Approval	Provost Office	HR submits form to Provost office for approval
PROVOST	Final Approved	1) FRO 2) HR	Provost approves form.
FRO	Completed	N/A	FRO completes the form.
HR	Completed	N/A	HR completes the form.



General Application Functionality

Icons and Buttons

Icons and buttons are used to assist you in using the tool.

Icon/Button	Usage
	Navigation to view more detail about the row in a list and/or edit the individual record.
	Select columns to search.
	Start a search.
	
	Select the row(s) on which an action will be performed, for example deleting all checked rows.
	Remove filter.
	Saves any changes you entered on the page. Note: It is good practice to save before you navigate to another page or click on another button to prevent any data loss.
	Return to the People List without saving any changes.
	Return to previous page without saving any changes.
	The field contains a popup LOV. You must select a value from the list instead of typing your own value in the field. TIP: If a value is already selected but you want to clear the field, select “%” to deselect value.
	The field contains a popup calendar. Click on icon to select a date from the calendar or type a date in the field with the following format: DD-MMM-YYYY (31-JUL-2013)
	Delete the selected data.

General Navigation

Every page contains consistent navigation enabling you to perform certain functions regardless of where you are in the application.

PLEASE NOTE: Using any of the functions detailed below will NOT SAVE any data that has been entered.

1. Clicking on a tab will quickly navigate you to that functionality area of the application.
2. Clicking on *Home* returns you to the Home Page.
3. Clicking on *Exit* will close the window and take you to the access.caltech page.

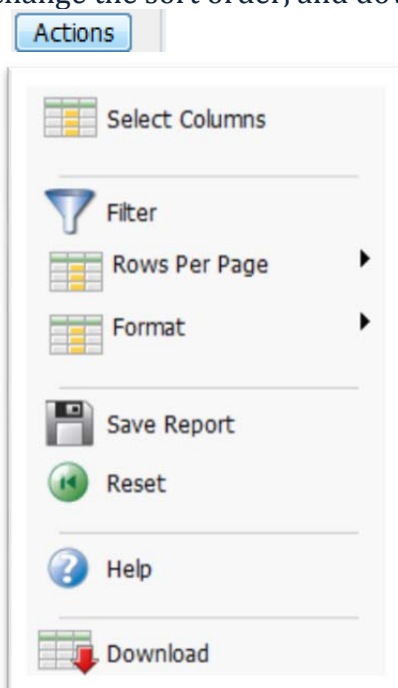


4. Clicking on *Help* will open a new browser window with the user guide.
5. Clicking on “**Welcome: [your username]** If you are not [your username], please [click here](#)” will close the window and take you to the access.caltech page.
6. Clicking on *Logout All* will close the window *AND* log you out of access.caltech.



APEX Actions

Each List can be customized using the **Actions** button. With Actions you can rearrange columns, change the sort order, and download a copy of the report.



PLEASE NOTE: The *Reset* option will return the report to the default settings.