

UAMS MY COMPASS-RECRUITMENT



RECRUITING & HR MANAGER PROCESS MANUAL

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I. Overview of Job Profile Tabs

In addition to the tabs listed in the Hiring Manager manual, below are additional job requisition tabs:

Notes: View or add Notes to the Job Profile.

Tasks: View Tasks associated with the Job Profile.

Folder: Shows the current status of the job request.

Questions: Specific to each job and can be preset by the system administrator. Click on the dropdown to select questions. The Grip icon on the left of each question can be used to drag & drop questions to change the order.

Attachments: View, download, or delete attachments associated with the **Job Profile**.





Additional Note to HR: Promotions will continue to be requested through HR Actions with no action necessary in My Compass.

II. Adding Screening Questions to a Job Profile/Requisition

Job-Related Screening Questions apply to the specific position that the candidate is applying for.

Screening Questions are housed in the **Screening Questions Library**.

1. On a **Job Profile**, select the **Questions Tab**, and then select **Add**.
2. Select the checkboxes for all questions that you want to add to the job, and then click the **Add Selected Question(s)** button.
3. Once questions have been added to the job, users can use the **Grip** icon to the left of each question to drag and drop the questions into the order in which they should appear on the Career Portal.

Per-Job Screening Questions			
Question Text	Type	Required	
Are you a US resident?	Dropdown (Single-Select)	Yes	   

Tip: Use the icons in the last columns to the right to modify, view, and/or delete each question.

Note: Modifications made here apply only to this job.

III. Posting a Job to Career Portals – Recruiters Only

Note: Recruiters should always confirm the **Request Type** on the requisition Details page (Replace/Backfill, Allocate, and Reclass) to determine if the job is ready to be posted.

1. Select the **Advertise** Tab on a Job Profile
2. Select the **Post to Career Portals** Panel
3. Click the **Posting Center** button
4. Select a Career Portal to post the job by clicking the **Post** button to the right of the desired Career Portal. Make sure to always post in the Internal Portal in addition to any other portals.
5. Enter the desired **Start** and **End** dates to control when the job posting should start and stop. Repeat steps for any additional desired Career Portals.
6. Click **Save**

Click the name of a Career Portal within the Career Portals Posting Center to preview how the job post will display for candidates on the selected Career Portal.

IV. Manually Unposting a Job from Career Portals – Recruiters Only

1. Select the **Advertise** Tab on a Job Profile
2. Select the **Post to Career Portals** Panel
3. Click the **Posting Center** button
4. Click the **Unpost** button to the right of each Career Portal from which the job should be taken down.
5. Click **Save**

Career Portals Posting Center

Current posting information is listed below. Edit accordingly to post and/or unpost.

Requisition ID 2016-17515

Job Posting/Working Title Access Coordinator II

careers	Post
Start 12/1/2016 12:58 PM	
End	
faculty	Post
internal	Post
nursing	Post

V. Steps for Position Reclass To Post -CLASSIFICATION & RECRUITING

To reclassify a position to post, the hiring manager will select **Reclass to Post** as the Request Type when creating the requisition, attach the **NEW and EXISTING** Position Description forms (formerly PCQ) for the job and complete all job requisition fields for the new position (for steps on Creating a Req, see the **My Compass Hiring Manager Manual**).

1. Once the job is approved by management, **Classification** will receive an email notification and take the steps below:
 - a. On the My Compass dashboard, click **Allocate/Reclass – Needs Action**.
 - b. Select the appropriate requisition number or job title to be reclassified. (This can be found in the approval email).
 - c. Click the **Details** tab to view position details and the **Description** tab. Note that the requisition details should include the requested NEW position overview, responsibilities and qualifications. Both tabs will be used to reclassify the position in **SAP**.
 - d. Click the Approval tab, then Edit. Click Person, then search by last name to add yourself as the approver. Click Save. Use the grip to move yourself **ABOVE** the recruiter (recruiter should always be the last approver).
 - e. Click skip on the row for Classification's approval.
 - f. Go to **SAP** and reclassify the position as normal based on the Position Description form, position details and description in My Compass.
 - g. Go to **My Compass** and manually update the changes on the **Details Tab** of the requisition. (SAP will not automatically update a requisition).
 - h. Go back to My Compass and select the **Approval** tab.
 - i. Click **Approve**.
2. The recruiter will then be notified by email that their approval is pending and will complete the requisition using the following steps:
 - a. On the My Compass dashboard, click **Allocate/Reclass – Needs Action**.
 - b. Select the appropriate requisition number or job title to be reclassified. (This can be found in the approval email). Verify the **Reclassified Job Title** of the position to be posted.
 - c. In SAP, enter the position number from the requisition on PO13, hit Enter. The job title that appears should match the job posting/working title that is shown in My Compass on the requisition. If these fields do not match, research to determine next steps. See below for example of PO13:

- d. Review the PCQ and confirm the new position Overview, Responsibilities and Qualifications match the requested **Job Posting/Working** title.
- e. Go to the **Questions Tab** and add Screening Questions based on minimum qualifications and any additional questions the hiring manager may want to ask applicants.
- j. Click the Approval tab, then **Approve**.
- k. Post the job requisition using the Job Posting steps. This will move the job requisition to **Open Jobs** on the recruiter dashboard.

VI. Steps for New Position to Post (Allocate) – CLASSIFICATION & RECRUITING

To **Allocate** a new position, the HR Manager or Hiring Manager will enter the word “**Allocate**” in the Position Number field when creating a requisition, then select the Request Type **New Position to Post**, attach the **NEW** Position Description form (formerly PCQ) for the job and complete all job requisition fields with the new position attributes (for steps on Creating a Req, see the **My Compass Hiring Manager Manual**). **NOTE:** If you type in a position number on the Details Tab in My Compass and it populates the requisition details, then it is NOT a New position – it should be requested as a Refill/Backfill (*example – Faculty positions created through the JFR system should NOT be entered as New Positions in My Compass*).

1. Once the job is approved by management, **Classification** will receive an email notification and take the steps below:
 - b. On the My Compass dashboard, click **Allocate/Reclass – Needs Action**.
 - c. Select the appropriate requisition number or job title to be allocated. (This can be found in the approval email if needed).
 - d. Click the **Details** tab to view position details and the **Description** tab to view the NEW position overview, responsibilities and qualifications. Both tabs will be used to allocate the position in **SAP**.
 - e. Click the Approval tab, then Edit. Click Person, and then search by last name to add yourself as the approver. Use the grip to move yourself above the recruiter (recruiter should always be the last approver).
 - f. Click Save. Then click skip on the row for Classification’s approval.
 - g. Go to **SAP** and allocate the position as normal based on the position details and description.
 - h. Go back to My Compass; Click on the requisition **Details** tab, then click **Edit**.
 - i. Enter the new position number on the **Details** Tab in the field “Position Number” Click Save.
 - j. Select the **Approval** tab.
 - k. Click **Approve**.

4. The recruiter will then be notified by email that their approval is pending and will complete the requisition using the following steps:
 - a. On the My Compass dashboard, click **Allocate/Reclass – Needs Action** to verify the **Job Title** and **Req Number** of the position to be posted.
 - b. Select the appropriate requisition number or job title
 - c. Review all fields and attachments. Make any necessary changes (i.e. Job Posting/Working Title, Notes, etc).
 - d. Go to Questions Tab and add qualifying questions based on the minimum requirements of the position and any additional questions the hiring manager may want added.

- e. Select the Approval tab and approve in My Compass.
- f. Post the job requisition with the new position number. This will move the job requisition to **Open Jobs** on the recruiter dashboard.

VII. How to Change a Job/Requisition to Closed/Not Filled

From the **Job Profile, Detail tab**, click Edit. In the “Job Status” field, change the status to **Closed - Not Filled or Closed – Filled**. Click **Save**. If a job/requisition is closed, all applicants must be delimited appropriately and sent the “Rejection Letter – Closed Not Filled” email template.

VIII. Sending /Extending an Offer to a Candidate

Recruiters should also always confirm that a candidate meets the **MINIMUM QUALIFICATIONS** and is not already in status **Extend Offer** before extending a formal written offer on a job. This can be verified within the bins on both the person and the job profile. If the candidate is already in status **Extend Offer**, research and address the situation.

Once an offer is fully approved and it's verified an offer has not already been made to the candidate, either the hiring manager or recruiter/HRBP may call and verbally extend the offer to the candidate. All candidates should then be sent a written offer email by the **Recruiter**.

In MOST cases, the hiring department will prepare the Offer Details and Request Offer Details steps below:

1. From the **Job Profile, People Tab**, check the box of the candidate to make the offer. Green (**Advance**) and Red (**Reject**) buttons appear at the bottom of the screen.
2. Advance button to **Request/Prepare Offer – go to Offer Details**
3. Click the dropdown in the bin, then click on candidate name to select
4. At the top, click **Offer Details** tab, click **Edit** and complete all fields, then **Save**.
5. Click green Advance button on left side – move the candidate to status **Request Offer Approval**, then click **OK**.
6. On the approval screen, select the appropriate Global Approval List, then **Save and Begin Approval, OK**.

Once all other required approvals are completed, the recruiter will be notified via email. The **RECRUITER** should verify **ALL FIELDS ON THE OFFER DETAILS TAB**, including dates and dollar amounts, and then complete the action as the final approver, by taking the following steps.

1. Go back to the Job Profile by clicking on the job title link on the Factoid
2. On the Job Profile, select and advance the candidate to the status **Offer Extended**
3. Selecting the appropriate offer template to be sent via email (the offer email can be edited, if necessary, prior to sending to the candidate). This offer email will have **Offer Acknowledgement** buttons (Accept & Decline), a link to the UAMS Confidentiality Agreement and fields for the candidate to provide SSN, Gender and Date of Birth (required in SAP).

If it is necessary to resend an offer email to a candidate, **RE-ADVANCE** the candidate to status **Extend Offer** and repeat the steps above. If the 2nd offer letter is due to a **counter offer** – note that the candidate must be moved back to status **Request – Prepare Offer** and the **Request Offer Approval** process must be repeated. (NOTE: For counteroffers, it is recommended that the candidate reject the original offer so there is documentation in My Compass).

IX. How to Merge Duplicate Person Profiles

Recruiters should check for duplicate candidate profiles in My Compass immediately prior to moving a candidate to status **OFFER ACCEPTED - SEND TO SAP PREHIRE**. (*If merged prior to this status, former employee profiles will be added back in the overnight file from SAP to My Compass and will cancel out the merge*).

1. Click on **Search, Person**, then **Person**
2. Enter the person's **last name** to search, click the blue **Search** button
3. Select the appropriate applicant records by clicking the checkbox beside both profiles – be sure and confirm the profiles are for the same person.
4. Click **Merge**
5. If a candidate is a current employee, select the **Employee** profile to **Keep** as the primary record. If the candidate is a former employee or created more than one profile, select the profile that has the active workflows.
6. Click **Merge**.
7. Click **OK** then **Close**. A message will appear stating “merge has been successful”.

X. Next Steps for Recruiters - Offer Accepted or Declined

****Important!** Recruiting MUST verify the SSN, DOB, and correct Type of Action are loaded in My Compass on the OFFER DETAILS tab of the primary candidate profile before moving to the next status. The recruiter should also verify that there is no punctuation in the phone numbers on the Contact Tab in the Candidates Main Profile and that the address has the county field completed.

Additional Note: If a candidate lives in an apartment and puts APT or some adaptation, replace it with # sign (example: 102 Main St Apt 3 should be keyed as 102 Main St # 3).

The steps below MUST be verified in My Compass prior to moving a candidate to status OFFER ACCEPTED – MOVE TO SAP PREHIRE.

Once a candidate has accepted an offer, the requisition will be viewable on the recruiter dashboard under “**Candidate Accepted Offer – Move to Offer Accepted**”. Click this link.

1. Select the appropriate Job Posting/Working Title or Requisition ID.
2. Click the dropdown for Offer Extended status, then click the “calendar” on the right side of the candidate name. This will bring up the Confidentiality Agreement. Scroll down the CA form to verify **and copy** the candidate SSN. The recruiter should also verify the accuracy of the DOB (verify DOB is not the current year). Close the CA form.

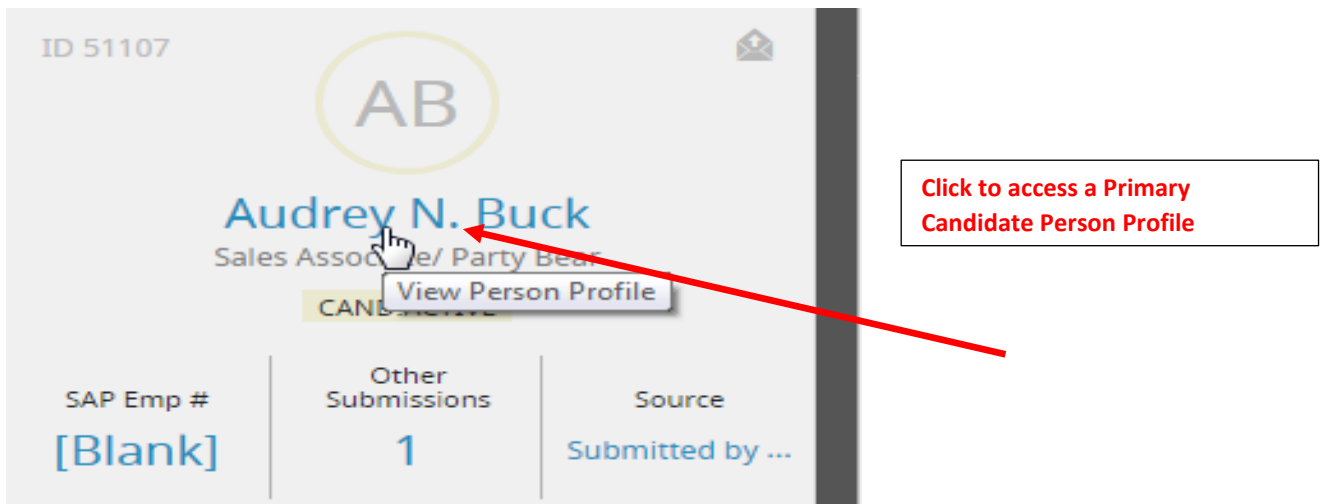


3. Go back to My Compass, click the link for the candidate name, and then click on **Offer Details**.
4. In the **Action Type** field, confirm if the candidate is a **New Hire, Transfer or Rehire**.
5. In SAP, enter PA20 as transaction, click Enter.
 - a. Highlight the personnel number field. There should be a small white box to the right of the field, click it.
 - b. Click on the tab that says Personnel ID Number.
 - c. Paste candidate's SSN in the ID number field (no dashes), hit Enter.
 - d. If a candidate has “no record in SAP” in the bottom left corner of the screen, the Action Type in My Compass should be Newhire.
 - e. If a candidate has a record in SAP, the Action Type in My Compass should be Transfer or a Rehire, depending on their current status in SAP. (Note: Always make sure to select the 0000 Actions tab in SAP and click on the overview. Sometime their current status may not be their true status if there is an Action future-dated).
6. For Transfers, verify if the start date in My Compass on the Offer Details tab is correct based on the new job and when they will be paid. (See chart below)

Monthly to Monthly	Effective date can be any day of the month
Monthly to Biweekly	Effective date should be the first day of the month
Biweekly to Biweekly	Effective date should be the first Sunday of any biweekly pay period
Biweekly to Monthly	Effective date should be the first Sunday of the first complete biweekly pay period of the month

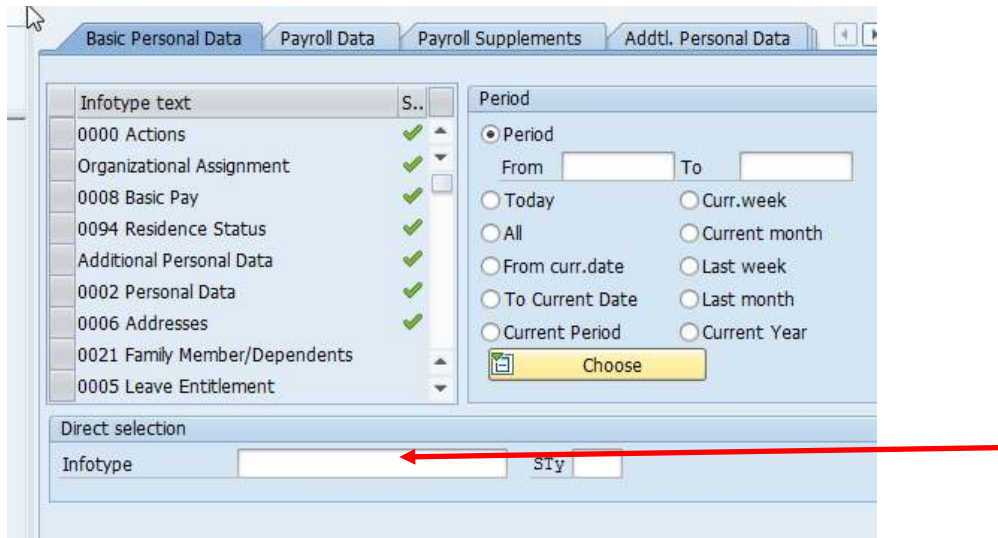
7. On the Offer Details tab, check the math in the field “Enter Pay Rate per Hour or Month”.
8. For **Transfers or Rehires**, the **SAP ID#** from PA20 will need to be entered by the recruiter in My Compass on the candidate **Contact** tab – To do this, click on the candidate’s name ’ at the top left of the screen.
 - a. Click on the **Contact** tab. Click **Edit**. (Tip: fields in My Compass that are blank are not viewable until **Edit** has been clicked). Verify or enter the **SAP ID#** for all **Rehires and Transfers**.

Tip: The **Primary Candidate Profile** is the profile with details that is completed by the candidate to register in My Compass. A Candidate’s Applicant Profile is created for each **Job Requisition** that a candidate applies for. To access a **Primary Candidate Profile**, click on the candidate name in the “**Factoid**” box in the top left of the candidate profile screen as shown below.



The recruiter should also verify in SAP if a candidate is eligible for Rehire or if there are any current disciplinary actions that would prevent a current employee from transferring. To verify the status of both, complete the following steps:

9. In SAP, enter PA20 as transaction, click Enter
10. Enter former SAP ID# and the appropriate Infotype one at a time (**Rehire = 9910, Disciplinary Action = 0102**). Click **Enter**.
11. Click on “glasses” for each **Infotype** to view detail



12. Once all steps are completed, the recruiter can move the candidate to workflow status **Offer Accepted – Move to SAP Pre-hire.**

XI. If a Candidate Declines

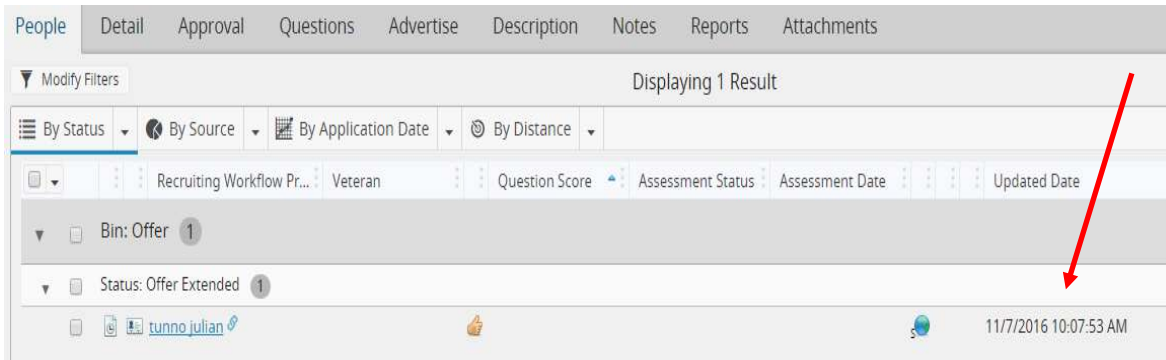
If a candidate declines an offer electronically, the profile will show on the recruiter dashboard in the status **“Candidate Declined Offer – Move to Not Selected.** Click the link on the dashboard, then click the link for the candidate name to go to the Person Profile. The recruiter will then select **Reject** and select from the dropdown a reason for the offer being declined. **DO NOT SEND CANDIDATE AN EMAIL.**

XII. Next Steps for Employee Services: Hired – Start Onboarding

Once a candidate has accepted a position, it is the responsibility of the Employee Services team to move them to the next step “Hired – Start Onboarding”. The steps below **MUST** be verified in My Compass prior to moving a candidate to status **HIRED-START ONBOARDING** Go to My Compass.

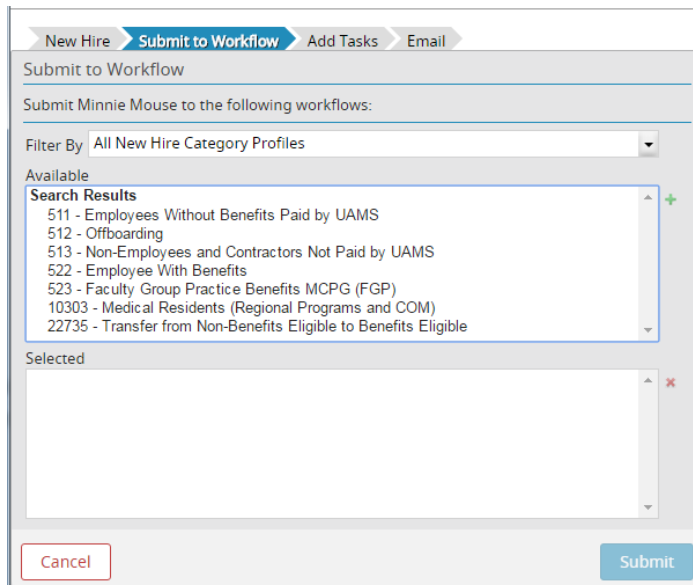
- a. On the dashboard, click on the link for **Prehire in SAP – Move to Onboarding.**
 - b. Click the dropdown to view candidates that are now in SAP and ready to move to onboarding.
 - c. Select the appropriate candidate in column **Recruiting Workflow Profile.**
 - d. Click the **Primary Candidate Profile**, then the **Contact** tab.
 - e. Click **Edit**. Verify that the SAP ID# is viewable. For Newhires, the SAP ID# will need to be entered on the Contact Tab and saved. **All candidates must have an SAP ID# before being moved to status Hired – Start Onboarding.**
2. To verify the SAP ID#:
 - a. In SAP, enter **PA20** as transaction, click Enter.
 - b. Highlight the personnel number field. There should be a small white box to the right of the field, click it.
 - c. Click on the tab that says **Personnel ID Number.**
 - d. Paste candidate’s SSN in the ID number field (no dashes), hit **Enter.** (Note: SSN is on the Candidate profile, Candidate Details tab).
 - e. Click green check mark to select the candidate name. Click **Enter.**
 - f. Candidate SAP ID# will be in the field “Personnel Number”.
 3. 24 hour refresh – verify it has been 24 hours since the candidate was moved to status **OFFER ACCEPTED – MOVE TO SAP PREHIRE.**
 - a. In My Compass, go the Job Profile.
 - b. Click the People tab.
 - c. Click the drop down under the **Status: Offer Accepted/Send Pre-Hire to SAP.**

- d. Open the Bin/Status in My Compass.
- e. Confirm the date and time (example below).



Employee Services can now move the candidate to status **Hired – Start Onboarding** where a popup will display 4 tabs:

1. **New Hire** tab: select options for delimiting all other candidates that have not been delimited as appropriate, then complete all applicable fields and click OK.
2. **Submit to Workflow** tab: Select *All Newhire Category Profiles*, then choose the correct benefit package the employee is eligible for.
3. **Add Tasks** tab: Newhire tasks are pre-loaded; tasks that the employee is not eligible for or that don't apply should be de-selected.
4. **Email** tab: this is the Welcome Email to the new employee with links for benefits and onboarding tasks
5. Click **Save**.



The status of the employee's onboarding can be tracked on the Hiring Manager and Recruiter/HRBP dashboards.

Helpful Checklists

XIII. Recruiting Quick Reference Guide to Move Candidates to Pre-hire Status for SAP

The steps below **MUST** be verified in My Compass prior to moving a candidate to status **OFFER**

ACCEPTED – MOVE TO SAP PREHIRE.

1. Once a candidate has accepted an offer, the requisition will be viewable on the recruiter dashboard under “**Candidate Accepted Offer – Move to Offer Accepted**”. Click this link.
2. Select the appropriate Job Posting/Working Title or Requisition ID (Do not click on candidate name).
3. Click the dropdown for Offer Extended status and then click the “calendar” on the right side of the candidate name. This will bring up the Confidentiality Agreement (CA). Scroll down the CA form to verify **and copy** the candidate SSN. The recruiter should also verify the accuracy of the DOB (verify DOB is not the current year). Close the CA form.
4. Go back to My Compass, click the link for the candidate name and then click on **Offer Details**.
5. In the **Action Type** field, confirm if the candidate is a **New Hire, Transfer or Rehire**.
6. In SAP, enter PA20 as transaction, click Enter.
7. Highlight the personnel number field. There should be a small white box to the right of the field, click it.
8. Click on the tab that says Personnel ID Number.
9. Paste candidate’s SSN in the ID number field (no dashes), hit Enter.
10. If a candidate has “no record in SAP” in the bottom left corner of the screen, the Action Type on the Offer Details tab in My Compass should be Newhire.
11. If a candidate has a record in SAP, the Action Type on the Offer Details tab in My Compass should be Transfer or a Rehire, depending on their current status in SAP (Active in SAP = Transfer; Inactive in SAP = Rehire).
12. Verify if the start date in My Compass on the Offer Details tab is correct based on Exempt or Non Exempt and when they will be paid.
13. On the Offer Details tab, **VERIFY THAT ALL REMAINING FIELDS MATCH WHAT IS IN SAP** (Position Type, FLSA code, Group and Subgroup, check the math in the field “Enter Pay Rate per Hour or Month”, ESS Clock, Lunch Period etc).
14. For **Transfers or Rehires**, the **SAP ID#** from PA20 **MUST** be entered by the recruiter in My Compass on the candidate **Contact** tab – To do this, click on the candidate “**Primary Person**” profile at the top left of the screen.
15. Click on the **Contact** tab. Click **Edit**. (Tip: Fields in My Compass that are blank are not viewable until **Edit** has been clicked). Verify or enter the **SAP ID#** for all **Rehires and Transfers**.

The recruiter should also verify in SAP if a candidate is eligible for Rehire or if there are any current disciplinary actions that would prevent a current employee from transferring. To verify the status of both, complete the following steps:

- g. In SAP, enter PA20 as transaction, click Enter
- h. Enter former SAP ID# and the appropriate Infotype one at a time (**Rehire = 9910, Disciplinary Action = 0102**). Click **Enter**.
- i. Click on “glasses” for each **Infotype** to view detail

Once all steps are completed, the recruiter can move the candidate to workflow status **Offer Accepted – Move to SAP Pre-hire**.

Tip:

The **Primary Candidate Profile** is the profile or application with details that is completed by the candidate to register in My Compass. A Candidate Recruiting Workflow Profile is created for each **Job Requisition** for which a candidate applies. To access an **Primary Candidate Profile**, click on the candidate name in the “**Factoid**” box in the top left of the candidate profile screen.

XIV. Employee Services Onboarding Checklist

The steps below **MUST** be verified in My Compass prior to moving a candidate to status HIRED-START ONBOARDING (Generally, this section will be completed by the Employee Services Team)

1. Go to My Compass.
 - f. On the dashboard, click on the link for **Prehire in SAP – Move to Onboarding**.
 - g. Click the dropdown to view candidates that are now in SAP and ready to move to onboarding.
 - h. Select the appropriate candidate in column Recruiting Workflow Profile.
 - i. Click the Primary Candidate Profile, then the Contact tab.
 - j. Click Edit. Verify that the SAP ID# is viewable. For Newhires, the SAP ID# will need to be entered on the Contact Tab and saved. **All candidates must have an SAP ID# before being moved to status Hired – Start Onboarding.**
4. To verify the SAP ID#:
 - a. In SAP, enter PA20 as transaction, click Enter.
 - b. Highlight the personnel number field. There should be a small white box to the right of the field, click it.
 - c. Click on the tab that says Personnel ID Number.
 - d. Paste candidate's SSN in the ID number field (no dashes), hit Enter. *(Note: SSN is on the Candidate profile, Candidate Details tab).*
 - e. Click green check mark to select the candidate name. Click Enter.
 - f. Candidate SAP ID# will be in the field “Personnel Number”.
5. 24 hour refresh – verify it has been 24 hours since the candidate was moved to status **OFFER ACCEPTED – MOVE TO SAP PREHIRE**.
 - a. In My Compass, go the Job Profile.
 - b. Click the People tab.
 - c. Click the drop down under the **Status: Offer Accepted/Send Pre-Hire to SAP**.
 - d. Open the Bin/Status in My Compass.
 - e. Confirm the date and time.

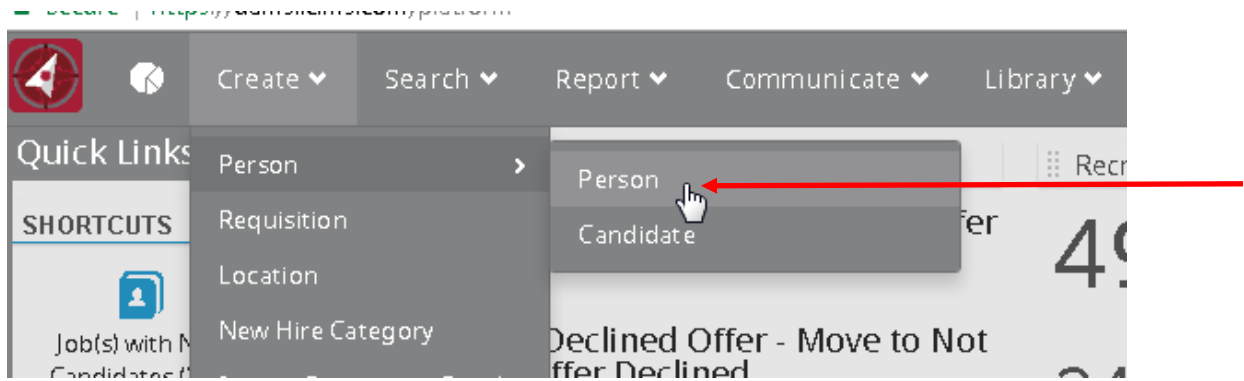
Employee Services can now move the candidate to status **Hired – Start Onboarding** where a popup will display 4 tabs:

6. **New Hire** tab: select options for delimiting all other candidates that have not been delimited as appropriate, then complete all applicable fields and click OK.
7. **Submit to Workflow** tab: Select *All Newhire Category Profiles*, then choose the correct benefit package the employee is eligible for.
8. **Add Tasks** tab: Newhire tasks are pre-loaded; tasks that the employee is not eligible for or that don't apply should be de-selected.
9. **Email** tab: this is the Welcome Email to the new employee with links for benefits and onboarding tasks
10. Click **Save**.

XV. Non-Advertised Requisitions

If a position is not required to be posted, the following steps should be taken to onboard a new employee or faculty member.

1. Department creates a requisition in My Compass for the position to be filled
2. Department creates a Person in My Compass (see screenprint below)



Once the person profile is created, the department should notify their Recruiter for next steps.

3. Recruiter submits applicant to position number/requisition that was created
4. Department moves applicant to status "Request Offer – Prepare Offer Details" and completes Offer Details page (see instructions on page 7).
5. Department moves applicant to status "Request Offer Approval" (see instructions on page 7)
6. Once the offer is approved, the department should confirm the applicant has been verbally extended the offer or details.
7. Recruiter moves to status "Offer Extended" – email is sent to applicant
8. Applicant accepts offer electronically
9. Recruiter verifies data and moves applicant to status "Offer Accepted – Move to SAP"

XVI. How to correct My Compass Hire/Rehire/Transfer file errors that did not post to SAP

The Talent Management/Recruiting team is responsible for correcting all errors under Action Type Pre-Hire, Pre-Rehire and Pre-Transfer.

*Data files are loaded from iCIMS to SAP. Below are the times the files are loaded and the suggested times to work errors in ESS:

11:00 errors 11:30 am to 2:00 pm
3:00 errors 3:30 pm to 6:00 pm
7:00 pm errors 8:00 am to 10:00 am

Steps to correct:

1. Log in to ESS
2. Click on Manager Self-Service, then HR Actions
3. Select All Workflows
4. In the Status field, select Errors
5. Error message is typically viewed at the top – most common errors are Action type, telephone number, and EE Group and Subgroup mix-match.
6. Review each field to determine where the error is.
7. Once all changes are made, click Save and Send
8. Go to SAP, transaction ZHR_Action_Recru
9. Click the magnifying glass on Action to Perform
10. Select Pre-Hire, Pre-Transfer or Pre-Rehire
11. Click green checkmark at the top to execute
12. Highlight the row that is in Status "Complete"
13. Click Send to SAP
14. If successful, the Status will update to **Posted**.
15. If the Status updates to Error, go back to ESS and try to determine the cause. Repeat above steps until the status of the applicant on ZHR Action Recru is **Posted**.

If you can't figure out the error in ESS, first check with teammates to see if the resolution can be determined. If not, send an email to Gale Reamey and copy Lindsay Wyatt. Be sure and provide details and screenshots of the person and the issue.

16. If you updated an **Action (Pre-Hire, Pre-Rehire, Pre-Transfer)**, go to My Compass and make the correction on the Offer Details page.

Sample errors and how to fix:

1. Telephone numbers should not have dashes or other characters
2. Action may be wrong (Hire, Rehire, Transfer)
3. Percent of time worked may be wrong
4. Comp/Salary "PS Level" override is needed – generally for highly compensated positions – see list below. The recruiter will need to receive prior approval from Kim Finney to enter these codes in the HR Action form or contact the hiring department for resolution.
5.
 - a. 10% critical care A1
 - b. Sr. Nurse Anesthetist A2
 - c. Physician A7
 - d. Administrative A8
 - e. Hourly override HO
6. Time Recording "50" screen error – in SAP, select PA30, enter the SAP ID and hit enter. On the Infotype row, enter "50" which will populate Time Recording Info. Complete the following fields, then click Save.
 - a. Start Date
 - b. Time rec.ID no – enter the employee SAP ID – this will update overnight to the actual time recording ID
 - c. Subsystem grouping – this is the ESS Clock code on the Offer Details tab
 - d. Grpg. Att./absence – this is the Subgroup field on the requisition Details tab

See below screenshot of Time Recording Info screen in SAP and the fields required to be completed:

Display Time Recording Info

Personnel No. 54855 Name Parker ... Status Active
EE group 3 Temporary Personnel ar UAMS University of Arkansas Medical
WS rule 40HR 40 Hour Work Week
Start 07-02-2017 To 12-31-9999 Chg. 07-14-2017 51692

Time ID
Time rec.ID no. 40229869
ID version

Interface data	Time variables
Time event type grp 00	Grpg for TE rule
Subsystem grouping ESS	Flextime maximum 0.00
Grpg. att./absence 004	Flextime minimum 0.00
EE expenses grpng	Time bonus/deduction 0.00
Access control group	Standard overtime
Mail indicator	Additional indicator
Personal code	