October 19, 2016

To: Business Officers (via the AMS Listserv)
From: Erin Jackson, Executive Director, iHR
Cc: HR Divisional Offices, CAOs (via the CAO listserv)

Re: Introducing the eOffer and Pre-Hire Project

Dear colleagues,

For the past several months, the University’s Integrated HR (iHR), Total Rewards, and Enterprise Applications & Solutions (EASI) teams have been working on the eOffer and Pre-Hire project to streamline the hiring of external candidates to appointed staff positions at the University.

The eOffer and Pre-Hire project will provide HR recruiters with tools to issue offers of employment online using Taleo (the University’s applicant tracking system). Once issued, these offers can be accepted electronically by the candidate, at which point the new hire is able to provide the personal information required to create a personnel number and UTORid. This information is then sent to SAP for review and processing.

Currently, less than 50% of new hires have their UTORid by the end of their first day at work. The goal of the eOffer and Pre-Hire project is to improve new hire engagement by ensuring all external USW, Confidential, and PM appointed hires are able to access applicable University systems and networks on their first day of work, and to reduce the data entry required by Business Officers to create employee records in HRIS.

Who will this impact?

The first phase of this project will be focused on external candidates hired into PM, Confidential, and USW appointed positions.

Subsequent phases will allow for eOffers to be issued to internal transfers in the PM, Confidential, and USW employee groups, and will expand the eOffer and pre-hire automation capabilities to new hires in additional employee groups.

In the first year of this project, we anticipate that this will affect the hiring of approximately 160 external candidates into appointed PM, Confidential, and USW positions.

What will be changing for business officers?

These changes will only impact business officers who are responsible for creating employee records in HRIS.

Business officers will no longer be required to enter basic personal information in HRIS for external USW, Confidential, and PM candidates hired through the eOffer module (with the exception of foreign hires / rehires). New hires will enter this information in a secure, online
Taleo module, and the information will be sent automatically to a SAP Prehire Dashboard. Business officers can then review, edit, and validate this information via a new, auto-populated, staff-appointed Fast Entry Hire form (PA42). UTORids can be generated from the Prehire Dashboard, and then provided to local IT services to set up network access prior to the new hire’s first day.

**Summary of Changes**

*Scope: new external hires to appointed USW, PM, and Confidential positions.*

<table>
<thead>
<tr>
<th>Current Processing Summary</th>
<th>New Processing Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate provides SIN, work permit (if applicable), banking information, and signs TD-1 and TD-1 ON</td>
<td>Candidate provides SIN, work permit (if applicable), banking information, and signs TD-1 and TD-1 ON</td>
</tr>
<tr>
<td>Business officer <strong>validates</strong> via SAP(Org Assignment, IT0001):</td>
<td>Business officer <strong>validates</strong> auto-populated fields via new Fast Entry Hire form (one screen):</td>
</tr>
</tbody>
</table>
  - Position information |  - First name  
  - Last name  
  - SIN  
  - Address  
  - Banking information  
  - Basic Pay  
  - Contract Information  
  - Planned Working Time  
  - Position information |
| Business officer **enters** into SAP (multiple screens): | Business officer **enters** missing fields in Fast Entry Hire form: |
  - First name  
  - Last name  
  - SIN  
  - Address  
  - Banking information  
  - Basic Pay  
  - Planned Working Time  
  - Appointment detail  
  - Cost distribution  
  - Contract Information  
  - Employment Authorization (work permit) |
| Timing: Business officer validates & enters on or after first day of work | Timing: Business officer can validate & enter prior to first day of work |

**Note:** new hires must still show business officers SIN cards / confirmation of SIN letters, appropriate identification, and work permits in accordance with the terms in their respective employment contracts. The eOffer module removes the data entry component only, and not the obligation to validate these documents in person.