

My HUB Human Resources System Upgrade – June 2011

On the weekend of June 11, 2011, the Human Resources pages within My HUB will undergo an upgrade. For many of these pages, you will just notice color and field location changes. The functionality and processing on those pages will not change. This document will highlight the additional changes that will impact managers and employees.

Changes for All Employees:

- [View pay advices](#)
- [Apply for internal jobs](#)
- [View ePerformance documents](#)

Changes for Managers:

- [Terminate an employee and request a “Reports To” change](#)
- [View applicants](#)
- [Manage ePerformance documents](#)
- [Transfer temporary ownership of an ePerformance document](#)

My HUB Changes for all Employees

View Pay Advices

For pays processed after June 11, your advice will output to a PDF file. This will allow for easier viewing, improved printing, and saving of your pay advices. The year-to-date balances will also remain on any historical pay advices that are generated in the new PDF format. Advices that were generated prior to June 11 will appear in the old HTML format.

To support this new functionality, you will no longer see a direct link to your current pay advice on the My HUB Human Resources Homepage. Instead, you can click on the 'View Payslip' link to see a listing of all of your pay advices, sorted by pay check date.

Note: Your computer will need to have [Adobe Acrobat Reader](#) in order to view PDF files.

The screenshot shows the 'View Paycheck' page. At the top, there is a header 'View Paycheck' and a sub-header 'Review your available paychecks below. Select the check date of the paycheck you would like to review.' A link 'Go to Payroll Home' is visible. Below this is a table with columns: Check Date, Company, Pay Begin Date, Pay End Date, Net Pay, Paycheck Number, and PDF File. The table contains four rows of data. A callout box points to the 'Pay End Date' column header with the text: 'Tip: Sort by clicking on the column header.' Another callout box points to the 'PDF File' column, specifically to a checkmark in the first row, with the text: 'A check mark in the PDF column indicates that the advice is in the new PDF format.'

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2011-03-04	UPMC Presbyterian Shadyside	02/13/2011	02/26/2011	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>
2011-02-18	UPMC Presbyterian Shadyside	01/30/2011	02/12/2011	[REDACTED]	[REDACTED]	<input type="checkbox"/>
2011-02-04	UPMC Presbyterian Shadyside	01/16/2011	01/29/2011	[REDACTED]	[REDACTED]	<input type="checkbox"/>
2011-01-21	UPMC Presbyterian Shadyside	01/02/2011	01/15/2011	[REDACTED]	[REDACTED]	<input type="checkbox"/>

Apply for Internal Jobs

Some changes have been made to the internal job posting application process. A new section has been added to the application to specify your availability. Additionally, new functionality has been added that will automatically populate the application based on the information provided in an uploaded resume.

The screenshot shows the 'Resume Options' section of an application. The title is 'Resume Options' and the question is 'How would you like to proceed?'. There are four radio button options: 'Attach a resume', 'Copy and paste resume text', 'Use an existing resume', and 'Apply without using a resume'. A callout box points to the 'Attach a resume' option with the text: 'Tip: Use the "Attach a resume" option to upload and auto-populate your application.' Below the options are two buttons: 'Continue' and 'Return to Previous Page'.

Finally, you will be able to save your application so that you can exit and return at a later time to submit.

My HUB Changes for all Employees (continued)

View ePerformance Documents

To assist in viewing performance evaluations, new “Expand” and “Collapse” links have been provided that will allow for you to minimize sections and items within the document.

The screenshot displays a performance document titled "Performance Document - Annual Performance Review" and "Manager Evaluation". The review period is "Annual Performance Review: 01/08/2011 - 01/07/2012". A print icon and a "Return to Document Detail" link are visible. Below these are three links: "Expand All", "Collapse All", and "Expand Sections". The document is organized into sections: "Section 1 - Mission Statement" (collapsed), "Section 2 - Goals" (expanded), "Professional Development" (collapsed), and "Education" (collapsed). A "Goals Summary" box shows a rating of "Solid, Strong, Good Performer" and a "View Rating Description" link. Red arrows point from text boxes on the right to these specific UI elements.

Click to expand or collapse all sections on the document.

Section is collapsed.

Section is expanded.

Click to expand or collapse all items within a section.

Item is collapsed.

View Rating Description

Additionally, the print icon  will now open the evaluation in PDF format for improved printing and saving of your performance evaluations. **Note:** Your computer will need to have [Adobe Acrobat Reader](#) in order to view PDF files.

My HUB Changes for Managers

Terminate an Employee and Request a “Reports To” Change

When terminating an employee in My HUB, you will need to select the termination date prior to selecting an employee. When changing the reporting structure, you will first need to select the effective date of the change. Once you enter the date, a list of employees will be visible who are active as of that date.

Terminate Employee

Initiate a request to terminate an employee.

Instructions

Follow this 3-step process to terminate an employee:

1. Enter the date the termination will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to be terminated.
3. Select the termination reason and submit the termination.

Effective Date

Enter the effective date for this termination.
The termination date is the last day the employee worked.
PTO cannot be used to extend employment beyond last day worked.

04/06/2011

Enter the effective date of the termination and then click “Continue” to see a listing of available employees to terminate as of the date entered.

View Applicants

Several enhancements have been made when viewing routed applicants. There will be only one action that can be taken on an applicant: Disposition Applicant. Within this action, you still have the ability to reject the applicant, providing a reason and interview date. However, you also now have the ability to indicate the applicant that is your final candidate and provide an interview date for that applicant. [Click here](#) for more information on these changes.

Manage Applicants

Applicant Name	ID	Type	Disposition	Reason	Resume	Applicant Summary	*Take Action
XXXXXXXXXX	100455583	Ext	050-Route				Select Action...
XXXXXXXXXX	100463127	Ext	050-Route				Select Action... Disposition Applicant Select Action...

Enter Disposition Information

*Status Code: 105-Manager Reject

Status Reason: 050-Route
065-Final Candidate

Disposition Details: 105-Manager Reject

Did you interview this applicant? Yes No Last Interview Date:

Additionally, the Applicant Summary will open in PDF format for easier viewing, improved printing, and forwarding of the application. Click on the “Resume” icon to open the resume document in the format in which it was submitted.

Note: Your computer will need to have [Adobe Acrobat Reader](#) in order to view PDF files.

My HUB Changes for Managers (continued)

Manage ePerformance Documents

The steps of the ePerformance process will not change ([click here](#) for a timeline). However, some enhancements have been made to assist you in managing the ePerformance process and documents. To assist in viewing performance evaluations, new “Expand” and “Collapse” links have been provided that will allow for you to minimize sections and items within the document. [See above](#) for details on expand and collapse functionality.

Additionally, the print icon will now open the evaluation in PDF format for improved printing and forwarding of your performance evaluations. The PDF version will also display a new “eSignature” section that will show when the employee acknowledged the evaluation and when the manager completed the process.

<u>Section 9 - eSignature Section</u>	
Thomas Smith	03/21/2011 3:27:38PM
Employee Signature	Date
Rose Pickerton	03/21/2011 3:29:01PM
Manager Signature	Date

Note: This section will only be visible on documents created after the upgrade.

Transfer Temporary Ownership of an ePerformance Document

The role of the delegate is changing. Prior to this upgrade, you could select someone to be a delegate, but that person would only have the ability to provide a peer review with the addition of the goals section. That functionality will still exist, but it is being re-labeled “Peer with Goals.” [Click here](#) for a detailed definition of the roles within the ePerformance process.

Nominate Peer Reviewers

[Help](#)

Annual Performance Review: 09/30/2010 - 09/29/2011

◆ Participant Role: **Peer with Goals**

Nominations

Currently there are no nominees in your nomination list.

+ [Add Peer with Goals](#)

◆ Participant Role: Peer

Nominations

Currently there are no nominees in your nomination list.

+ [Add Peer](#)

Save

[Return to Document Detail](#)

Peer with Goals: Formerly titled “Delegate.”

With the upgrade, you will now be able to **temporarily** transfer ownership of a performance document to someone else. Transferring a document delegates the activities of nominating and receiving peer feedback, reviewing the self-evaluation, and filling out the manager’s evaluation. Even though you can transfer the document to someone else, that document must be transferred back to you so that you can submit it and the merit recommendation for approval. You are still responsible for the content and timeliness of the review.

[Click here](#) for more information on transferring a document.