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

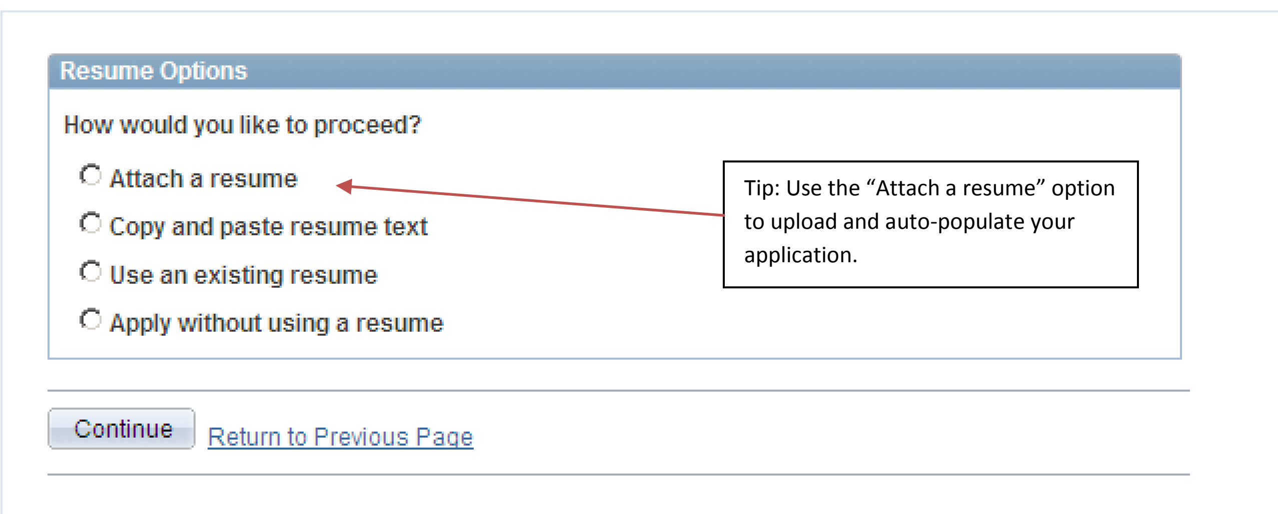
For pays processed after June 11, your advice will output to a PDF file. This will allow for easier viewing, improved printing, and saving of your pay advices. The year-to-date balances will also remain on any historical pay advices that are generated in the new PDF format. Advices that were generated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

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.

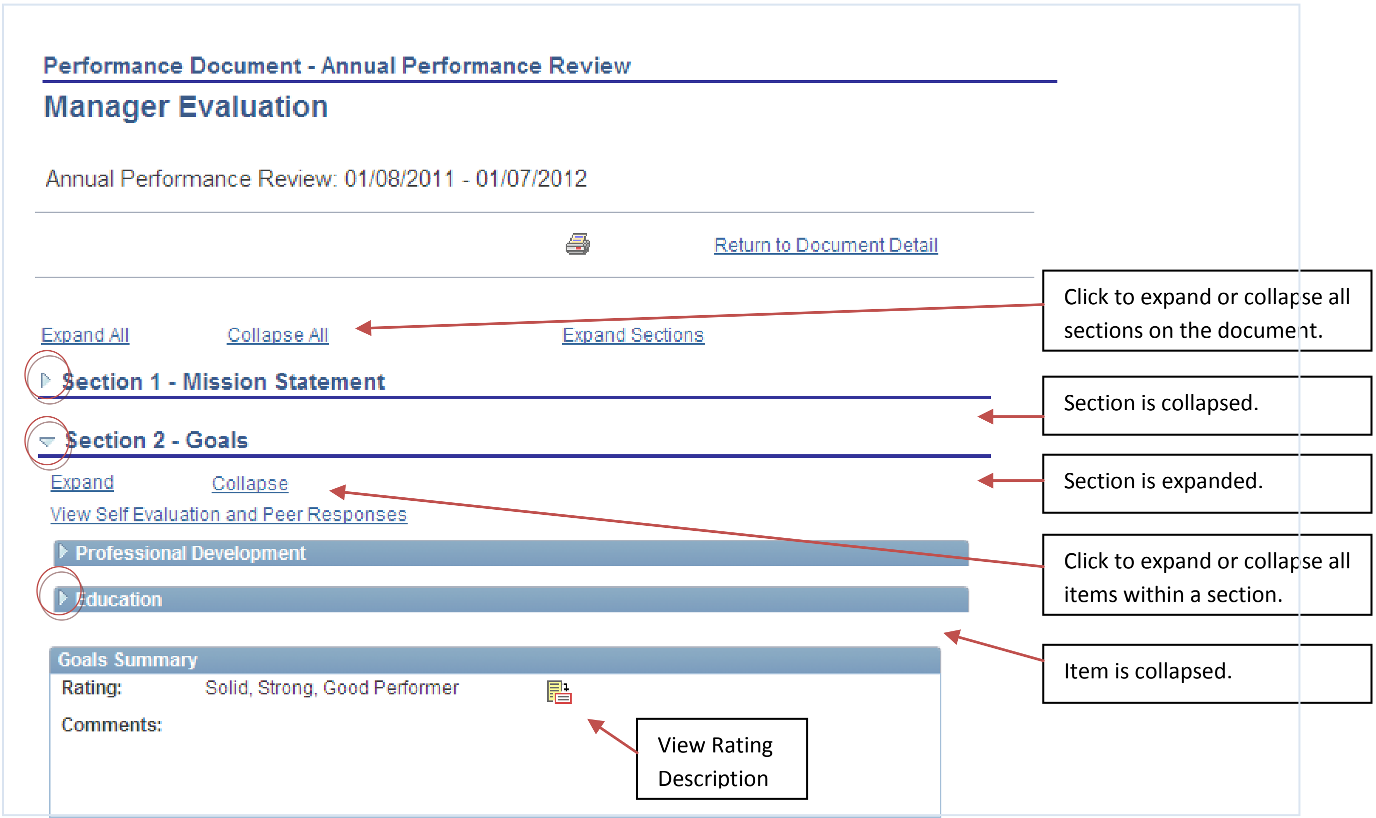


Finally, you will be able to save your application so that you can exit and return at a later time to submit.

My HUB Changes for all Employees (continued)

View ePerformance Documents

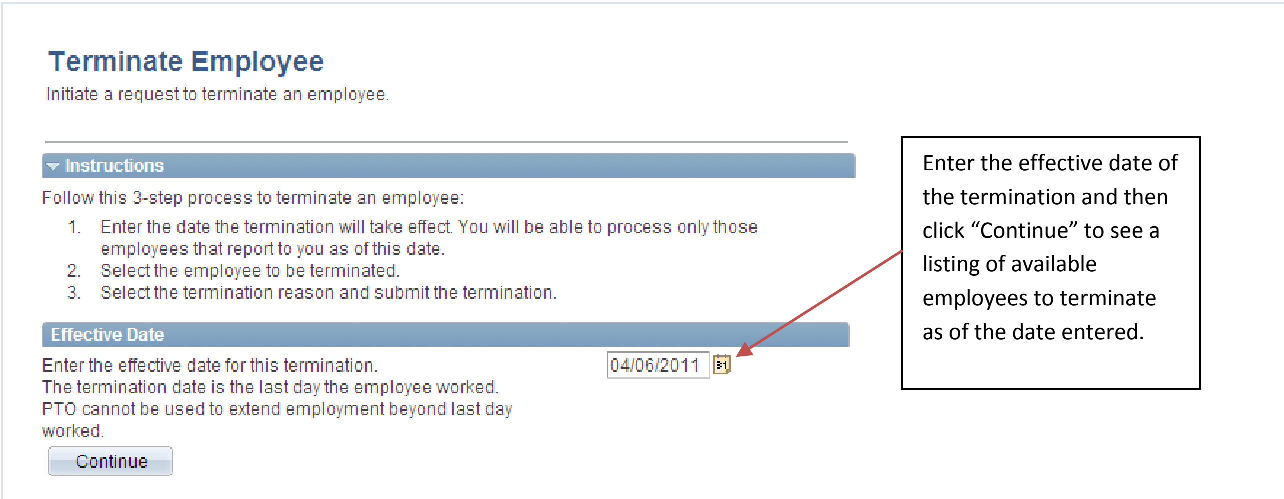
To assist in viewing performance evaluations, new “Expand” and “Collapse” links have been provided that will allow for you to minimize sections and items within the document.



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.

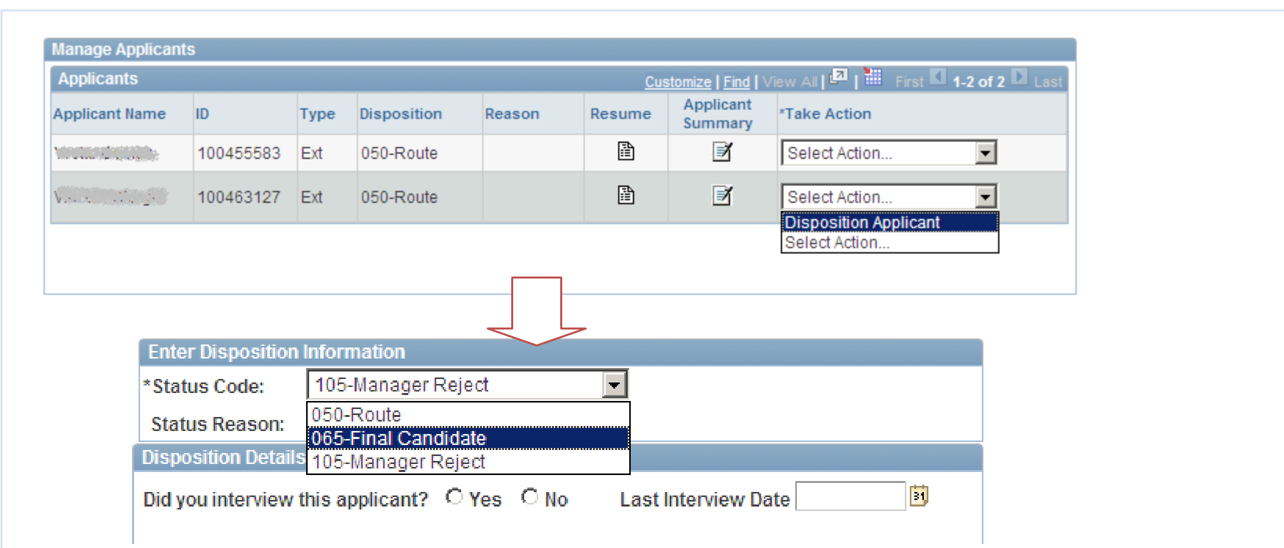
Terminate an Employee and Request a “Reports To” Change

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.



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.



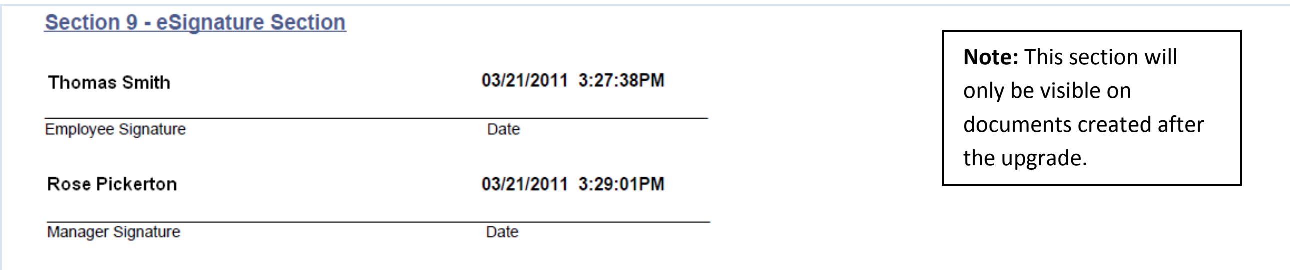
Additionally, the Applicant Summary will open in PDF format for easier viewing, improved printing, and forwarding of the application. Click on the “Resume” icon to open the resume document in the format in which it was submitted. **Note**: Your computer will need to have [Adobe Acrobat Reader] in order 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.



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.

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.