
Changes to Online Employment, Position Description and Performance Evaluation System - Effective Friday, July 17, 2009

On July 17, 2009, users of the Online Employment, Position Description and Performance Evaluation System, found at <http://tamujobs.tamu.edu/hr>, will notice two significant changes:

1. Consolidation of User Accounts
2. Change of Department Names to ADLOC Description and Account

These changes are being made as the first step toward accessing the system through Single Sign-On. Details regarding each change are provided below:

1. Consolidation of User Accounts

How to Log In:

- Employee User Accounts – Employees who currently use the system in an employee role only will not notice any changes on July 17 and will continue to login to the system using their employee account.
- HR Liaison, Hiring Manager and Department Head User Accounts - Users who have multiple roles in the system will no longer have a separate account to access the system as an employee. For these users, their employee account has been merged into the account they have used previously to access the system as an HR Liaison, Hiring Manager or Department Head. These users will be able to change roles in the system while logged in on one account.

How to Change Roles:

After logging in, check the “welcome” message box at the top of the screen to view your current user role in the system. The message box looks like this example:

<p>• Welcome HR Liaison. You are logged in with Department View. Your Current User Role: Liaison (w/ PD,PM).</p>	<p>Tuesday, June 16, 2009</p>
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In this example, an HR Liaison is logged in and currently viewing the system in his/her HR Liaison role.

Here is the full screen view of this same example.

To change to a different user role, click on the “Change User Role” option in the Admin menu on the left side of the screen.

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EMPLOYMENT, POSITION DESCRIPTION & PERFORMANCE EVALUATION SYSTEM
Human Resources

JOB POSTINGS
VIEW OPEN
VIEW PENDING
VIEW HISTORICAL
SEARCH JOB POSTINGS

CREATE NOV
FROM TEMPLATE
FROM PREVIOUS

USERS
CREATE USER ACCOUNT
SEARCH USERS

POSITION DESCRIPTIONS
BEGIN NEW REQUEST
VIEW PENDING
VIEW HISTORICAL
VIEW POSITION DESCRIPTIONS

EVALUATIONS
BEGIN NEW PERFORMANCE EVALUATION
ACTIVE EVALUATIONS
HISTORICAL EVALUATIONS
SEARCH EVALUATIONS

ADMIN
HOME
CHANGE DEFAULT VIEW
REPORTS
CHANGE PASSWORD
CHANGE USER ROLE
LOGOUT

Welcome **HR Liaison**. You are logged in with Department View.
Your Current User Role: Liaison (w/ PD,PM).
Tuesday, June 16, 2009

Welcome to the Texas A&M Employment, Position Description & Performance Evaluation System!

This system allows employees, hiring managers and departmental HR contacts to access position descriptions, job postings and performance evaluations, as appropriate for their role and department.

To use the system, click on the appropriate selection on the navigation bar on the left.

For additional information about using this site and tutorials:

- [Hiring Manager Resources](#)
- Position Descriptions Resources:
 - [Employees](#)
 - [Managers' & Liaisons'](#)
- [Performance Evaluations](#)

To view the details of the position, click on the "View" link below the Job Title.

You may change the sort order of the list by clicking on the column heading.

The available options that will appear depend on the roles that have been established for the specific user. In this example, the user has four roles from which to choose.

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JOB POSTINGS
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POSITION DESCRIPTIONS
BEGIN NEW REQUEST
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VIEW POSITION DESCRIPTIONS

EVALUATIONS
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HISTORICAL EVALUATIONS

ADMIN
HOME
REPORTS
CHANGE PASSWORD
CHANGE USER ROLE
LOGOUT

Welcome **HR Liaison**. You are logged in.
Your Current User Role: Hiring Manager (w/ PD,PM).
Thursday, June 18, 2009

Change User Role

To change your current user role, choose from the user roles below that you are a member of, then click **Change Role**.

- Hiring Manager (w/ PD,PM)
- Liaison (w/ PD,PM)
- Employee (w / PM)
- Dept. Head (w/ PD,PM)

CHANGE GROUP

CANCEL

- [MANAGER RESOURCES](#)
- [PEOPLEADMIN - HOPAC](#)

Depending on what role you choose the menu options on the left side will change:

View of menu in an Employee role:

The screenshot shows the user interface for an Employee role. At the top left is the Texas A&M University logo. The top right header reads "EMPLOYMENT, POSITION DESCRIPTION & PERFORMANCE EVALUATION SYSTEM Human Resources". A navigation menu on the left includes sections for POSITION DESCRIPTIONS, EVALUATIONS, and ADMIN. The main content area displays a welcome message for "HR Liaison", the current user role "Employee (w / PM)", and the date "Tuesday, June 16, 2009". The main heading is "Welcome to the Texas A&M Employment, Position Description & Performance Evaluation System!". Below this, a message states: "This system allows employees, hiring managers and departmental HR contacts to access position descriptions, job postings and performance evaluations, as appropriate for their role and department." It then instructs the user to click on the navigation bar on the left for more information. A list of links is provided: "Hiring Manager Resources", "Position Descriptions Resources" (with sub-links for "Employees" and "Managers' & Liaisons'"), and "Performance Evaluations". At the bottom, a message states "No Job Postings Found Matching Search Criteria." The left navigation menu for an Employee role includes: POSITION DESCRIPTIONS (BEGIN NEW REQUEST, VIEW PENDING, VIEW HISTORICAL, VIEW POSITION DESCRIPTIONS), EVALUATIONS (BEGIN NEW PERFORMANCE EVALUATION, ACTIVE EVALUATIONS, HISTORICAL EVALUATIONS), ADMIN (HOME, CHANGE PASSWORD, CHANGE USER ROLE, LOGOUT), MANAGER RESOURCES, and PEOPLEADMIN - MOPAC.

View of menu in a Hiring Manager role:

The screenshot shows the user interface for a Hiring Manager role. The header and logo are identical to the Employee role view. The navigation menu on the left is different, including sections for JOB POSTINGS, CREATE NOV, POSITION DESCRIPTIONS, EVALUATIONS, and ADMIN. The main content area displays a welcome message for "HR Liaison", the current user role "Hiring Manager (w/ PD,PM)", and the date "Tuesday, June 16, 2009". The main heading is "Welcome to the Texas A&M Employment, Position Description & Performance Evaluation System!". Below this, a message states: "This system allows employees, hiring managers and departmental HR contacts to access position descriptions, job postings and performance evaluations, as appropriate for their role and department." It then instructs the user to click on the navigation bar on the left for more information. A list of links is provided: "Hiring Manager Resources", "Position Descriptions Resources" (with sub-links for "Employees" and "Managers' & Liaisons'"), and "Performance Evaluations". At the bottom, a message states "No Job Postings Found Matching Search Criteria." The left navigation menu for a Hiring Manager role includes: JOB POSTINGS (VIEW OPEN, VIEW PENDING, VIEW HISTORICAL), CREATE NOV (FROM TEMPLATE, FROM PREVIOUS), POSITION DESCRIPTIONS (BEGIN NEW REQUEST, VIEW PENDING, VIEW HISTORICAL, VIEW POSITION DESCRIPTIONS), EVALUATIONS (BEGIN NEW PERFORMANCE EVALUATION, ACTIVE EVALUATIONS, HISTORICAL EVALUATIONS), ADMIN (HOME, REPORTS, CHANGE PASSWORD, CHANGE USER ROLE, LOGOUT), MANAGER RESOURCES, and PEOPLEADMIN - MOPAC.

2. Change of Department Names to ADLOC Description and Account

- Department names in the system will change on July 17 to reflect the same ADLOC description and number as the official ADLOC in which the position is budgeted.
- The ADLOC description being used for the department names comes from the System office Budget/Payroll/Personnel system (BPP) and is the same as reflected in LeaveTraq, TrainTraq, TimeTraq and HRConnect.
- Department names will appear in alphabetical order based upon the current ADLOC description.
- Example:
 - Current department name: Accounting
 - Current ADLOC description from BPP: Head of Accounting
 - Department name after transition to ADLOC description: Head of Accounting-02-131000
- The department name is located on notice of vacancies, position descriptions and performance evaluations, so users will notice the change in all of these functions.
- If your department would like to change the ADLOC description in BPP and other campus systems, please obtain department head approval and submit the change to Payroll at payroll@tamu.edu or call 979-845-2711. Changes that are made to ADLOC descriptions in BPP will then be reflected in the Online Employment System through a weekly update. This update is submitted on Friday mornings and the changes from the update are visible on Mondays.

For questions about either of these changes, please contact Sylvia Coburn at scoburn@tamu.edu or 979-862-1016.