EmpowerHR – INDUCTION and PDM

Written and Distributed by Payroll Services
Human Resources

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DOCUMENT CONTROL SHEET

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Located at: \\Cedata\hr\HRUInternal\Manuals\Payroll Services Manual\#Other


Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Name</th>
<th>Description of Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>02-Nov-09</td>
<td>Sarah Robinson</td>
<td>Updated in line with new look and feel process associated with version 9</td>
</tr>
<tr>
<td>2.0</td>
<td>05-Sep-14</td>
<td>Vaneet Dhiman</td>
<td>Updated to include new Employment Checks screen</td>
</tr>
</tbody>
</table>
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INDUCTION OVERVIEW

Induction is a part of the University’s conditions of employment and should provide new staff with a comprehensive introduction to their role, their workplace and the University. Induction occurs in a variety of formats and includes attendance at Induction sessions, a schedule of introductory meetings with key staff, and a tour of the University website. It is envisaged that the majority of induction activities will take place during the new staff member’s first six - twelve months of employment.

The recording of the completion of the various stages of Induction will be shared between central Human Resource Staff and devolved HR Staff depending upon the stage of induction.

Corporate – the corporate induction session allows new staff members to meet and hear from the Vice Chancellor and members of the Senior Management Group, and experience presentations on some of the defining features of our University. This type of induction is recorded by Central HR.

Division/Unit - the University has developed an Induction Framework that covers the minimum requirements for inducting new staff to the University. New staff members undertake a program of induction activities, at School and Divisional levels and University-wide, with a focus on developing an understanding of the university and the local workplace arrangements which impact upon the role of the employee. The elements of induction at this level will vary between areas. This type of induction is recorded by Division/Unit HR Staff.

Teaching at UniSA – this program is designed for Academic staff to:

• introduce staff to some of the distinctive characteristics of the University’s Teaching & Learning environment
• complement the induction experience
• provide an introduction to higher education teaching and learning principles
• provide new academic staff with some strategies to enhance their teaching and the learning outcomes of their students.
This type of induction is recorded by Division/Unit HR Staff.

Teaching and Learning – this program is designed for Academic staff and focuses on the particular elements and requirements of UniSA’s Teaching and Learning strategy. This type of induction is recorded by Division/Unit HR Staff.

Research – this program is for Academic staff and focuses on the distinctive features of the University’s approach to research, research education and commercialization. This type of induction is recorded by Division/Unit HR Staff.

School - the University has developed an Induction Framework that covers the minimum requirements for inducting new staff to the University. New staff members undertake a program of induction activities, at School and Divisional levels and University-wide, with a focus on developing an understanding of the university and the local workplace arrangements which impact upon the role of the employee. The elements of induction at this level will vary between areas. This type of induction is recorded by Division/Unit HR Staff.
Entering Induction Details

To enter induction details, go to Tasks > User Generic Reference Data > Induction:

Enter the employee ID number and click on find now

Where an Induction record already exists for the employee go to “Updating an Induction Record”.

Where no record exists for the employee go to “Creating a New Induction Record”.
Creating a New Induction Record

Select File > New

The following screen will display:

![Induction - Add window]

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>EMPLOYEE NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the employee ID. Tab.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>TYPE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>This field contains the code “ind” and will have been tabbed over.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>SEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter 0 (Zero). Tab.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>CORPORATE INDUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are recording that the person has attended corporate induction enter “Completed”, otherwise leave blank. Tab.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>DIVISION/UNIT INDUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are recording that the person has complete division/unit induction enter “Completed”, otherwise leave blank. Tab.</td>
<td></td>
</tr>
</tbody>
</table>
FIELD NAME            TEACHING & LEARNING

If you are recording that the person has completed Teaching & Learning Induction enter “Completed”, otherwise leave blank. Tab.

FIELD NAME            RESEARCH

If you are recording that the person has completed Research induction enter “Completed”, otherwise leave blank. Tab.

FIELD NAME            TEACHING AT UNISA

If you are recording that the person has completed the first stage of Teaching at UniSA Induction enter “In Progress”.
If you are recording that the person has completed all the components of Teaching at UniSA induction enter “Completed”, otherwise leave blank. Tab.

FIELD NAME            SCHOOL

If you are recording that the person has completed school induction enter “Completed”, otherwise leave blank. Tab.

Click on “Save”.
Updating an Induction Record

Where an induction record already exists for an employee, the following screen will be displayed:

Click on the “” icon or select File > Open

You are now able to amend the details in the fields. You can move from field to field by pressing TAB and then typing the new information:

FIELD NAME  CORPORATE INDUCTION
If you are recording that the person has attended corporate induction enter “Completed”, otherwise leave blank. Tab.

FIELD NAME  DIVISION/UNIT INDUCTION
If you are recording that the person has complete division/unit induction enter “Completed”, otherwise leave blank. Tab.

FIELD NAME  TEACHING & LEARNING
If you are recording that the person has completed Teaching & Learning Induction enter “Completed”, otherwise leave blank. Tab.

FIELD NAME  RESEARCH
If you are recording that the person has completed Research induction enter “Completed”, otherwise leave blank. Tab.

FIELD NAME  TEACHING AT UNISA
If you are recording that the person has completed the first stage of Teaching at UniSA Induction enter “In Progress”. If you are recording that the person has completed all the components of Teaching at UniSA induction enter “Completed”, otherwise leave blank. Tab.

FIELD NAME  SCHOOL INDUCTION
If you are recording that the person has complete school induction enter “Completed”, otherwise leave blank. Tab.

Click on “Save”.
Entering PDM Discussion Data

Select: Tasks > User Generic Reference Data > Performance Management

Select the “Find Now” icon

Select the “New Record” icon

The following screen displays to enter PDM conversation details.

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>EMPLOYEE NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee No</td>
<td>Enter the employee ID number or use the look-up window ☐ to search.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>SCREEN TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen Type</td>
<td>Leave as default “perf”.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>CONVERSATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversation Date</td>
<td>Enter the date the Performance Management &amp; Development discussion was held.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>POSITION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>Enter the position number relating to the discussion.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>EARLY REVIEW DATE (OPTIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Review Date</td>
<td>Enter a date if a discussion is required within 12 months.</td>
</tr>
</tbody>
</table>

Click on “Save”.
Entering Employment Check Data

Select: Tasks > User Generic Reference Data > Employment Checks

Select the “Find Now” icon

Select the “New Record” icon

The following screen displays to enter Employment Check details.

**FIELD NAME**
**EMPLOYEE NO**
Enter the employee ID number or use the look-up window to search.

**FIELD NAME**
**SCREEN TYPE**
Leave as default “empc”.

**FIELD NAME**
**WORKING WITH CHILDREN EXPIRY**
Enter the date for the expiry of criminal history assessment for employee.

**FIELD NAME**
**TEACHER REGISTRATION EXPIRY**
Enter the date for the expiry of teacher registration where an employee is registered as a teacher and deemed exempt of criminal history assessment.

Click on “Save”.