

What's new in version 28?

Phase 2.2 CoreHR Upgrade

This document outlines the key changes in Employee Self-Service, Staff Requests and Recruitment within CoreHR, following the upgrade to version 28. This document does not cover any system process guidance; please refer to the relevant, updated support materials for guidance on how and what to enter in the system. All detail and other changes, such as field labels, are incorporated in the relevant How-to guides.

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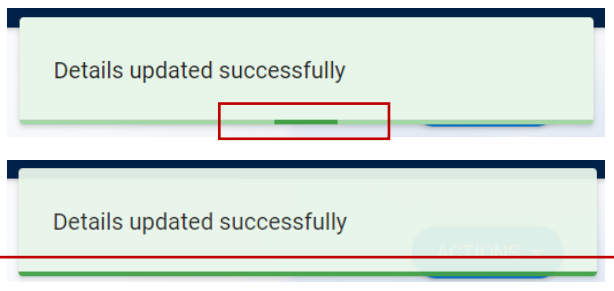
1. All dashboards in the Portal - Navigation

Drop-down fields with large selections

Reminder / for attention of users who are new to the Portal: Drop-down fields that contain a large selection of options can take a long time to display/load. For efficiency, start typing the value you need, instead of clicking on the drop-down menu. This is especially useful when populating data in the following fields: Cost Centre, Location and Work Group.

Saving changes

When you make changes and click **Save**, a new green confirmation notification appears, with a green line beneath (this is a timer). You must wait for it to complete, before leaving that screen, or executing further actions.

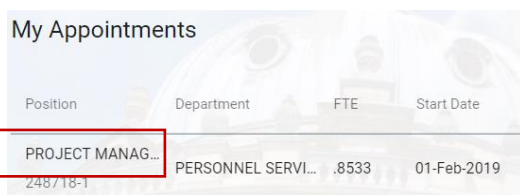


NB The **Save** button remains 'static' on the screen and is visible in all screen resolutions (ie screen settings).

2. Employee Self-Service

Job title

Your actual job title is no longer displayed beneath your name in the ESS dashboard. Instead, you will find the generic job title (job description) displayed under **My Appointments** in the ESS dashboard (this is used for reporting purposes).

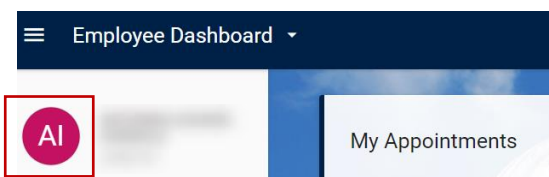


Position	Department	FTE	Start Date
PROJECT MANAG...	PERSONNEL SERVI...	.8533	01-Feb-2019

Your actual job title can be viewed in **My Profile**, under **Contract** details. See the updated ESS How-to guide.

Accessing 'My Profile'

Navigate to **My Profile** via the circle on the left, with your initials:



Printing payslip(s)

The print icon no longer appears directly on the payslip, on the screen. Instead, you must now download your payslip as a PDF and then print it in the usual way.

3. Staff Requests

Saving and submitting staff requests

Users can now 'save' and 'submit' a staff request, as was the case prior to the release of phase 2.1.

4. Recruitment

Creating merged application packs for vacancies with >50 applicants

To avoid issues when creating merged application packs for vacancies with a large number of applicants, we recommend that you produce these in bundles of up to 50 applicants. Please refer to the 'How-to guide – Generate shortlisting packs and screen applicants', for further details.

Job Description (ie advert text)

When typing/inserting text in version 26, users used to see the 'characters remaining' (out of 25,000). This is now displayed as a percentage. The recommended character limit for a job advert of **3,500 characters now equates to circa 14%**. The remaining percentage displayed should be 86% (or greater).

Vacancy Details: 147369 - Test Internal vacancy
Recruitment > Vacancy Details: 147369 - Test Internal vacancy

Job Description

the Approaches to CERTAIN class in the second year. There is likely to be around 8-10 hours of direct teaching per week during term.

You will hold, or be close to completion of a PhD/DPhil in CERTAIN Studies or a closely related discipline by commencement of the post (1 September 2020), have an aptitude for, and experience of, academic teaching at undergraduate and/or postgraduate level, and possess a solid knowledge of at least one of two canonical languages of CERTAIN - EXAMPLE and/or EXAMPLE - preferably both, and be able to teach EXAMPLE texts in that language or those languages from introductory to advanced levels. The postholder will possess excellent communication, team-working, interpersonal and organisational skills, and have the ability and willingness to carry out administrative roles in an academic setting with attention to detail and deadlines.

The primary teaching responsibilities of the role include providing instruction for students NAME course, entails instruction in both the study of different text and the study of aspects of different religion, thought, and practice. The latter instruction involves lectures and tutorials for the Introduction to CERTAIN component of the first year of the course and tutorials for the Approaches to CERTAIN class in the second year. There is likely to be around 8-10 hours of direct teaching per week during term.

You will hold, or be close to completion of a PhD/DPhil in CERTAIN Studies or a closely related discipline by commencement of the post (1 September 2020), have an aptitude for, and experience of, academic teaching at undergraduate and/or postgraduate level, and possess a solid knowledge of at least one of two canonical languages of CERTAIN - EXAMPLE and/or EXAMPLE - preferably both, and be able to teach EXAMPLE texts in that language or those languages from introductory to advanced levels. The postholder will possess excellent communication, team-working, interpersonal and organisational skills, and have the ability and willingness to carry out administrative roles in an academic setting with attention to detail and deadlines.

The position is based in central Oxford. This is a full-time, fixed-term position for two years.

The closing date for applications is 12.00 noon on 10 October 2020.

COVID-19: Please be aware that the recruitment process for this post may need to be conducted remotely. Candidates invited to interview will need equipment and internet connection suitable for a video call

86% remaining

SAVE

Vacancies tab – Recent Applicant Activity

The Recent Applicant Activity on the Vacancies tab has been renamed to 'Vacancies Stream'.

'Costs' in Costs and Advertising - Vacancy

This area within the Vacancy is not in use by the University. It is therefore not possible to record the vacancy costs associated with the vacancy, eg room costs, external interview panel member expenses etc.

5. Fixed issues and processes now available in the Portal in v28

Recording offer against standby applicant

You can now record an offer to a 'standby' (ie second-choice) candidate, where you have already recorded the status of 'Offer accepted – Personnel'.

Uploading documents to Staff Requests

Standard word, excel and PDF file formats are all acceptable and work in the Portal. Documents with macros may cause problems and should not be uploaded.

Creating letters (documents) in Recruitment in the Portal

It is now possible to create documents from within Recruitment in the Portal.

Internal Jobs Board

Some internal applicants were previously unable to complete applications via the Internal Jobs Board, due to the Additional Questions not showing as complete. This has now been fixed.

6. Known issues and exceptions (processes remaining in the Back Office)

REMINDER: Please visit the Known Issues page to see the full list of any exceptions that must be carried out in the Back Office.