

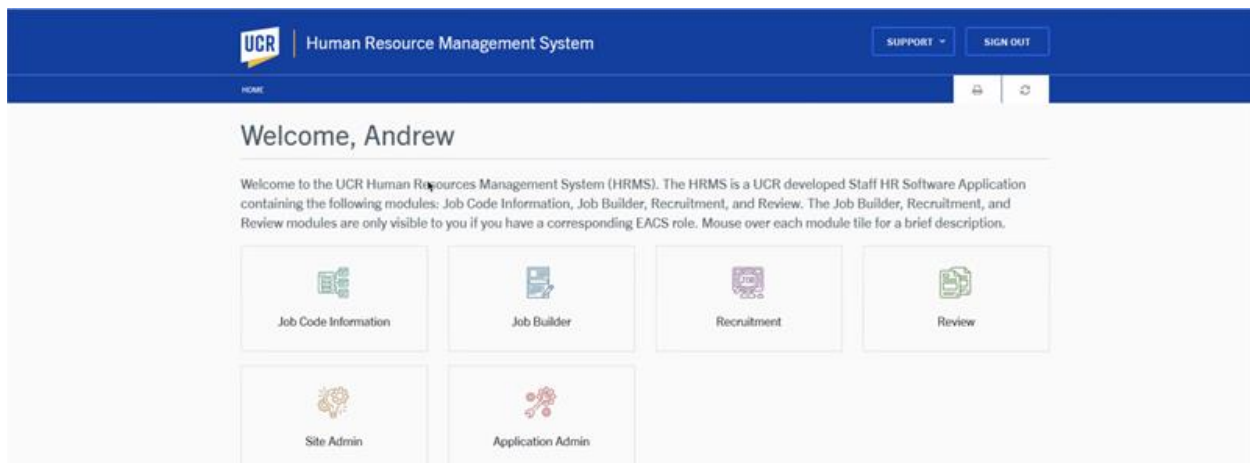
Project Title: Human Resource Management System (HRMS)

Project Information:

The Human Resource Management System (HRMS) is a collaboration between Human Resources, Information Technology Solutions (ITS) and UCR's HR system users as part of an ongoing effort to provide the campus with updated HR technology. It is designed to centralize and streamline core human resources functions for more efficient and effective management. This translates to simplified training; synchronized, real-time data transfer; faster processing times; manageable maintenance; and the ability to scale up to meet future needs.

Background:

Prior to the HRMS's development, human resources personnel were required to navigate through five different systems to manage HR processes, forcing users to learn and log in to multiple software to perform tasks. HRMS was designed to eliminate this by combining the necessary applications into modules in its software. Each module on the software represents the previous HR systems. The benefit of integrating the various systems into HRMS is that they were built and coded uniformly to have the same user experience throughout each module. By implementing multiple modules into HRMS, the software serves as a one-stop shop for all HR processes. Additionally, the scalable nature of HRMS allows ITS to continue to modify and add additional modules in the future if necessary, and the first such module is already under way.



Solution:

HRMS was developed to handle all of the same job-related functions (job descriptions, recruitments, reviews and job code information) in a single application with a unified look and feel. Some of the key aspects of the system are:

- Responsive design using Angular so that the application can be used on (nearly) any device including mobile
- The same Job Description editing system is used through all steps of the system, from initial proposal, through recruitment, reclassifications and equity/salary reviews.
- Designed to work with Path Reporting Instance data from the ground up accessed via web services/Application Programming Interfaces (APIs)
- Handle migration of existing Job Descriptions seamlessly from the old system as they are finalized.
- A single landing pad for all HR/Job related inquiries/updates
- Application Admin screen that empowers HR to make immediate changes to key system and have the changes available immediately:
 - Disable job codes that were extended to UCR in error
 - Override the grades established in Path
 - Specify grades for “By Agreement” job codes
 - Control routing actions and rules as well as email notifications
- Site Admin screen for ITS
 - Setting system to maintenance mode
 - Control HR Admin access
 - Set tokens for accessing secured APIs
 - Allows ITS to upload key complex Affirmative Action statistics
- Multi-tenant capable

The Tech:

HRMS uses a suite of application development tools to enable rapid development

- The Angular/GRAILS programming language and technology stack
- On Premises MiniIO S3 compatible storage for attachments
- IntelliJ IDEA
- Logz.io cloud based logging platform
- Gitlab for code repository and CI/CD for code deployment
- Vault for password storage
- Oracle Database
- Hosted on Virtual Machines running RHEL (Red Hat Enterprise Linux) with Tomcat and Java 8

Timeline:

Development started September 2018

Released November 1st, 2020.

Future Enhancements:

Contract Out functionality for Covered Services

Testimonials:

“The [Recruitment] module is really simple and easy to use. I didn’t even have to read the user guides on how to use the program because the program is so user-friendly. I simply click on the fields that are blank that I need to add information to and complete my recruitment.

The programmers even made it so convenient to collaborate with my colleagues on the job description by creating a check-out feature which allows others to review the recruitment information and make updates/edits. We are also able to provide comments on the recruitment which includes status updates and reasons why you are sending/checking it out to others. This comment feature allows everyone involved to have excellent communication throughout the entire process.

*I LOVE this new **Recruitment Module** in the HRMS. The team that innovated this new platform really took their time in creating a product that is user-friendly and has all the bells and whistles that us HR professionals need.”*

--Alisha French – HR Analyst, College of Humanities, Arts and Social Sciences

“HRMS as a whole is intuitive and provides a clean user experience. HRMS Recruitment brings the added benefit of a consistent experience regardless of the position type. The system leads the user through the required fields and has reminders built in where practical. I have worked with a variety of hiring managers in the new system, and they have all been able to use HRMS without issue.”

--Jacob Schiffer – HR Generalist, Planning, Budget and Administration

*“The new HRMS is a great tool for both HR users and non-HR users. It bundles HR actions together in one system with similar looks and uses throughout each module. The **Job Builder module** has been really helpful with standardizing job descriptions between represented and non-represented positions. The system is really user-friendly and allows supervisors who don’t regularly use the system to easily enter the information needed on a job description and approve any changes.*

...

A feature that I particularly like is the history feature which allows me to see who has viewed and approved the document already and where it is in the classification process. This lets us have one system

of record to show who has touched a job description and how long they had it checked out to them if there are any concerns about why something is taking a long time or who may have made a change.

...

*It [Job Builder] flows easily with the **Recruitment and Review modules** since they all use the same branding and user functions to move between screens. It's really helpful to have everything be uniform since the average non-HR user is only going into the system a couple times a year. We don't have to train them on each section since the same functionality exists in each module."*

--Sarah Dillon – HR/Payroll Lead, College of Natural and Agricultural Sciences

"As the admin assistant for total compensation I'm responsible for keeping the job code information updated. I could not be more pleased with the new HRMS Application Admin module. I'm now able to access multiple screens of information in one spot vs. toggling back and forth between different applications and even different webpages searching for information. The Staff Job Code Specific Information screen allows me to quickly and easily view all job codes and make edits whether they are extended to us or not.

...

The HRMS Application Admin module and everything it contains has a fresh clean look that is more the easy to navigate and use, but most importantly it provides a one stop shop for multiple actions which is a huge time savor and it is beyond easy to use and very intuitive!"

-- Kimberly Grossmann – Total Compensation Administrative Assistant, Planning, Budget and Administration

*"...[the **Job Code Information Module**] displays pertinent information about the job code, such as the FLSA status, Personnel Program code, Representation Code, and other pertinent data in a snap shot. This is a benefit for the user to have all the information available in one place and not have to pull the data from various systems or sources. The link to the Job Standards/Series Concepts is also a great feature to ensure that the user has ease of access to the scope of work and the position requirements for the specific job classification being researched.*

...

The HRMS module is mobile friendly which allows me easily access and use the tool during times I may not have access to a desktop computer, so I certainly appreciate the ability to have easy access "on the go". "

-- Vanessa Viola - HR Generalist, Administrative Services & Strategic Executive Team (ASSET)

Submitted by:

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