Agenda

• Background about eTerp
• Status of the eTerp2 project and Go Live update
• Project Goals – new user roles and workflows
• Demo of eTerp2 Functionality
• eTerp2 Training Update
• Questions
Background

• eTerp was implemented March 2010 and is the official campus system of record for position management and applicant tracking.
• eTerp is used to create and route position descriptions, as well as position actions, such as reclasses, within band adjustments or just job description changes.
• eTerp is the mechanism for posting all campus jobs (faculty and staff) and routing hiring proposals.
Background

• One of the significant benefits of this product is that it can be configured to meet our campus needs.
• We have been able to incorporate numerous customization items into the system which is "not the norm" with purchased products.
• With this upgrade, we have had the opportunity to streamline our current workflows and user roles to make the system more intuitive.
Why the Upgrade

• The vendor has offered a new version of the software to all their (approx. 700) clients.
• This upgrade incorporates many new powerful capabilities and features.
• It will provide more functionality that addresses many of the known issues that our users have expressed with the current version.
• The look and feel will be very different, but the overall functionality should be familiar.
Where are we now

• We are actively retesting final refinements that have been identified.
• We are also uploading and testing new files from PHR for our eTerp security and our organizational structure.
• We are fine tuning training videos, training materials and preparing for go-live and ongoing training.
Switch Over

• We are currently in the Ready stage working towards a January Go Live date.

• We are targeting to go live once our priority testing items are complete and we have had several successful runs of our files from PHR.

• Users should continue to create/complete actions, postings and hiring proposals in our current system for now.

• We will continue to keep you updated on transaction deadlines on our eTerp Project site.
Migration

• We will only be migrating the most current approved position descriptions into eTerp2.
• We will have 2 versions of eTerp running simultaneously when go live with 2 different urls.
• Users will continue to have access to our current system for 1 year after we move to eTerp2 to complete searches in progress.
Project Goals

1st Goal - Create More Defined User Roles

• Merged the HR Rep and Dean/Exec Administrator into existing roles.
• Added Hiring Official and Major Unit Head roles to be more consistent with the roles outlined within the Search and Selection guidelines.
• Added a Search Committee role which allows them to utilize the applicant evaluation functionality.
Project Goals

2nd Goal - Streamline Workflows

- Reduced the number of choices for each user role within the workflows.
- Moved the posting workflow to the applicant tracking module which reduced the number of forms appearing in position actions.
- Incorporated faculty workflows to request and change faculty positions within eTerp2.
- Search Waivers will have their own separate workflows and actions which simplifies the waiver process.
Project Goals

3rd Goal - To Achieve a Transparent Upgrade

- Smooth transition for our campus users.
- Smooth transition for our applicants.
eTerp2

Demonstration