HRMS
Creating, Reclassifying, and Recruiting for Positions
human resource management system
Overview/Class Objectives

- **Part 1: Overview of HRMS functionality**
  - HRMS concepts and terms
  - General FAQ

- **Part 2: Hands-on HRMS**
  - Create a new position
  - Reclassify a filled position
  - Reclassify a vacant position
  - Recruit for a position
  - Recruiting Summary (demonstration)
HRMS concepts & terms

- **What is HRMS?**
  - The Human Resource Management System (HRMS) is a Web-based integrated solution to human resource, employee, and payroll services.

- **Position**
  - A collection of attributes, responsibilities, and tasks.
  - Position ID #######AA unique to each position.
HRMS concepts & terms

- **Employee**
  - Individual with an employment relationship with the university.

- **Incumbent**
  - Individual currently assigned to a position.

- **Assignment**
  - Relationship between an incumbent and a position.
  - Assignments connect incumbents to the positions they hold.
• Difference between *incumbent* and *employee*

  • Incumbent describes the relationship an individual has to a *position*

  • Employee describes the relationship between an individual and the *university*, including information on all positions that person has held.
Difference between *appointments* and *assignments*

**Appointment**
- Transaction-based & affects payroll/getting people paid
- Based on fiscal year and account

**Assignment**
- Larger description of an incumbent’s relationship to their position
- Includes information once found through appointments (prior to November 1, 2009)
- Can display across fiscal years
When the assignment begins, the incumbent inherits the attributes of the position and is paid from the funding source(s).
The position stays on the org chart, is vacant, and retains its attributes and funding source(s). The position can then be filled by another incumbent.
HRMS Resources

- **HRMS**
  
  https://utdirect.utexas.edu/hrms/home.WBX

- **HRMS Help**
  
  http://www.utexas.edu/ecs/hrmshelp/index.php

- **askUs knowledge database**
  
  https://austin-utexas.custhelp.com

- **HRS Representative**
  
  http://www.utexas.edu/hr/hrpro/lookup/

- **HRMS Support**
  
  https://www.utexas.edu/business/erp/hrms/restricted/submit_austin.html
HRMS Training

- HRMS Training Site
  http://www.utexas.edu/business/erp/hrms/training.html

- Training Videos
  http://www.utexas.edu/business/erp/hrms/P1Training.html
  Affiliated Worker:
  https://www.utexas.edu/business/erp/restricted/hrms_training/hrms_create_aw/aw_create.htm

- HRMS Training Classes (TXCLASS)
  - Basics – PN750
  - Faculty – PN751
  - Student – PN752
  - Modifying/Assigning to Positions – PN754
Questions?
Hands-On Training in QUAL

- Test environment is called QUAL
  - Data is real but not live
  - Work in QUAL does NOT affect data in production

- Firefox is the recommended browser

https://qual.its.utexas.edu/hrms