HR Process Transformation in Action......

Over the past months, the Human Resource Management Division (HRMD), through collaboration with the Mona Information Technology Services (MITS) team, has engaged in a review of the Human Resource Business Processes on the Mona Campus.

The overall objective of this initiative is to improve service delivery, operational efficiency and effectiveness, thus realizing the full potential of HR.

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Online Recruitment Project

The new HR thrust is to roll-out modules from its Human Resource Management Information System (PeopleSoft/PS) through a series of projects.

The Online Recruitment Project kicked off on October 3, 2005 and January 1, 2006 has been declared D-Day (delivery day).

It is expected that the enhanced recruitment module will:

i. reduce the current process time for recruitment

ii. provide for greater departmental input in the recruitment process

iii. utilize Information & Communication Technology (ICT) available through PeopleSoft, to drive the change process.

The project team consisting of HR and MITS practitioners have geared themselves to meeting identified milestones and deliverables.

Soft Launch of UWI Leave Module

On September 26, 2005, the HRMD/PS leave management system went LIVE in what we have termed a ‘soft launch.’ In the upcoming months, HR will be conducting verification tests of the system, prior to full roll-out to all staff.

What does this enhanced system provide for you? Access to your leave history and balances, as well as the ability to apply for leave online through PeopleSoft Self-Service.

Employees will soon be invited to apply for leave online, with Heads of Department giving approval in a similar manner. The final approval of leave will be emailed to the employee’s UWI email address.

To fully utilize this service, you are encouraged to use Campus Pipeline and PeopleSoft HRMIS Self Service. If you are unable to do so, please contact the MITS Helpdesk for assistance at Ext. 2740 or 2739 or email helpdesk@uwimona.edu.jm.
The Changing Face of HRMIS

July 1, 2005 marked the establishment of the HRMIS Unit.

The mandate of the Unit is to:
- ensure the quality of workforce data
- provide easy accessibility of information to clients
- ensure delivery in a quick and timely manner
- reduce data redundancies
- enhance reporting capabilities

The HRMIS Unit provides support to the Human Resource Management Division in the realization of its vision.

With the advent of the HR merger, HRMIS takes on the further role of 'gate-keeper'. The Unit is currently involved in the maintenance of data, in piloting the implementation of new modules, auditing the information interchange process, defining security roles, reporting, training and documentation. The Unit is integral in the adoption of policies and procedures as it relates to Human Resource Management.

Upcoming Projects......

HRMD, as it transforms itself, has introduced a number of initiatives, e.g. the development of a health and safety manual and, the scanning and circulation of documents online in order to rationalize one of its processes.

The transformation process will be piloted through the Faculty of Social Sciences and will involve projects in specified areas such as:
- Records Management - Facilitate access to data for decision making.
- Performance Appraisal - Establish standard styles to present curricula vitae and establish a uniformed appraisal process.
- Customer Service - Customer Service Charter
- Accountability - Disciplinary Procedures