

# Colorado State University

## Human Resource Management System User Guide

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Unit 9: Performance Evaluation Module

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Appendix

# Introduction

This user guide provides instruction on:

- Navigating within Oracle Applications
- Entering a new CSU hire
- Completing an employee promotion or transfer within CSU
- Creating a new concurrent assignment
- Maintaining existing employee data
- Entering hourly timesheets, editing timeclock entries, and approving timecards

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## *How this Guide is Organized*

Welcome to Colorado State University's training guide for the Oracle Human Resource Management System.

This guide is designed to be used as an on-the-job reference. It is divided into ten units and an appendix. At the beginning of each unit is a list of the tasks covered in the unit. The major units in this guide are outlined below.

### **Unit 1: Oracle Basics**

Unit 1 provides you with a list of tools for navigate in Oracle HRMS, data entry standards, toolbar icons, and keyboard shortcuts. It also explains how to log in to Oracle and change your password.

### **Unit 2: DateTracking**

This unit defines DateTracking and explains how to complete tasks such as updating and correcting information and viewing DateTrack history.

### **Unit 3: Hiring a New CSU Employee**

Unit 3 takes you through the steps required to hire a new CSU employee.

### **Unit 4: Electronic Approvals**

This unit explains the steps involved in electronically approving assignment actions in Oracle. It also explains how to check the status of a pending approval.

### **Unit 5: Maintaining Existing CSU Employees**

Here, we explain how to complete tasks that are related to maintaining existing employees at CSU. This includes transferring and promoting employees, creating new concurrent assignments, changing a salary, and terminating an employee. It also covers other miscellaneous data maintenance tasks, such as updating addresses.

### **Unit 6: Summer Session Appointments**

This unit provides detailed information on creating, reactivating, and editing summer session appointments and their labor schedules.

### **Unit 7: Labor Distribution**

Unit 7 provides instructions on setting up a labor schedule, creating a labor redistribution, and viewing an employee's past distributions.

### **Unit 8: Time Entry, Timeclock Software, and Timecard Approvals**

Unit 8 explains how to enter and submit time for payroll. It also covers using timeclock software to allow hourly employees to clock in and out of jobs using a PC and how the timeclock supervisors approve time entered via timeclocks and timeclock software.

### **Unit 9: Performance Evaluation Module**

This unit describes the use of the Performance Evaluation module for State Classified employees.

### **Unit 10: Sick and Annual Leave Module**

Here, you'll learn how to record employee absences in the Oracle Leave Module and print reports which provide information such as employee leave balances.

### **Unit 11: Data Views and Folders**

This unit explains how to gather data on employees in your department using pre-defined forms.

### **Appendix**

The appendix includes sample forms and Oracle quick help guides

