

Unclassified Staff New Hire integration (**Cornerstone to Banner integration**):

The Office of Human Resources is continuing with our initiatives to automate personnel actions, first utilizing DocuSign to approve PAFs rather than physical paper routing, and now to use Banner and Cornerstone functionality to replace our PAF utilizing EPAFs (electronic PAFs).

EPAFs are a product/feature within our Banner system, which will be used for most of our personnel transaction Approvals and application to employee records. One important component of an EPAF is the existence of a ULID (Employee ID C#) in order to associate the transaction with the respective employee. This highlights an issue for new employees to the University, who may not have a ULID, resulting in the need for a unique solution for new hire processing. Our team has been working on configuring a solution using an integration between our Recruit software in Cornerstone (CSOD) and Banner to solve this issue via a data-feed automation.

Initially this feed will **ONLY** target **New Fulltime Unclassified Staff** hires; Faculty job offers & Classified hires have not been adapted to our Cornerstone system yet, but should be in the near future.

Revised Process:

1. Requisitions to fill positions will be submitted via our current processes; however, an additional routing for personnel actions (Job offers) will be established by HR mimicking the current routing of PAFs in DocuSign.

Offer Approvals Define an approval workflow for offer letters. Indicate if the approval workflow is sequential or concurrent and if approval steps are approvers manually or copy from Requisition Approvals.

Step	Approver	Approval Type
1	Manager (None defined)	<input checked="" type="radio"/> Approval Required <input type="radio"/> Notification Only
2	User: Approver - Comptroller, Finance (f.i.)	<input checked="" type="radio"/> Approval Required <input type="radio"/> Notification Only
3	Corporation Approver (Jerald LeBlanc)	<input checked="" type="radio"/> Approval Required <input type="radio"/> Notification Only
3	User: Pomier, Mona (C00001045)	<input type="radio"/> Approval Required <input checked="" type="radio"/> Notification Only
4	User: Savoie, Ernest (C00252305)	<input checked="" type="radio"/> Approval Required <input type="radio"/> Notification Only
4	User: Constantin, Shelly (C00001049)	<input type="radio"/> Approval Required <input checked="" type="radio"/> Notification Only

Status Change Emails: 0

2. Once a candidate is selected as a New hire, a representative from the Hiring Dept. or committee will simply change the candidate's status in the requisition to "Offer Letter", which will notify HR to coordinate offer details (salary, start date, etc.) and submit to the pre-established Offer approval queue.

Offers can be approved directly via the email message, utilizing the same approve/deny functionality as our position Requisition approvals. A summary of the personnel action will appear within this email template for ease of approvals. For additional information, a link directly to the offer approval menu will also be imbedded within the message, re-directing into the Recruiting Approvals menu:

Offer Pending Approval Task



talentmanagement@louisiana.edu

Thu 3/25/2021 2:26 PM

To: Corey J Faul



Corey,

A new hire Offer is pending your approval within our Cornerstone system.

[Approve](#) or [Deny](#)

Click Here: <https://louisiana.csod.com/ATS/Approval/OfferLettersPending.aspx>

To view details, login to Cornerstone and navigate to the Recruiting Approvals page (Main Menu -> Recruit -> Recruiting Approvals), then click the Offer Letter tab to view Requisition details, applicant documents, as well as the official offer letter. You may also approve here by clicking the Green check Mark, then submit.

Offer summary:

Candidate Name: Corey Faul
Requisition# req200
Position Title: Test Position
Proposed Start Date: 7/1/2020
Offer Salary: 45000.00
Funding Details: 1000 6400

CSOD SYSTEM ID: 337493




- Offers can also be approved inside the Cornerstone system in the same environment that Requisitions route, the "Recruiting Approval" page in CSOD. The Offer approvals are separated in their own tab of this page.

You are currently logged in as Finance Approver - Comptroller

Recruiting Approvals



Requisition Approvals	
Requisitions (61)	Pending (61) Past
Offer Letters (1)	
Requisition Name	Owner   Search

4. Within this tab, you can view the offer letter, and are also provided links to refer to the requisition information and the candidate's documents (Resume/CV/References/etc.) Approvals are processed utilizing the same check mark or decline circle icons as requisition approvals. Additional details can also be accessed from the hyper-linked columns listed in this menu :

Offer Letter Approvals					
<div> Pending (1) Past </div> <div> Requisition Name Owner Search </div> <div> <input type="checkbox"/> Hide Notification Only </div>					
Requisition	Owner(s)	Candidate	Offer	Submitted	
Athletics: Quality Control Assistant - Recruiting	Savoie, Ernest LeBlanc, Jerald Calais, Debra Maggard, Bryan Leger, Jessica LeBlanc, Lynn	Erik Gibson		1/20/2021 2:53 PM	 







- The Requisition Column link will redirect to the position data approved during the requisition process, including funding information, the approved salary range, etc.
 - The Candidate Column link will redirect into the Candidate's applicant profile, where application documents including the Resume and Cover letter, as well as other relevant documents (Reference lists, portfolios, etc) may be viewed or retrieved.
 - The Offer column linked icon will launch the actual offer letter document which will be submitted to the candidate post-approval .
5. Approvals can be tracked from the Candidate Profile's **Status** tab, which will display all approvals received at that point, as well as any comments made at each prior approval step. To track the status, access the Candidate's profile from the Candidate linked name (pictured above), then click **Statuses**, and **View Details**:

Summary	Statuses	Application	Comments	Documents	History
New Submission					
In Review					
Phone Screening					
Interview					
Background Check					
Offer Letter					

Version	Offer	Approval	Send to Candidate
1		 Sent 4/6/2021 View Details	

All Approvals received thus far, as well as any comments made will appear from this **Details** view.

View/Edit Approvals

Status	User	Decision	Comments
	 Finance Approver - Comptroller 📞 ✉️ adminhrforms@louisiana.edu	Approved on 1/20/2021	
	 Jerald LeBlanc 📞 3374826235 ✉️ jerrylukeleblanc@louisiana.edu	Approved on 1/20/2021	approving for FY 21.
	 Ernest Savoie 📞 3374826203 ✉️ joseph.savoie@louisiana.edu	Sent on 1/20/2021	

- Once all approvals are attained, HR will submit the offer letter along with a brief new hire data form to the candidate (to gather identification data). After acceptance notifications will go out advising accordingly. Approvers will be able to view completed/accepted Offers from the Applicant profile of the selected Candidate. Upon acceptance of the offer, HR marks the candidate as hired, which triggers a integration from CSOD to Banner, creating the new ULID or updating an existing ID, and populating their employee and job record, completing the hiring process. Automated Notifications will also occur at this point.

Takeaways:

- All authorization for new hires will occur in Cornerstone system. The Offer document and other relevant data (app docs, position data, etc.) can be retrieved from the respective requisition, and will also be scanned into Banner's BDM (Business Document Mgmt.) software.
- Approval process will mirror the requisition approval, replacing the paper/digital DocuSign PAF for new fulltime staff hires/rehires.
- Initially this feed will only target New FT Staff hires; Faculty job offers and Classified Staff have not been adapted to our Cornerstone system yet, but should be in the near future.
- Position Changes for existing employees (promotions/job changes/Dept. Transfers), non-fulltime hires (temporary employees and student personnel), and other non-hiring changes (salary adjustments, title changes, funding source changes) for existing personnel will be automated with direct **EPAFs** in our next phase of our Automation rollout, prospectively later in 2021.

Summary of the Process Workflow:

