

Certified HR Practitioner

OFFICE OF HUMAN RESOURCES

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Certified HR Practitioner

Overview

Roles and Responsibilities

Ability to Adjust the Start Date

Ability to Clone Positions

Resources

Overview

Adjusting Start Date

- Certified HR Practitioner will have the ability to adjust and approve the start date/effective date on a Staff and/or Graduate/Research/Student/Temp Hiring Proposal once Central HR has determined the candidate is eligible for hire and the hiring proposal is ready for submission to OneUSG Connect HCM.

Approve Cloned Positions

- Certified HR Practitioner will have the ability to create and approve a previously Central HR approved Graduate/Research/Student/Temp position description.

Roles and Responsibilities

UGA Central HR: reviews and approves the completion of the newly created, modified or evaluated positions, as well as the hiring proposal.

Certified HR Practitioner: ability to clone and approve a position within UGAJobs. This role will also have the ability to edit the start date on hiring proposals and approve for integration.

****NOTE: *A department can have multiple Certified HR Practitioners.***

Ability to Adjust the Start Date

CERTIFIED HR PRACTITIONER

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Ability to Adjust the Start Date

The Unit/Department will initiate a hiring proposal. The department will need to complete the data fields necessary to prepare the hiring proposal for review.

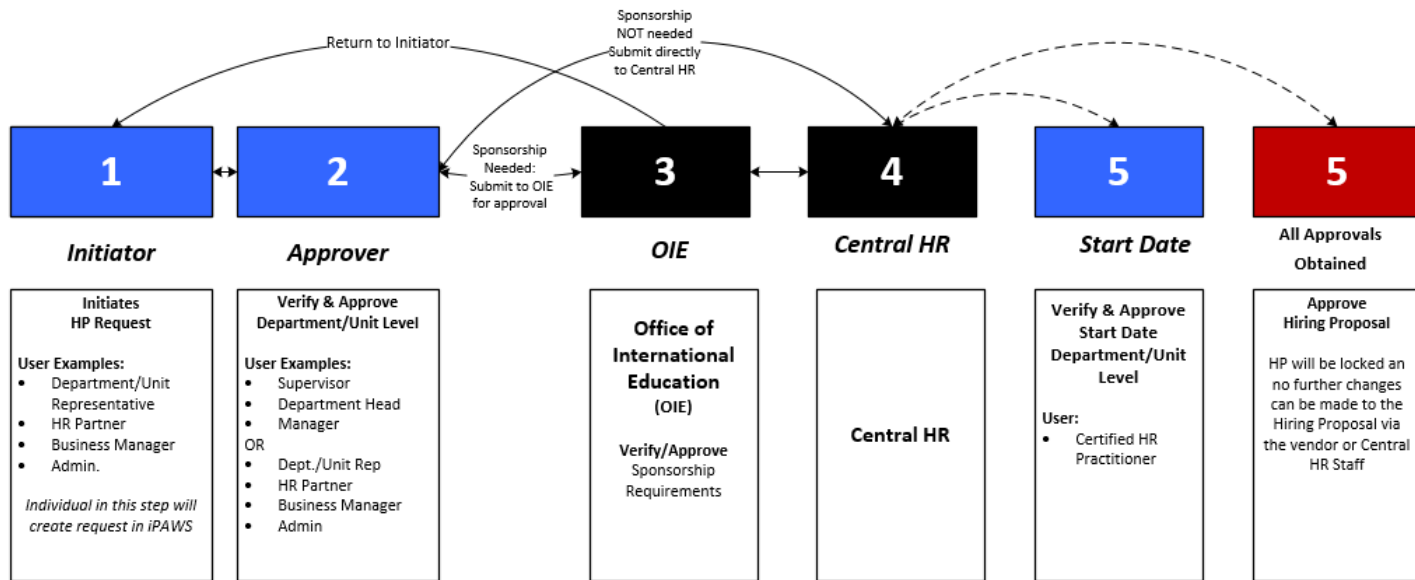
Under the Start Date/Effective Date field on the hiring proposal details tab, the CHRP will be asked to answer the following question:

- **I would like Central HR to send this HP to the Certified HR Practitioner for a Start Date adjustment (Yes or No)**

IMPORTANT: If there are multiple Certified HR Practitioners in your unit, please make a note in the comments box when transitioning your HP through the workflow.

Ability to Adjust the Start Date

Once the hiring proposal has navigated through all appropriate workflow steps (departmental and Central HR), and the department has requested for their **Certified HR Practitioner** to adjust the start date, Central HR will transition the Hiring Proposal to a workflow stop labeled **Start Date**.



Ability to Adjust the Start Date

EMAIL NOTIFICATION

When the Hiring Proposal enters the **Start Date** workflow, the following user roles will be notified:

- Certified HR Practitioner
- Initiator

RE: [UGAJobs](#) - Certified HR Practitioner - A Hiring Proposal Requires Your Attention/Review: Start Date

The following **Grad/Research/Student/Temp** hiring proposal is at the status of: **Start Date** and is ready to be reviewed and approved by the Certified HR Practitioner in your unit.

Hiring Proposal Number: G/R10188HP

Department: Central HR Human Resources AVP

Position Title: TEST Graduate Assistant

Posting #: G/R00013P

Candidate Name: Henry Applicant

Proposed Start Date: 10/26/2019

Please work with your unit's **Certified HR Practitioner** to review and approve this hiring proposal. To login to UGAJobs, use the following link: <https://www.ugajobsearch.com/hr>

Best Regards,
Human Resources
University of Georgia

Previous User Comments:

Ability to Adjust the Start Date

At the **Start Date** workflow stop, the Certified HR Practitioner will **ONLY** have the ability to edit the **Start Date/Effective Date** field.

- **Back-dating a Start Date is not allowed and will result in a Benefit and Pay impact to the employee.**

Employees are not to begin working prior to the approval of a hiring proposal as this would be in violation of the background policy. This action can have negative impacts the employee's record throughout all modules in OneUSG Connect (ie: Benefits, Time and Labor, Payroll, Access, etc.).

- **Any questions surrounding future dating a Start Date, please contact your Dedicated HR Teams or via hrweb@uga.edu.**



Ability to Adjust the Start Date

To allow for the employee record to be created in OneUSG Connect HCM, use the below protocol when adjusting the start date/effective date:

- **Staff:** must be a **minimum of 2 business days from the date Hiring Proposal is approved**. For extenuating circumstances, please contact your UGAJobs Dedicated HR Team.
 - Example: If you choose to approve an HP on a Friday, the minimum date the Start Date can be is Tuesday.
- **Students/Graduate Students who do not require background checks:** In order to give enough time to collect the necessary data, the start date/effective must be adjusted by a **minimum of 5 business days**.

Ability to Adjust the Start Date

Once the Certified HR Practitioner has adjusted the start date, they will have the ability to approve the Hiring Proposal by transitioning the HP to **All approvals obtained**.

Once the HP has moved to **All Approvals Obtained**, the HP will be **locked and no further changes will be made to the hiring proposal via the vendor or Central HR Staff**.

In order for the information to be sent from UGAJobs to OneUSG Connect, it's imperative the Hiring Proposal is moved to this workflow stop.



Additional Questions



If you have any follow up questions or would like additional training, a Central HR Representative will be happy to meet with you.

- Contact your Dedicated HR Team at Central HR
- Email hrweb@uga.edu
- Call 706-542-2222

Relevant Resources

Human Resources Home Page:

- <http://hr.uga.edu/>

UGAJobs:

- <https://www.ugajobsearch.com/hr/sessions/new>

HR Employment Administration:

- <https://hr.uga.edu/supervisors/employment-administration/>

UGAJobs Dedicated HR Contacts:

- <https://hr.uga.edu/supervisors/employment-administration/>

User Request Form Site:

- <https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/>

Position Management Resource Guides:

- <https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/>