



Update of the new HR Information System (HRIS)

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Agenda (16.00 - 16.40)



Welcome	<ul style="list-style-type: none">▪ Introductions
Setting the scene for HRIS	<ul style="list-style-type: none">▪ Past, present & future
Core technical architecture	<ul style="list-style-type: none">▪ Company overview▪ Technical overview
Questions	?

HRIS Review

Feb 08 - Jun 09



The HRIS Review objectives were to ...

...conduct a comprehensive analysis of the University's current employee-related information processes and systems, including HR, payroll, and other people-related systems

...identify options, costs, and benefits associated with the replacement of the Northgate *OPENdoor* HR and Midland payroll systems

Key benefits sought

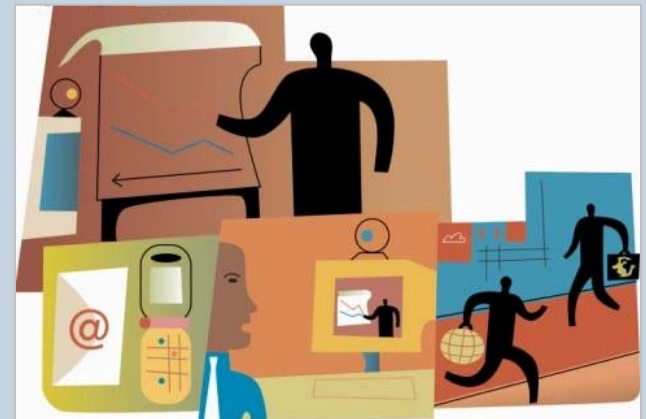
- Removal of risk of *OPENdoor* failure
- Process efficiencies and streamlining of HR processes
 - Reduce slow paper-based activity
 - Standard processes across all university departments
- Strengthening of financial control and management
- Improved data capture and quality of information - providing a reliable, single source of information through **standard web service**

Consultation, consultation, consultation

- 1-2-1 stakeholder meetings
- User consultation group
- Away days
- Supplier selection panels

Business Process Change

- Process change is a critical component of the HRIS programme
- The 'blueprint' sets out a high-level vision for the new HR system and associated business processes
- Aim is to streamline HR processes, and standardise where possible
- Five key HR business process areas have been identified through the HRIS Review user consultation process.

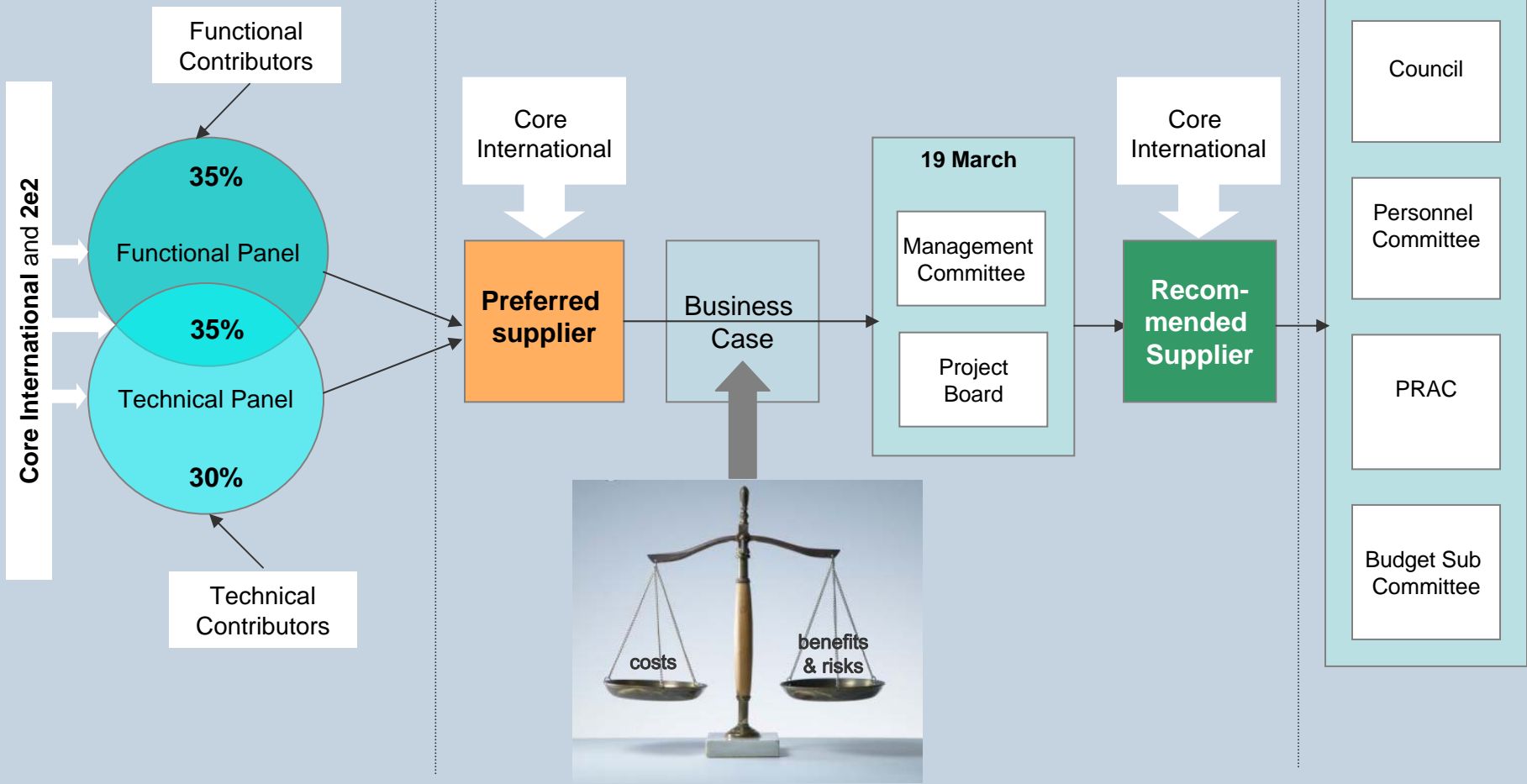


Supplier Selection Process

Oct 08 - Feb 09

Mar 09

Apr/Jun 09

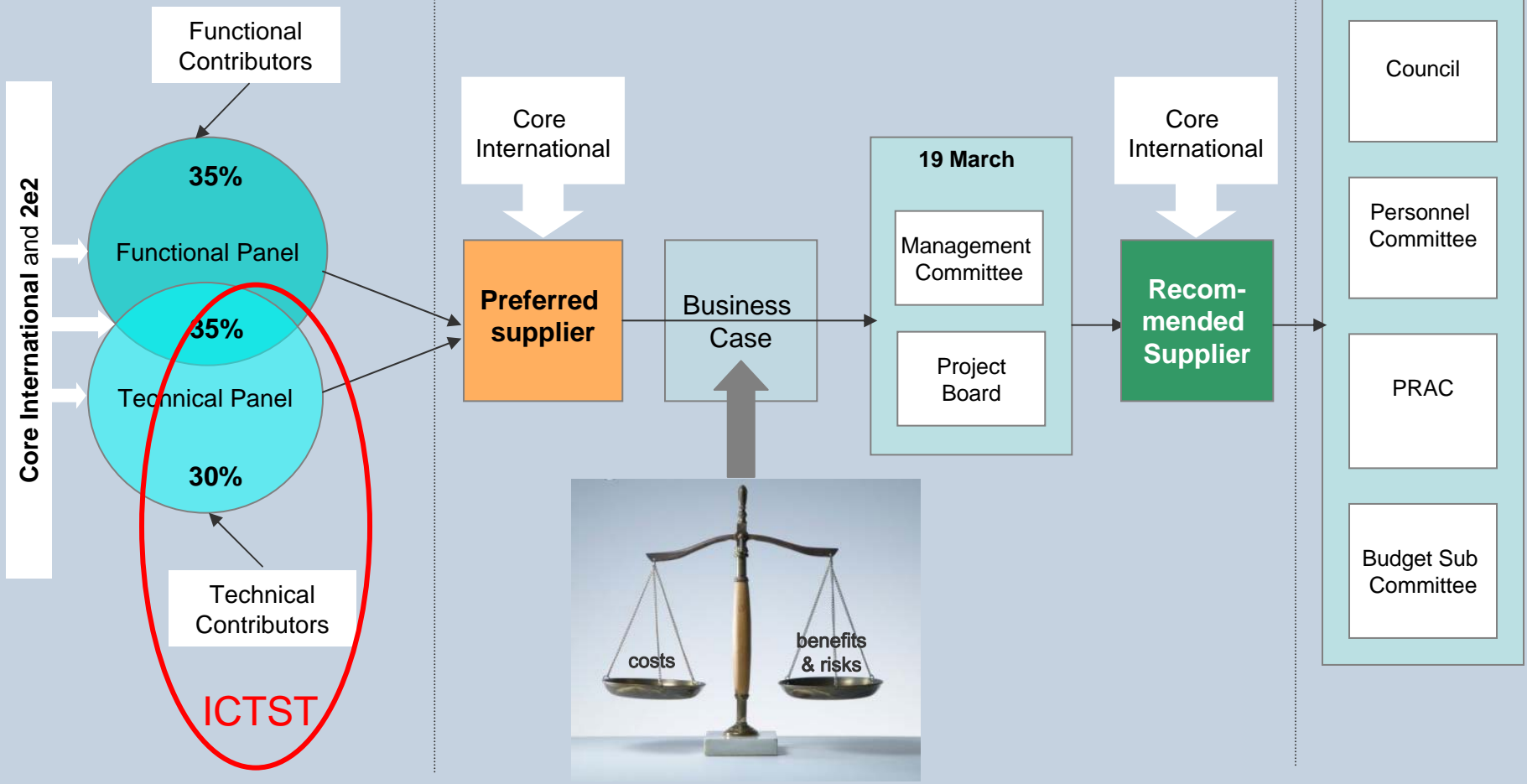


Supplier Selection Process

Oct 08 - Feb 09

Mar 09

Apr/Jun 09



The selected product: Core HR



- Built using Oracle technologies so aligned with existing BSP strategies and skills
- Geared to requirements of HE institutions
- Supplier demonstrated professionalism, thorough preparation and commitment to work in partnership with Oxford
- Fast to achieve the desired benefits
- Integrates well with Financials and other systems

HRIS Programme

Nov 09 - Apr 12

Planning is underway:

- Contract with Core under construction
- Process Group establishment
- Workshop preparations in progress
- Prototype to be built for HR Portal



HRIS Programme

HRIS V0.7

	HR Toolkit	HR Planning, Mgmt. & Control	Staff Recruitment	Training	HR Information
Tranche 1	<ul style="list-style-type: none"> • Foundation - Org Structure, recruitment process, security, phased dept adoption of online recruitment • Benefits - Standard recruitment process, ease of user access via HR Portal, applicant equal ops data collected electronically 				
	HR Portal		Pilot e-Recruitment		Recruitment Reporting
Tranche 2	<ul style="list-style-type: none"> • Framework – Migration, basic HR record, Interfaces, security, phased dept adoption of basic HR, absence management • Benefits - Standard new starter process, payroll form removed, eq ops data collected electronically, risk removed for data on OPENDoor 				
	HR Records	HR Toolkit	Payroll new structures	Phased e-Recruitment	Basic Training record
Tranche 3	<ul style="list-style-type: none"> • Expand – Growth in dept use of HR, increased manager and employee self service incl. expanded absence management • Benefits – Reduced paper processes, wider/standard processes, eased forecasting for depts and grants, decommission OPENDoor 				
	Expand HR usage	Expand HR Toolkit	Forecasting	Integrated Rec/HR	
Tranche 4	<ul style="list-style-type: none"> • Training - Increased selfservice, PDR admin support, training administration • Benefits – One stop shop online training booking, Improved training management tool 				
	Expand HR Toolkit			Training	Expand HR Information
Tranche 5	<ul style="list-style-type: none"> • Payroll , with interfaces to grants and financials, grants time recording • Benefits - Fully integrated HR/Payroll/Financials/Grants , Compliance with research council directives 				
	Expand HR Toolkit	Payroll	Grants time recording		Expand HR Information

Core - Who are we?

- Established in 1982
- People / Experience
- Focus on Person in Organisation
- 100% Legislative Compliance (UK, Ireland, Spain, France, Netherlands, Portugal)
- HR Specialists
- Experts in realising business objectives through excellent delivery
- Functionality built in



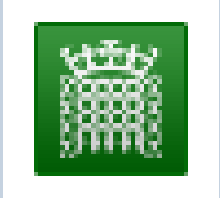
Core - Who are we?

Over the past 27 years Core International has been entrusted to provide complex HR solutions to some of the worlds leading organisations:

- Guinness – Diageo
- House of Commons/House of Lords
- Trinity College, Dublin
- Pfizer
- Metroline
- NHS
- Vodafone



Recent Core Success



House of Commons – Enterprise Access,
Hardware and Card Technology

Corporate Business 30,000 payroll



CoreHR Suite to all councils in
LGCSB, Largest HR & Payroll
project in State

Integrated HRIS
Personnel, Payroll, Time & Attendance, HESA



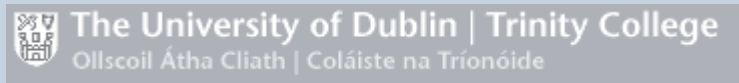
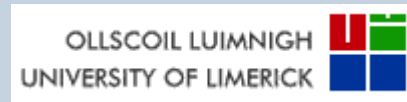
Supporting business change and legislative
requirements



Core - In the Educational Sector



Irish Vocational Education Association



Core has implemented solutions for some of the world's most successful organisations...



Technical support considerations for the HRIS programme

- Architecture Overview
- Hardware Specifications - PC Specifications
- Browsers – Software & Versions
- Cookies
- Jinitiator / JRE Requirements
- Firewall Considerations
- Local Printing Parameters

Architecture Overview

Servers



COREHR APPLICATION SERVER (Back Office)

Apps: Oracle 10G Application Server

Oracle Version: 10.1.2.2.0

Databases: 1 Instance for Oracle 10G Infrastructure

Server OS: Windows Server 2003 SP2

COREHR DATABASE SERVER

Apps: Oracle 10G Database

Oracle Version: 10.2.0.3

Databases: 3 Instances (Live, Test & Tutor)

Server OS: Windows Server 2003 SP2



COREHR APPLICATION SERVER (E-Recruit)

Apps: Oracle 10G Application Server

Oracle Version: 10.1.3.4

Server OS: Windows Server 2003 SP2

Clients



CLIENT PC

Apps: Oracle Jinitiator

Jinitiator Version: 1.3.1.26

Downloadable at first run from Server.

Or can be pre-installed

OS: Windows 2000 / Windows XP

IE Version: 7



E-Recruit Applicants PC

OS: Windows 2000 / Windows XP

IE Version: 7



PC Specifications

PC Specification for HR Administrator using back office

- Windows 2000 / XP
- 500MB RAM
- IE 7.0 / Mozilla 2.0 and higher.
- Jinitiator 1.3.1.26 / JRE 1.5
- Adobe Reader 8.0

PC Specification for a Self Service user (Applicant, Manager or Staff)

- Windows 2000 / XP
- 250MB RAM
- IE 7.0 / Mozilla 2.0 and higher

e-Recruitment and Cookies

When an applicant logs onto e-Recruitment 4 cookies are created.

- The first cookie is the email address of the applicant.
- The other 3 are randomly generated encrypted keys.

When the e-Recruitment User logs in:

1. A row is created on a database table with these 4 values.
2. When each page is called or an update is carried out by the applicant these cookie values are read and checked in the table for a matching row.
3. If a matching row is found then the user is deemed valid on the system
4. If a matching row is not found the internal application logic does not allow any updates to the database or the page to be displayed.

Jinitiator & JRE

Required for Back Office users only.

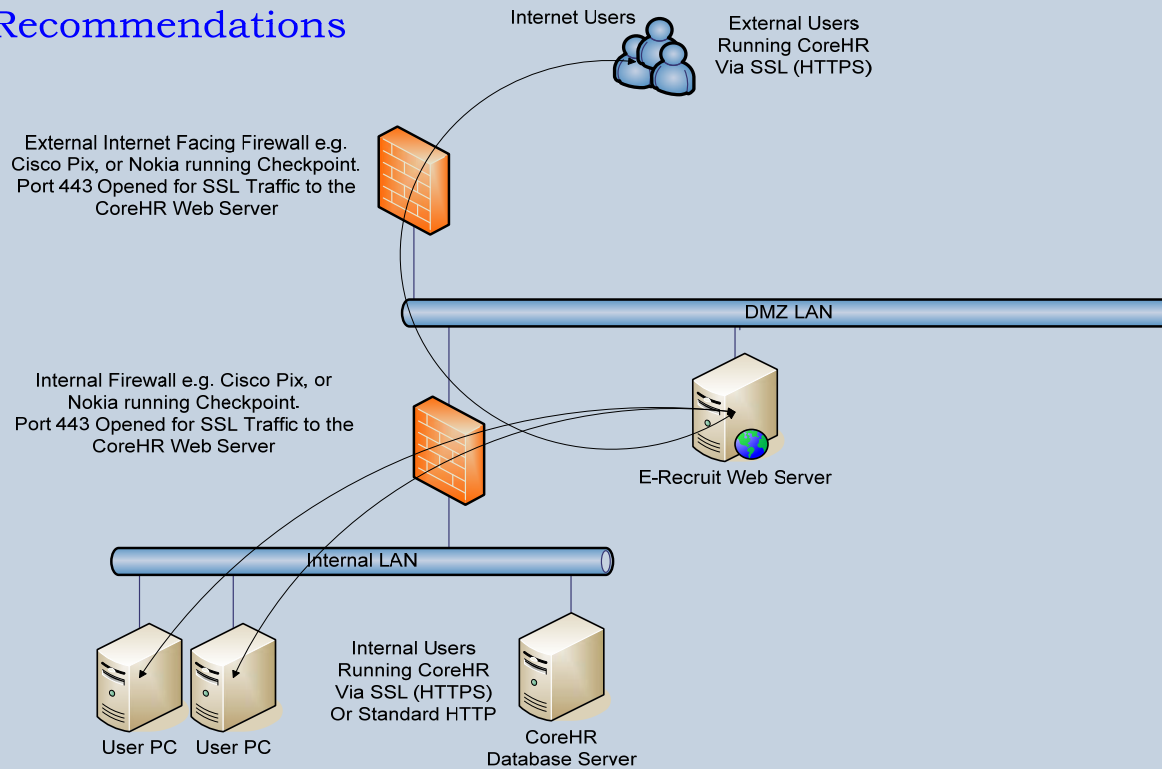
Jinitiator 1.3.1.26, self extracting executable

JRE 1.5 at present certified by Oracle

JRE 1.6 expected

Firewall Considerations

CoreHR Firewall Recommendations



Printing Considerations

- All reports from CoreHR Back Office are generated as .PDF's
- All reports can be printed directly to any laser printer set-up on a user's PC



Contact



HRIS@admin.ox.ac.uk



www.admin.ox.ac.uk/ps/oxonly/hrisreview/index.shtml

Server Specifications

Core Database Server (Windows OS)

- Windows 2003 SP2 Enterprise Edition X64.
- 8GB RAM
- C:\ 2 by 36GB disks i.e. two mirrored disks 15k
- D:\ 5 by 146GB disks i.e. five disks in a RAID5 set

Server Specifications

Core Database Server (Unix/Linux OS)

- Red Hat.
- Oracle Linux.
- Sun Solaris 10.
- HPUX11i

- 8GB RAM
- 2 by 36GB disks i.e. two mirrored disks 15k
- 5 by 146GB disks i.e. five disks in a RAID5 set.

Server Specifications

Core Application Server (Back Office)

- Windows 2003 SP2 Enterprise Edition X64
- 8GB RAM
- C:\ 2 by 36GB disks i.e. two mirrored disks 15k
- D:\ 3 by 72GB disks i.e. 3 disks in a RAID5 set.

Server Specifications

Core Application Server (E-Recruit)

- Windows 2003 SP2 Standard Edition.
- 4GB RAM
- C:\ 2 by 36GB disks i.e. two mirrored disks 15k
- D:\ 3 by 72GB disks i.e. 3 disks in a RAID5 set.