

Division of Human Resources
**HCM PeopleSoft System Resources:
 Dashboards for On Time Hires and Separations**

The **On Time Hires** and **On Time Separations** tiles appear on your My Homepage. The summary view on these tiles show the percentage of actions submitted/approved on time in relation to the USC standardized goal percentage.

On Time Definition:

- **On Time Hires** – Executed in HCM before the first day of employment. USC goal is 85%. Note that the goal percentage is only 85% due to the fact that the HCM system is on Payroll Lockdown for 6 days each month during which time eForms do not execute.
- **On Time Separations** – Executed in HCM before or on the effective date of the separation (the day after the last day worked). USC goal is 100%.

Step 3: Click the **2023 On Time Hires** tile.



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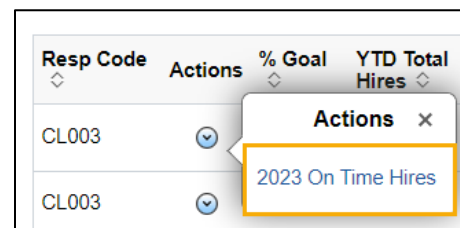
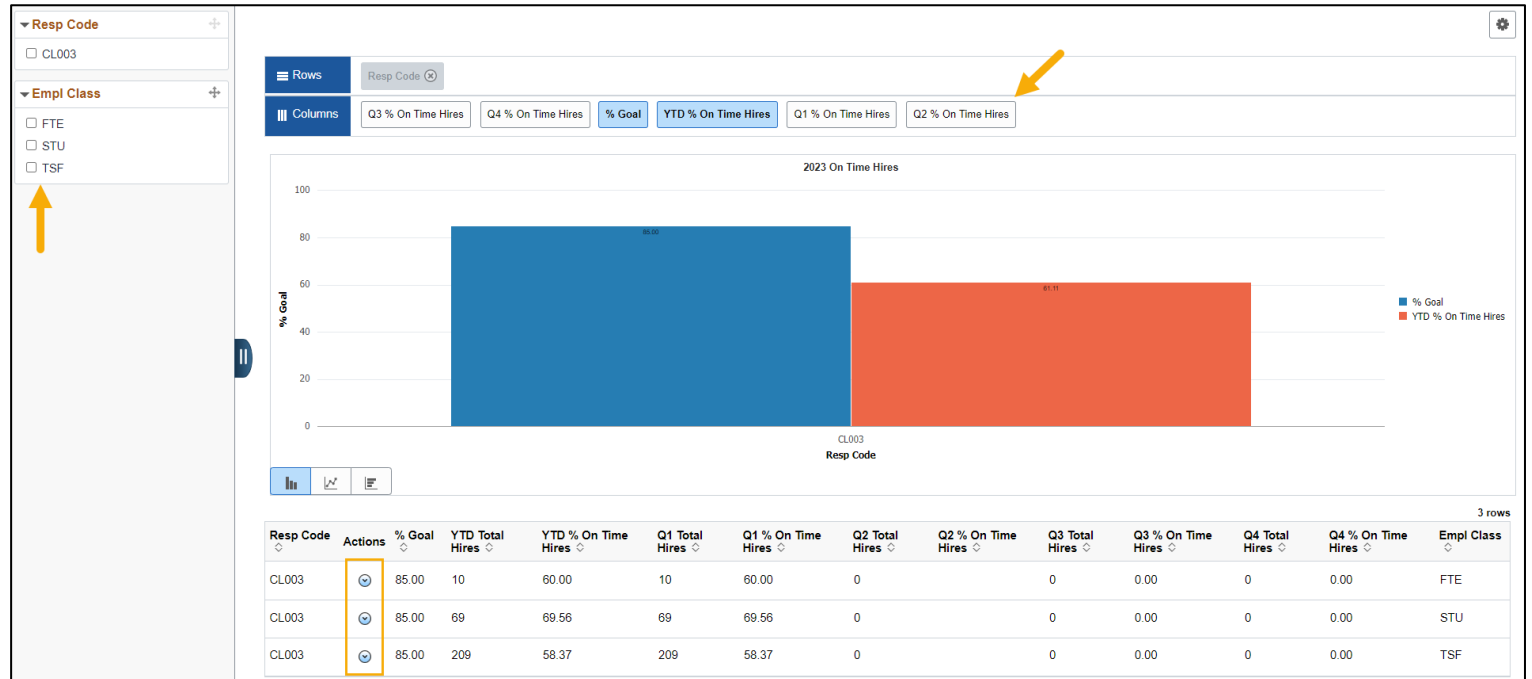
Step 4: Review the information that is presented for **On Time Hires**.

The default view displays the summary percentage for all hire types in the current year to date (the Division in this example hired FTE, students, and temp staff in the current year).

To drill down and get more specific information, you can filter by employee class on the left, or by quarter in the top/middle of the screen.

The grid at the bottom of the page provides the number of hires for each employee class and gives the ability to download a detailed report by clicking the **Related Actions** button.

Step 5: Click the **2023 On Time Hires** link to generate the query.



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Step 6: Review the On Time Hire Query

Regardless of which **Related Actions** button you click in step 5, the detailed report provides information on hires for all employee classtypes (i.e. FTE, RGP, Temp, Student, etc.):

- On Time or Late
- Business Unit
- Responsibility Code and Description
- Department ID and Description
- USC ID of the individual
- EMPL Record
- Effective date of Hire
- Date Entered into HCM PeopleSoft
- Action and Description
- EMPL Class
- Active or Inactive (current HR status on Job Data)

If you want to filter and sort the data, simply click the link to **Download Results in Excel**.

2023 On Time Hires														
2023_USC_ON_TIME_HIRE_MET_DET- Detailed report														
Download results in : Excel SpreadSheet CSV Text File XML File (228 kb)														
View All											First 1-100 of 288			Last
Row	On Time or Late	Business Unit	Resp Code	Resp Code Descr	Dept ID	Dept Desc	ID	Empl Record	Eff Date	Date Entered Into PeopleSoft	Action	Descr	Empl Class	Descr
1	ON-TIME	SCCOL	CL003					1	01/31/2023	01/27/2023	Rehire	Rehire	TSF	Active
2	ON-TIME	SCCOL	CL003					1	02/06/2023	01/31/2023	Hire	Multiple Temp Jobs	STU	Active
3	ON-TIME	SCCOL	CL003					0	01/30/2023	01/23/2023	Rehire	Rehire	TSF	Active
4	LATE HIRE	SCCOL	CL003					2	01/03/2023	01/03/2023	Rehire	Rehire	TSF	Active
5	LATE HIRE	SCCOL	CL003					0	01/23/2023	01/23/2023	Hire	New Hire (Original Appt)	TSF	Active
6	ON-TIME	SCCOL	CL003					0	02/06/2023	01/31/2023	Hire	New Hire (Original Appt)	STU	Active
7	LATE HIRE	SCCOL	CL003					0	01/02/2023	01/05/2023	Rehire	Rehire	TSF	Active

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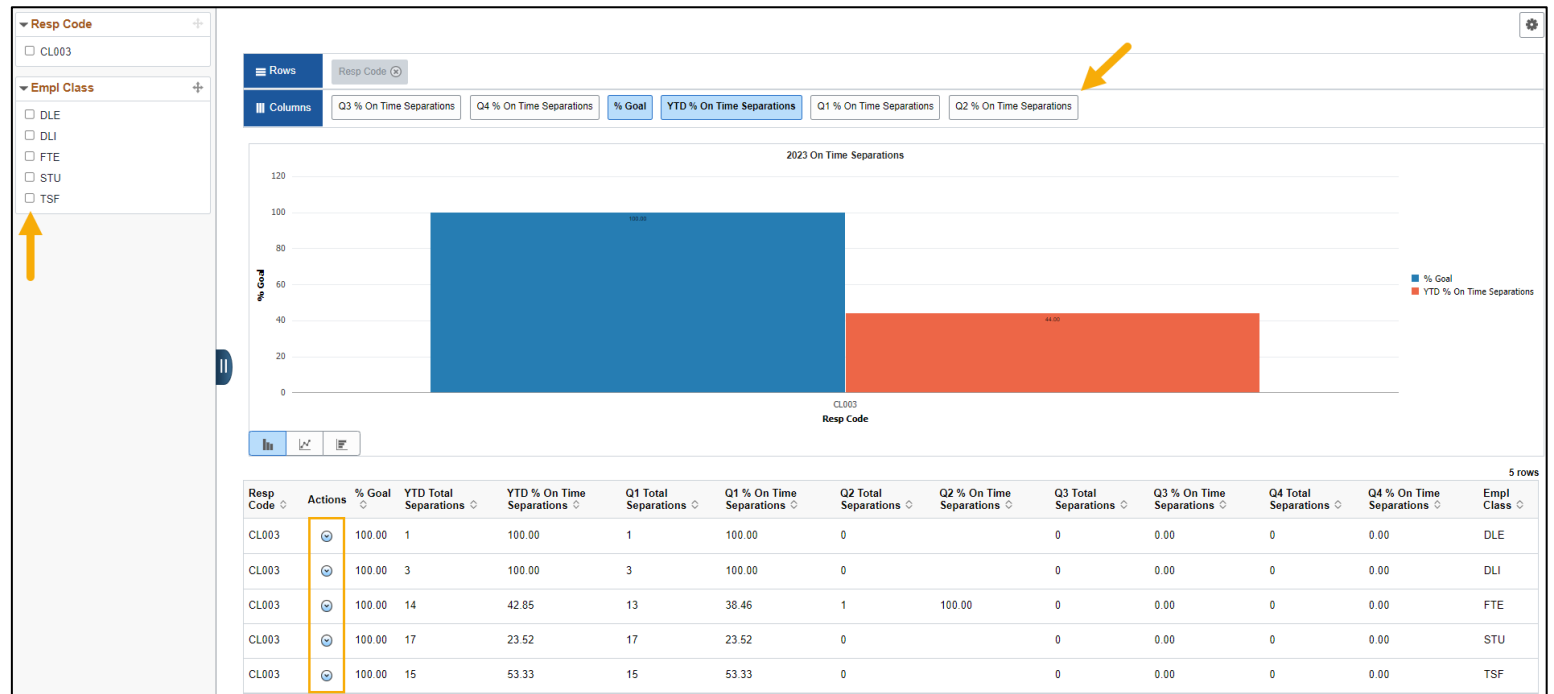
Step 7: Navigate to **My Homepage** and click the **2023 On Time Separations** tile.

Step 8: Review the information that is presented for **On Time Separations**.

The default view displays the summary percentage for all separation types in the current year to date (the Division in this example separated external duals, internal duals, FTEs, students, and temp staff in the current year).

To drill down and get more specific information, you can filter by employee class on the left, or by quarter in the top/middle of the screen.

The grid at the bottom of the page provides the number of separations for each employee class and gives the ability to download a detailed report by clicking the **Related Actions** button.



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Step 9: Click the **2023 On Time Separations** link to generate the query.

Step 10: Review the **On Time Separations Query**
Regardless of which **Related Actions** button you click in step 8, the detailed report provides information on separations for all employee classtypes (i.e. FTE, RGP, Temp, Student, etc.):

- On Time or Late
- Business Unit
- Responsibility Code and Description
- Department ID and Description
- USC ID of the individual
- EMPL Record
- Effective date of Hire
- Date Entered into HCM PeopleSoft
- Action and Description
- EMPL Class
- Active or Inactive (current HR status on Job Data)

If you want to filter and sort the data, simply click the link to **Download Results in Excel.**

Resp Code	Actions	% Goal	YTD Total Separations
CL003	⌵		
CL003	⌵		

Actions ×

[2023 On Time Separations](#)

2023 On Time Separations														
2023_USC_ON_TIME_TER_MET_DET- Detailed report														
Download results in : Excel Spreadsheet CSV Text File XML File (39 kb)														
View All											First 1-50 of 50 Last			
Row	On Time or Late	Business Unit	Resp Code	Resp Code Descr	Dept ID	Dept Desc	ID	Empl Record	Eff Date	Date Entered into PeopleSoft	Action	Descr	Empl Class	Descr
1	ON-TIME	SCCOL						0	01/16/2023	01/15/2023	Separation	End Temporary Employment	TSF	Inactive
2	ON-TIME	SCCOL						0	03/01/2023	02/20/2023	Separation	End Temporary Employment	TSF	Inactive
3	ON-TIME	SCCOL						0	03/01/2023	02/01/2023	Separation	Termination/Position Uncovered	FTE	Inactive
4	LATE	SCCOL						0	01/21/2023	01/23/2023	Separation	Employed Outside of State Govt	FTE	Inactive
5	LATE	SCCOL						1	01/01/2023	01/04/2023	Separation	End Temporary Employment	STU	Inactive
6	LATE	SCCOL						0	03/01/2023	03/01/2023	Separation	Termination/Position Uncovered	FTE	Inactive
7	LATE	SCCOL						1	01/20/2023	02/01/2023	Separation	End Temporary Employment	STU	Inactive
8	LATE	SCCOL						0	01/01/2023	01/12/2023	Separation	Personal	TSF	Inactive
9	ON-TIME	SCCOL						0	04/04/2023	03/20/2023	Separation	Employed Outside of State Govt	FTE	Inactive
10	LATE	SCCOL						0	01/05/2023	01/27/2023	Separation	End Temporary Employment	TSF	Inactive
11	LATE	SCCOL						0	03/16/2023	03/20/2023	Separation	Employed Outside of State Govt	FTE	Inactive