

## **Ohio HR Updates Webinar – Q & A**

**March 7, 2012**

### **Workforce Planning – Phase II**

**Question:** Do we need to submit a TO separately from our WfP?

*Answer:* No. The HR-D-01 Organizational Charts was incorporated into HR-D-15 Workforce Planning, so tables of organization will be submitted with workforce plans in the fall rather than at the start of a calendar year.

### **Class Plan Direction**

**Question:** Does DAS have any plans to map/crosswalk our current classifications to the ones listed on ONET?

*Answer:* Yes. The Compensation and Workforce Planning group has started the process of cross walking approximately 2500 classification titles. Stay tuned for more information to follow as timelines are finalized/approved.

### **Civil Service Testing Reform**

**Question:** The civil svc testing reform - does it affect the agencies having to get their PAs Certification-approved before final approval by DAS?

*Answer:* No. Reform does not affect this process.

### **OAKS HCM 9.1 Upgrade Benefits**

**Question:** Will 9.1 be able to handle the comparison of dates, meaning HCM-related effective dates, better than it does currently - thus causing headaches such as "out of sequence events", etc.?

*Answer:* At this point in the process the impact to benefits and out of sequence events is not known. As we progress forward and begin User Acceptance Testing (UAT), we will see the impacts, if any.

**Question:** Will 9.1 allow us to enter separations in OAKS when we learn of them, rather than waiting for the 2-week window we are currently required to utilize?

*Answer:* A configuration enhancement has already been implemented that removes the limitations on entering future dated terminations. This enhancement will be carried forward in the 9.1 upgrade.

**Question:** Could you please elaborate more on what HRM code "frost" is?

*Answer:* During the OAKS HCM Upgrade, there will be a code "frost". Basically, for that period of time, no system changes will be implemented. Small things may change (benefits rates, state check off charges, etc.) but the functionality of OAKS HCM will stay the same. This will reduce costs and risks, since any changes during this time will have to be implemented and tested in the current version of HCM and the NEW version of HCM.

### **Performance Management**

**Question:** Are we allowed to start using the statewide competencies & descriptors?

*Answer:* Please contact Phyllis Gorman directly to discuss this option as there are possible agency specific considerations to address via a one-on-one consultation.

*Phyllis Gorman, Statewide Performance Management Manager 614.466.3810.*

**Question:** Will we still be able to maintain our annual due date for the entire agency (excluding probationary reviews)?

*Answer:* If an agency has transitioned to one annual review period/cycle, that practice will be able to be maintained. The State as a whole will be moving away from performance reviews occurring constantly throughout the year on anniversary dates to one annual review period/cycle.

**Question:** What is the date that all agencies are expected to begin using the new performance instrument?

*Answer:* January 2013 when ePerformance becomes available.

**Question:** Can the current form continue to be used for exempts?

*Answer:* Yes. Agencies can continue utilizing all current forms until January 2013. The new format is available for those agencies prepared to begin the transition for exempts.

**Question:** Is the new performance review instrument going to be used only for Exempt employees?

*Answer:* The new format is available for use in reviewing performance for Exempt employees only.

**Question:** Will agencies be required to use the DAS performance review tool or could an agency continue using their own systems?

*Answer:* With the implementation of ePerformance agencies will use the one system, one tool, and one format. However, consideration was given to review the alternative forms being used for exempt employees and there is a confidence that the sections/information on the forms will translate to a section on the new format.

**Question:** Again, where is that form available?

*Answer: The new format is available for use by contacting Phyllis Gorman, Statewide Performance Management Manager at 614.466.3810 or find it on the DAS-HRD website @ <http://das.ohio.gov/Divisions/HumanResources/HRDDownloadableForms.aspx>*

**Question: Since it is OAKS, will competencies be associated with course offerings in ELM. For example, if a manager wants an employee to work on "customer focus" can he search for course offerings in ELM related to that competency**

*Answer: The upgrade will enable greater integration of ELM (learning management) and employee performance. However, more work will need to be done on an agency and state level to determine how the two will integrate with each other. ELM would need a robust course catalog that could be associated with employee competencies. That will likely not happen as soon as the upgrade goes live.*

**Question: Could you repeat the competencies?**

*Answer: Statewide Competencies include: Communication, Customer Focus, and Organizational Commitment.*