

# MOBILITY PROJECT TEAM: PORTAL DEMONSTRATION

26-27 January 2017



# Mobility Portal - Roles



- Applicant
- Local HR (LHR) – “Receiving”
- Local HR (LHR) – “Sending”
- Central Mobility Team (CMT)

# Applicant - Home Page



Personal Info Home

## Personal Information Home

**Personal Information Summary**  
Review and edit your name, address, phone numbers, email, and emergency contact information on one page.  
[Marital Status Change](#)  
[Name Change](#)  
[Emergency Contacts\(Next of Kin\)](#)  
[Home/Mailing Addresses](#)  
[Email Addresses](#)  
[Phone Numbers](#)

**Annual Leave**  
Request Annual Leave and Annual Leave Carry Over  
[Annual Leave](#)  
[Annual Leave Carry Over](#)

**Non Annual Leave**  
Raise a Request for Non Annual Leave  
[Non Annual Leave](#)

**Workshare Request**  
Raise a Workshare Request  
[Workshare Request](#)

**Sickness Absence**  
Complete a Resumption of Work Form  
[Resumption of Work](#)  
[Absence Inquiry](#)

**Reset Password**  
[Reset Password](#)

**Employee Schemes**  
[Cycle to Work](#)  
[Travel Pass](#)

**Pension Self Service**  
[Pension Statement](#)

**Mobility Home**  
[Mobility Homepage](#)

**Data Protection**

**Data Protection**  
The data requested in the eforms on this system will be used to process the relevant application and will be retained as part of your personnel record for the appropriate period of time. PeoplePoint will treat all information and personal data you give as confidential. We will only disclose it to other people or bodies (e.g. your HR Division, Department of Social Protection) in accordance with the law.

**Employee Open RTW**

### Open Resumption of Work Forms

There are currently no outstanding Return To Work eForms to complete.

**Pending Mobility Requests**

### Outstanding Applications

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# Applicant - Mobility Options



## My Mobility Homepage

Use this page to initiate an application for mobility. Edit and review existing requests. Review Eligibility both prior to application and following application. Update Irish Proficiency.



### Applications

[Add Mobility Request](#)

[Review Requests](#)

[Review Eligibility](#)



### Language Skills

[Update Irish Language Skills](#)

# Applicant – Give Details



## Mobility Request

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On completion of your application for mobility your eligibility will be assessed and recorded. You may review your eligibility status from the Mobility Home Page. Your application will be placed on your requested mobility list(s). You may review your position on the mobility list(s) from the Mobility Home Page. You will be contacted by the Central Mobility Team at various stages of the process by e-mail.

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In order to proceed with this application please confirm you are a permanent Civil Servant as defined under The Civil Service Regulation Act 1956 (as amended)

I am not a Permanent Civil Servant

I am a Permanent Civil Servant

[Return to Mobility Homepage](#)

# Applicant - Review Job Descriptions



## Mobility Request

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### Job Descriptions

To proceed with your application please indicate you have reviewed the Job Descriptions. The Job Descriptions are relevant to your current grade. It is important to note that when choosing organisations with specific requirements you are agreeing to adhere to same. Please use the link below to access and review the Job Descriptions.

[Please review job descriptions](#)

<Back

Next>

[Return to Mobility Homepage](#)

# Applicant - Review Terms and Conditions



## Mobility Request

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To proceed with your application you must read and accept the Terms and Conditions. These Terms and Conditions are relevant to your current grade. Please use the link below to access and review the Terms and Conditions.

[Terms and Conditions](#)

I Do Not Accept

I Accept

[Return to Mobility Homepage](#)

# Applicant - Give Irish Language Details



## Mobility Request

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### Irish Language Skills

Please indicate your level of proficiency in the Irish language. If you do not wish to record any proficiency or do not have any updates to record you may choose to click 'Next'.

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Speaking Proficiency

Reading Proficiency

Writing Proficiency

<Back

- High
- Low
- Moderate
- None

Next>

[Return to Mobility Home](#)



# Applicant – Review Eligibility Criteria



## Mobility Eligibility

This page displays your current eligibility status against all of the relevant eligibility rules appropriate to your grade.

<hr/>	
In current organisation for at least 2 years	Yes
In current grade for at least 2 years	Yes
In current location for at least 2 years	Yes
Successfully completed probation period	Yes
PMDS complete for previous year	Yes
Satisfactory performance for previous year	Yes
Sick leave of not more than 56 days in the previous rolling four year period	Yes
Sick leave instances of not more than 25 in the previous rolling four year period	Yes

[Return to Mobility Homepage](#)

# Applicant - Select Organisation(s) of Interest



## Mobility Request

### Organisation Selection

Please select the organisation(s) you wish to be considered for in this location. You may apply for mobility to all or any number of organisations.

Location Wexford Town

Select All PSB's

#### PSB Selection

<input type="checkbox"/>	REVENUE COMMISSIONERS	<input type="checkbox"/>	Garda Civilians	<input type="checkbox"/>	LEGAL AID BOARD	<input type="checkbox"/>	JUSTICE, EQUALITY & LAW REFO
<input type="checkbox"/>	COURTS SERVICE	<input type="checkbox"/>	ENVIRONMENT & LOCAL GOVERNMENT	<input type="checkbox"/>	EDUCATION & SKILLS	<input type="checkbox"/>	COMM., ENERGY & NATURAL RESOURCES
<input checked="" type="checkbox"/>	Agriculture, Food & Marine	<input checked="" type="checkbox"/>	Arts, Heritage & Gaeltacht				

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[Return to Mobility Homepage](#)

# Applicant - Confirm the Application(s)



## Mobility Request

### Confirmation

You have applied for mobility to the following organisation(s). Please save this application if the details below are correct.

Mobility Requests			
	Location Description	PSB	Place on Waitlist
1	Wexford Town	Agriculture, Food & Marine	1
2	Wexford Town	Arts, Heritage & Gaeltacht	1

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Save

# Applicant - Summary of Application(s)



**My Mobility Request(s)**

<u>Location Description</u>	<u>PSB</u>	<u>Job Code</u>	<u>Waitlist Position</u>	<u>Mobility Status</u>	<u>Request Created</u>	<u>Eligibility Status</u>	<u>View</u>	<u>Cancel</u>
Wexford Town	Agriculture, Food & Marine	SO	1	On Waitlist	19/01/17 17:22	Eligible	<a href="#">View</a>	<a href="#">Cancel</a>
Wexford Town	Arts, Heritage & Gaeltacht	SO	1	On Waitlist	19/01/17 17:22	Eligible	<a href="#">View</a>	<a href="#">Cancel</a>

[Return to Mobility Homepage](#)

- **“On Waitlist”** is the initial status in the Mobility sequence ...



# Workflows – Joint Process Between LHRs

- The two LHR units process the case between them:

Role	Action	Process stage/status
Applicant	Creates application	<b>“On Waitlist”</b> → Auto email sent
Receiving HR	For #1 on Waitlist: initiates the move, and prevents other organisations from seeking this applicant	<b>“In Progress”</b> → Auto email sent
Receiving HR and Sending HR	Discussion: <ul style="list-style-type: none"><li>No disciplinary case in progress</li><li>Review, agree and plan the move</li></ul>	
Receiving HR	Progress the move – makes the offer	<b>“Pending Employee”</b> → Auto email sent
Applicant	Accepts the offer	<b>“Accepted”</b>
System	Creates CMS case – to be processed by Local HR - to support the move and update the HR record	<b>“Closed”</b>



# Workflows – Automated Overnight Processing

- The system tracks any changes in an applicant’s eligibility for the scheme, and an email issues to the applicant with the change details
- When an applicant reaches the top 20 list for a given organisation, an email issues to ask them to confirm their interest
- When an applicant reaches the top 20 list for given location, **but are currently ineligible**, an email issues with the reasons for ineligibility, and prompts them to contact Local HR or Central Mobility Team to resolve any outstanding issues if they believe the status to be incorrect
- Removes an applicant from all Mobility lists if:
  - Applicant has retired
  - Applicant has been promoted

# Mobility Portal



- Local HR (LHR) – “Receiving”
- Local HR (LHR) – “Sending”

# Local HR - Home Page




Employee **Admin**

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**Personal Info Home**

## Personal Information Home

 **Personal Information Summary**

Review and edit your name, address, phone numbers, email, and emergency contact information on one page.

- [Marital Status Change](#)
- [Name Change](#)
- [Emergency Contacts\(Next of Kin\)](#)
- [Home/Mailing Addresses](#)
- [Email Addresses](#)
- [Phone Numbers](#)

 **Annual Leave**

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**C**  
**F**



# Local HR - Link to Administrative Options



Employee Admin

Menu

Search:  >>

- ▷ My Favorites
- ▷ Civil Service Reports
- ▷ CS Interfaces
- ▷ Employee Self Service
- ▷ [Recruiting](#)
- ▷ **Workforce Administration**
- ▷ Benefits
- ▷ Compensation
- ▷ Organizational Development
- ▷ Enterprise Learning
- ▷ Workforce Monitoring
- ▷ Tree Manager
- ▷ PeopleTools
- [Change My Password](#)
- [Password Reset](#)

# Local HR - Administrative Options



The screenshot shows a web application interface with a light gray background. On the left side, there is a vertical navigation pane with a white background. The main content area is divided into two horizontal sections. The top section is titled "Labor Relations" and contains a folder icon, the title "Labor Relations", a description "Identifies standard labor relations data, disciplinary actions, and grievance details", and a link "Record Disciplinary Actions". The bottom section is titled "Mobility" and contains a folder icon, the title "Mobility", a description "Administer Mobility", and three links: "Mobility Data", "Mobility Activity", and "LHR Mobility Requests". A red oval is drawn around the "Mobility" section.

**Labor Relations**  
Identifies standard labor relations data, disciplinary actions, and grievance details  
[Record Disciplinary Actions](#)

**Mobility**  
Administer Mobility  
[Mobility Data](#)  
[Mobility Activity](#)  
[LHR Mobility Requests](#)

# Local HR - Receiving Organisation



**Mobility Requests**

## Mobility List Selection

View Mobility Lists to and/or from your organisation. In order to view a specific mobility list, you must enter the business unit for the organisation, the location code and job code.

**Mobility List Selection**

Inbound / Outbound  Business Unit  Location  Job Code

**Search**

	Name	Business Description	Job Code	Applied Location	Current Location	Waitlist Position	Eligibility Status	Proceed
1			SO	Wexford Town		1	Eligible	<b>Proceed</b>

- “Proceed” is the trigger for Local HR to progress the sequence: “In Progress” → “Pending Employee” → “Accepted” →... “Closed”

# Mobility Portal



- Central Mobility Team ...

# Central Mobility Team (CMT)



Employee Admin

Menu

Search:  >>

- Employee Self Service
- Workforce Administration
- PeopleTools
- Change my Password
- Password Reset

Mobility  
Administer Mobility

- Mobility Data
- Mobility Transfer List
- Mobility Locations
- Add Mobility Request

# CMT - Manually Add ...



**Exception Details**

[Redacted]

## Mobility Request

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### Exceptional Circumstances

Please indicate the if the employee is a remote worker or is currently on Leave of Absence

**Remote Worker Indicator**

- The employee has indicated that they are on Leave of Absence
- The employee has indicated that they are a remote worker

[Next Item](#)

# Mobility Pilot - Demonstration



**Questions?**