

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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Name
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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

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.

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

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

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

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'.

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.

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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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	View	Cancel
Wexford Town	Arts, Heritage & Gaeltacht	SO	1	On Waitlist	19/01/17 17:22	Eligible	View	Cancel

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



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**


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.

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- [Email Addresses](#)
- [Phone Numbers](#)

 **Annual Leave**

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Local HR - Link to Administrative Options



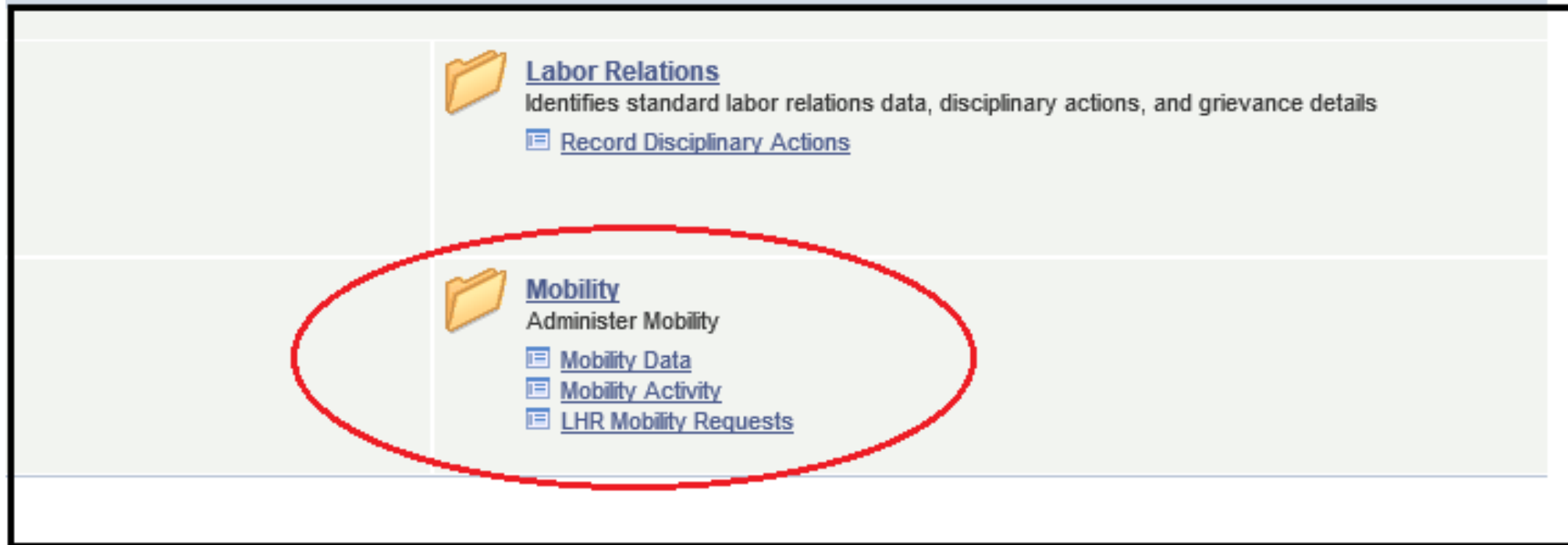
Employee Admin

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

A screenshot of a web-based administrative interface. The interface is divided into two main horizontal sections. The top section is titled 'Labor Relations' and contains a sub-link 'Record Disciplinary Actions'. The bottom section is titled 'Mobility' and contains sub-links 'Mobility Data', 'Mobility Activity', and 'LHR Mobility Requests'. A red oval is drawn around the 'Mobility' section. The interface has a light gray background with a white sidebar on the left.

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	Proceed

- “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

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?