Welcome to the HR Operations Avature portal training.

My name is Eve, and in this video I'll provide an overview of the portal features and show you how the Avature portal makes your onboarding and offboarding tasks easier and more efficient, giving you greater visibility to where employees are in the process. Let's get started. What are the benefits of the portal?

You can access your agency's employees basic profile and job information. You can view their progress through the onboarding or offboarding processes. Your tasks are streamlined and transparent, so you don't need to find email communication to complete a task. You can delegate tasks to others when you are out of the office. Let's review the portal features. Access the manager portal through the Avature tile on the MyVCCS landing page, or by clicking the link in the email you receive when a task is assigned to you. We highly suggest you bookmark the link to access it at any time. The top bar of the portal contains: Home. Click this to return to your homepage. Reports. This section is for College HR only. Here, you will be directed to a dashboard for easy report access. External Links. These links will direct you to other state and VCCS systems, if needed. Delegation. This action allows you to temporarily delegate all tasks to another Avature user. Their actions will be logged as taken by them on your behalf. Logged In Username. This would be you. The main section of the portal page contains six tiles. Onboarding Preparation, where you can see the status of your employees, whose hiring proposals interface from PeopleAdmin and are being prepared to onboard. Onboarding in Progress, where you can see the status and tasks of your employees who are being onboarded. My Tasks, where you can see the tasks that are assigned to you and their due dates. All Employees (Onboarding Complete), where you can see all the active employees who report to you in Avature that have completed onboarding. Offboarding in Progress, where you can see the employees who report to you that are being offboarded and their tasks. Finally, Probation in Progress, where, if your agency is using this process in Avature, you will see your classified employees who are on probation and the status of their probationary review. Please note that some of these tiles may not be accessible to you, depending on your agency's use of the Avature system. For example, if your only role in Avature is training, the only tiles that will populate on your portal view are Onboarding in Progress and My Tasks. Each tile contains employees at your agency who are in the process of either onboarding or offboarding. Click 'View All' to open a complete list or use the search options to find a specific employee. When you click on an employee's name, their overview appears. It outlines position and employee details, jobs they are onboarding for, along with any tasks pending action and the due date if applicable. As HR, you can cancel or mark a task as complete. These actions should be used with caution as they could affect downstream tasks. Canceling a task inactivates the task and it cannot be completed. Marking a task as complete registers the task as complete without actually completing the task in Avature, and will move the workflow to the next step. Click the 'Back' button to go to the employee list. Click the 'Home' button to return to the home page. That concludes our overview of the Avature Manager portal. Be sure to check out the other videos in the series. You'll also find additional resources on the SSC website. Contact your College HR representative or the Shared Services Center Customer Engagement team for assistance. Thanks for watching. Take care.