The Applicant Tracking System and Hire to Retire Teams.

Support for College Human Resource Operations at the Shared Services Center.

This presentation will help the user understand the Shared Services Center teams that support the employee and position management decisions made by Human Resource Offices at the college level. It will also introduce the systems that are used for employee and position data management.

There are two teams that support employee and position management: the Applicant Tracking System team and the Hire to Retire team.

The Applicant Tracking System team, known as the ATS team, supports recruiting functions including:

- Maintaining position descriptions.
- Job postings.
- Applicant tracking and selection.
- Collection of documents necessary to complete a hire.

The ATS system where all this information is maintained for the VCCS is **PeopleAdmin, often referred to as PA.**

The ATS team also supports a separate system called **Applicant Insight** which handles background checks as part of the recruiting process.

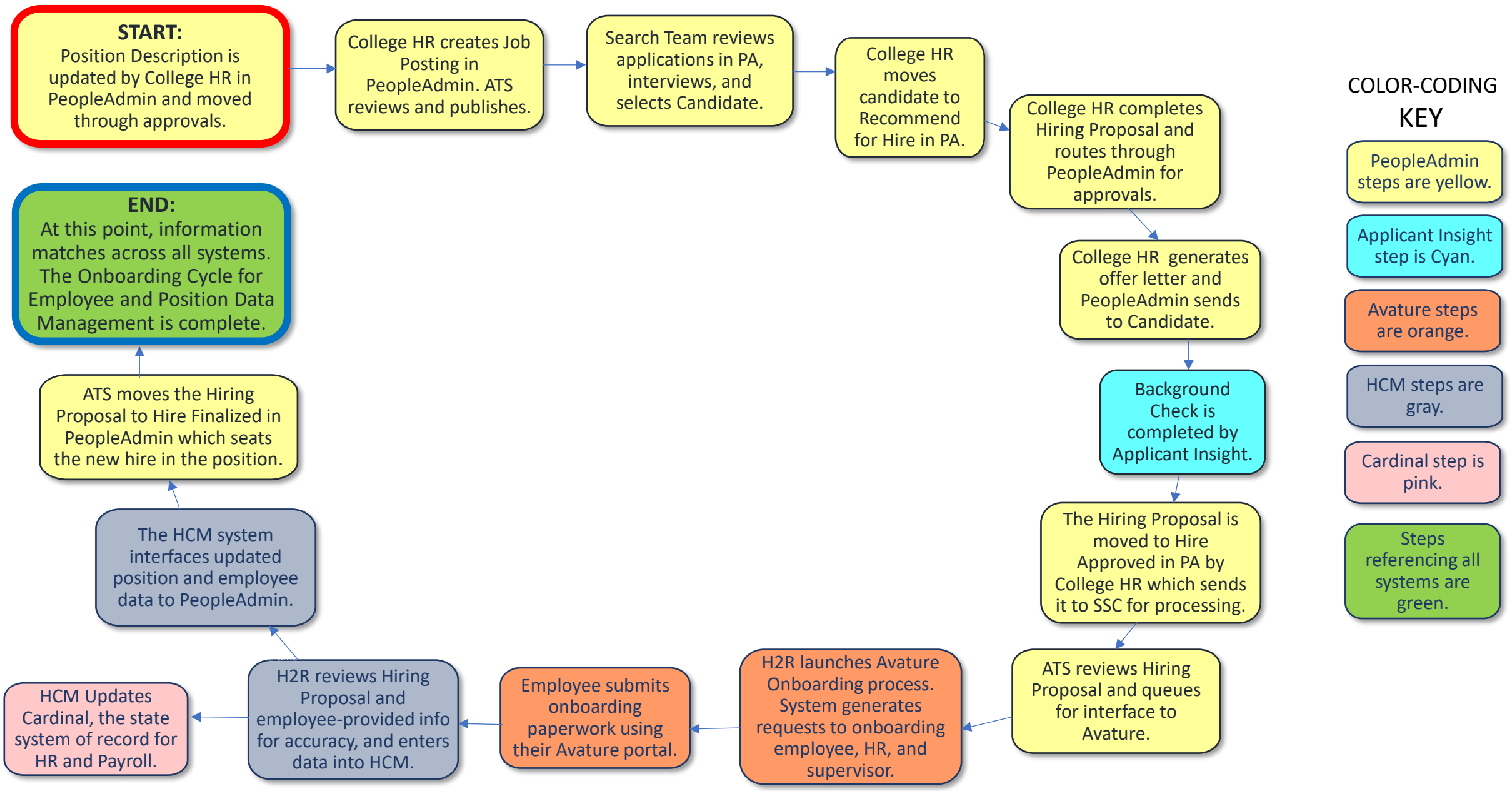
The Hire to Retire team, abbreviated as H2R, supports the maintenance of employee and position data within VCCS and Commonwealth of Virginia systems of record. Based on the decisions and direction that comes from college HR offices, Hire to Retire facilitates the flow of data between systems and supports a variety of transactions including:

- Hires and terminations.
- Promotions and other transfers from one job or state agency to another.
- Raises, bonuses, and other pay actions.
- Supervisors and the org chart.
- Many other transactions related to employee and position data.

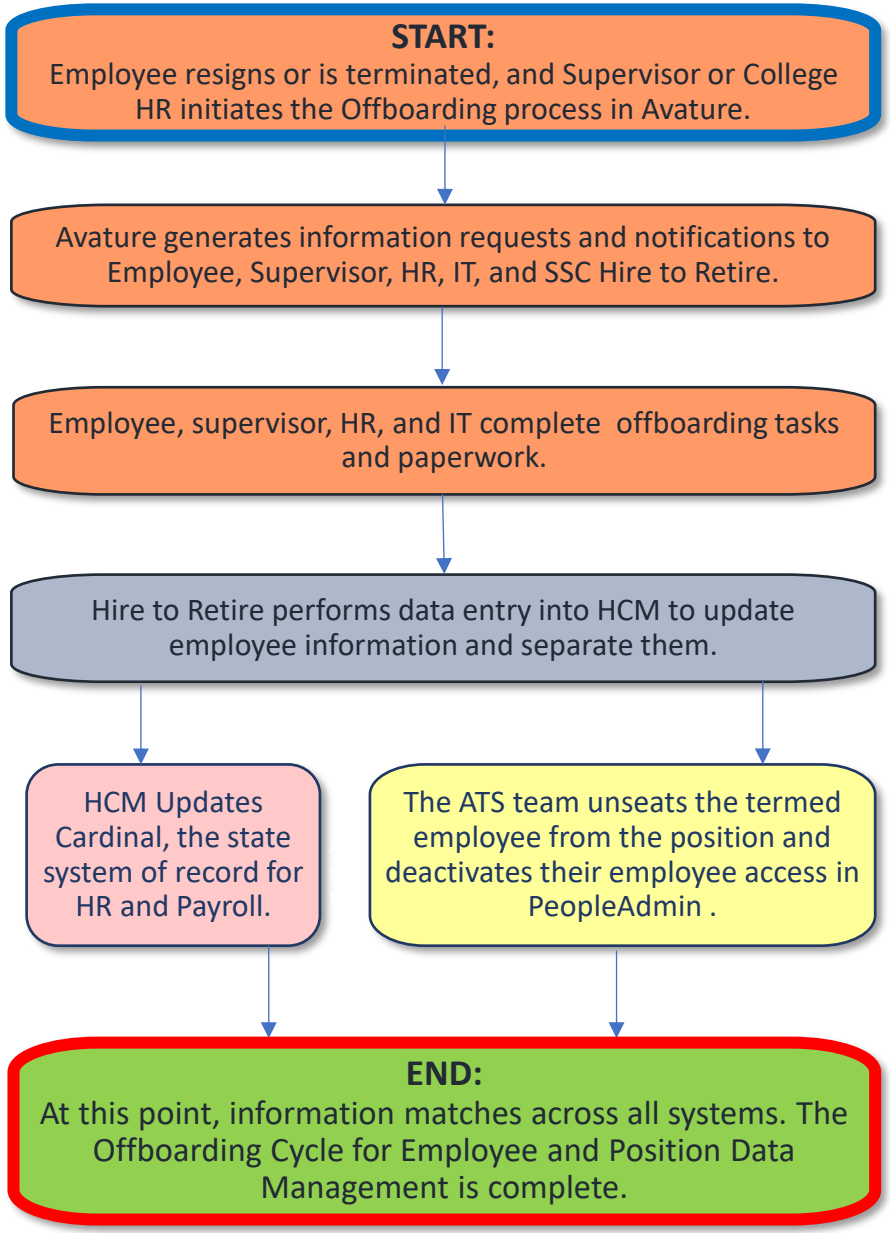
The Hire to Retire team facilitates onboardings and offboardings through the **Avature** system which automates the routing and collection of data necessary for these transactions to occur successfully. They then enter the data into **HCM, which stands for Human Capital Management** and is the VCCS employee, position, and time-keeping system of record. The data in HCM is then interfaced to **Cardinal,** which is the system of record for VCCS payroll and the Virginia state employee and position system of record. The Hire to Retire team is responsible for maintaining the data in all three systems: Avature, HCM, and Cardinal.

Let’s take a closer look at how employee and position data is updated through the two primary and most comprehensive processes that are managed by the ATS and Hire to Retire teams: the Onboarding and Offboarding data management cycles.

Onboarding Cycle for Employee and Position Data Management.



Offboarding Cycle for Employee and Position Data Management.



COLOR-CODING KEY

PeopleAdmin steps are yellow.

Avature steps are orange.

HCM steps are gray.

Cardinal step is pink.

Steps referencing all systems are green.