Ressourcenmanagement time-plus! (New Employee Form)

Phase

HR

Start

send information of new „Internal“/ “Friend“ employee to TA

create „Internal“/ “Friend“ employee in Perbit

User ID ist ein Pflichtfeld in Perbit:
HR/ Einkauf tragen zukünftig nicht den theoretisch korrekten Namen (MMustermann) sondern bewusst **UNKNOWN1** als Platzhalter ein!

Pflichtfelder (HR):
Name, Vorname, State, Adresse, Username, Date of Birth, Tagessatz/ Monatssatz, das Startdatum, Units (PB, LPS, emnos), KST, Workingdays
Tagessätze sind in Ausnahmefällen vom Einkauf nicht ermittelbar!

Purchase

create and complete „External“ employee in Perbit

Pflichtfelder (Einkauf):
Name, Vorname, Username, Tagessatz/Monatssatz, Start-und Enddatum, Unit, KST, KTR, Workingday, Bestellnummer, Banfnummer, Kündigungsfrist, Dienstleister, Ansprechpartner im Haus

TA

Start

information of new „External“ employee

fill ULC Form

send ULC Form to ULC distribution list -> create Helpdesk „ACTION“

ULC Form time-plus! (JA/Nein)

Office IT

create Windows Account, E-Mail adress

correct Windows Account in Perbit

Username in Perbit nachpflegen

PMO

optional: add resource manager and substitute for line manager and or resource manager

optional: add resource to another client

activate attendance of resource for time registration check arbeitszeitkalender

optional: add resource group

CSS

automated expand IT Job / workflow in Navision 3x täglich

transfer perbit employees to Navision staging table

Pflichtfelder in Navision:
ObjectID, HR-ID, Forename, Surname, Work Type Code, User ID, Employee Type, Company No.

check if employee information is complete in Perbit

yes

employee information is complete

no

END until next nightly job

check if employee has windows login in NAV and active directory

no

if the windwos login exists in active direcory windows login is added automatically in Navision

yes

create/update user setup in Navision

automatic

create/update resource in Navision

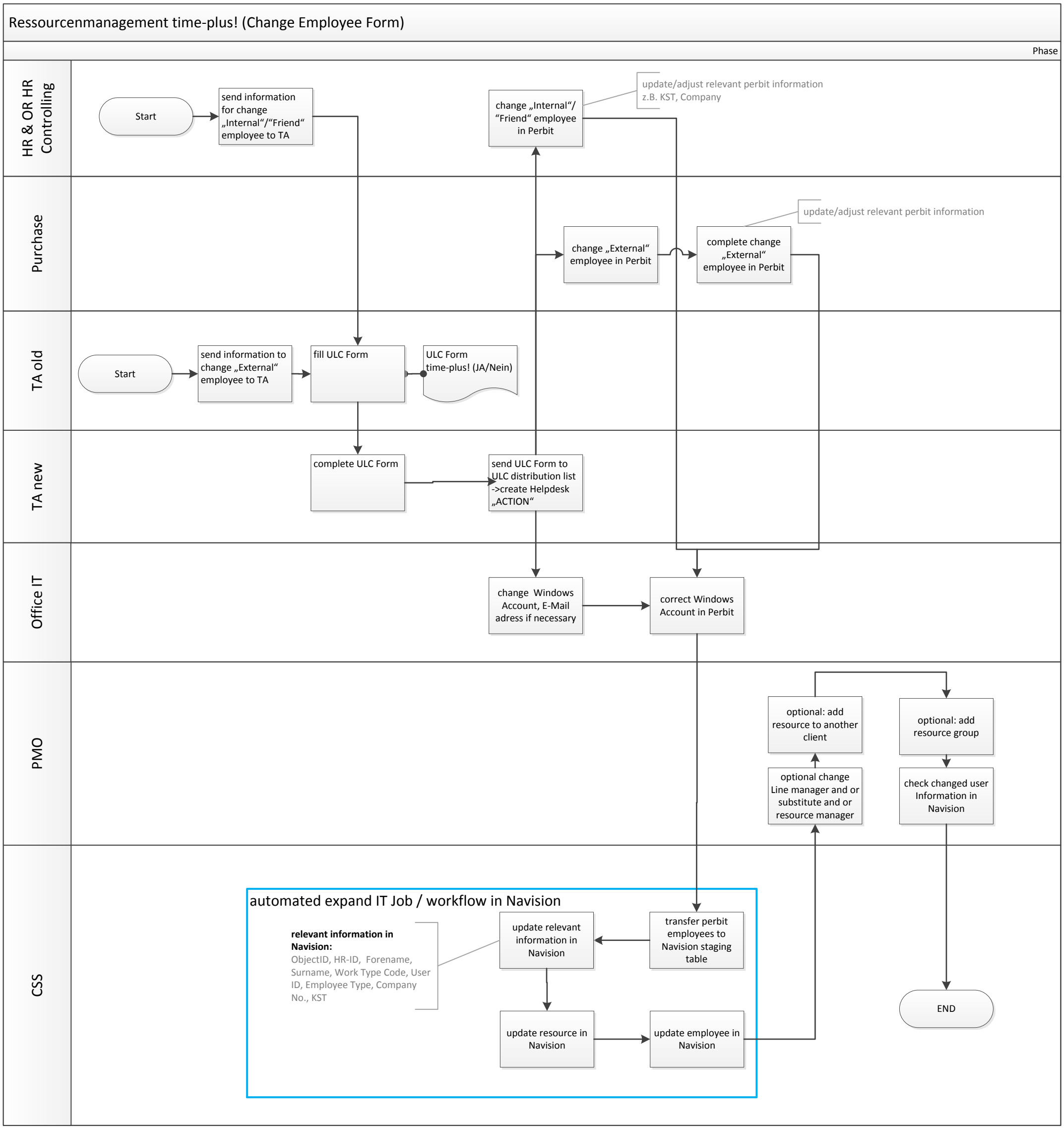
automatic

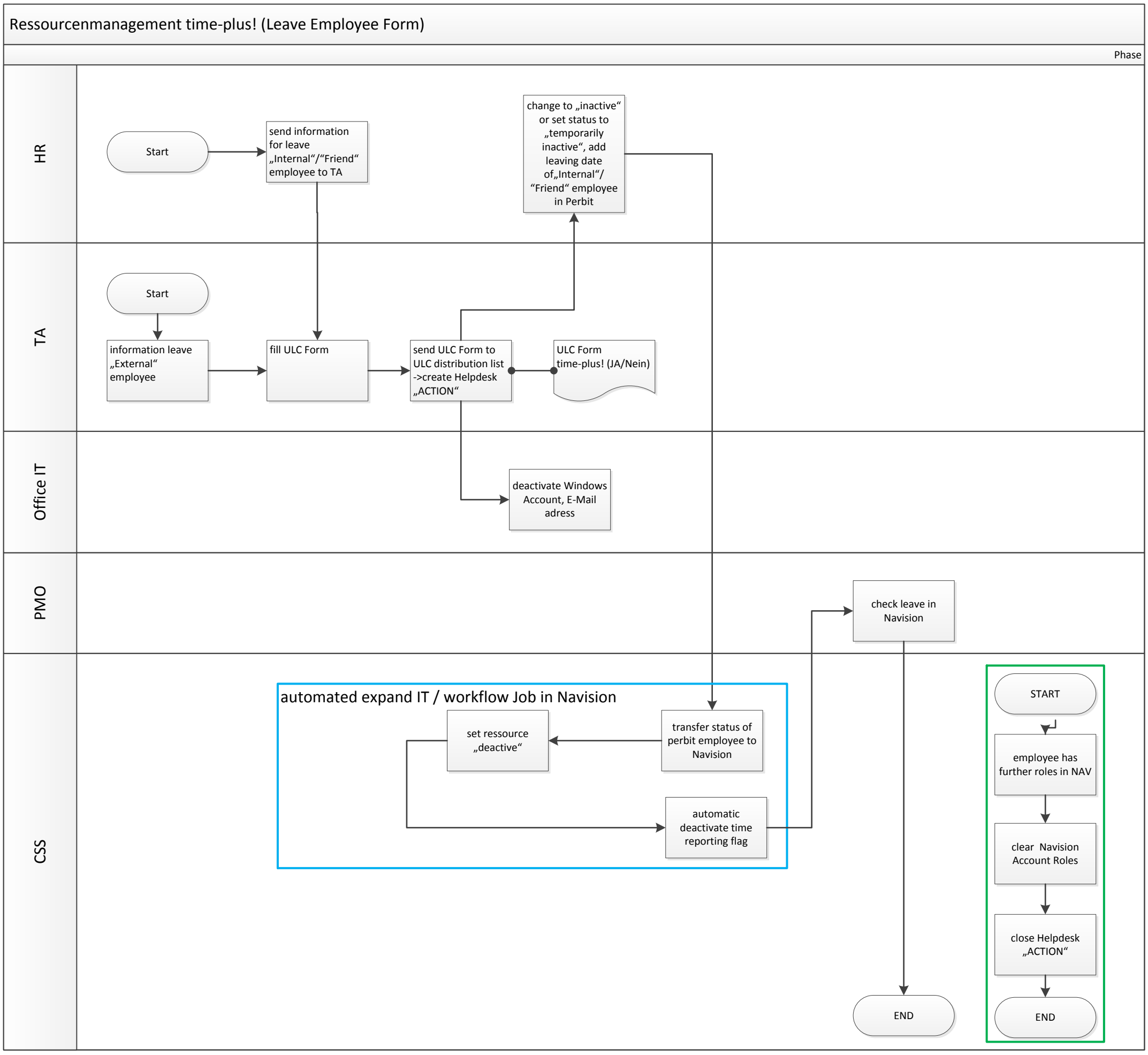
create/update employee in Navision

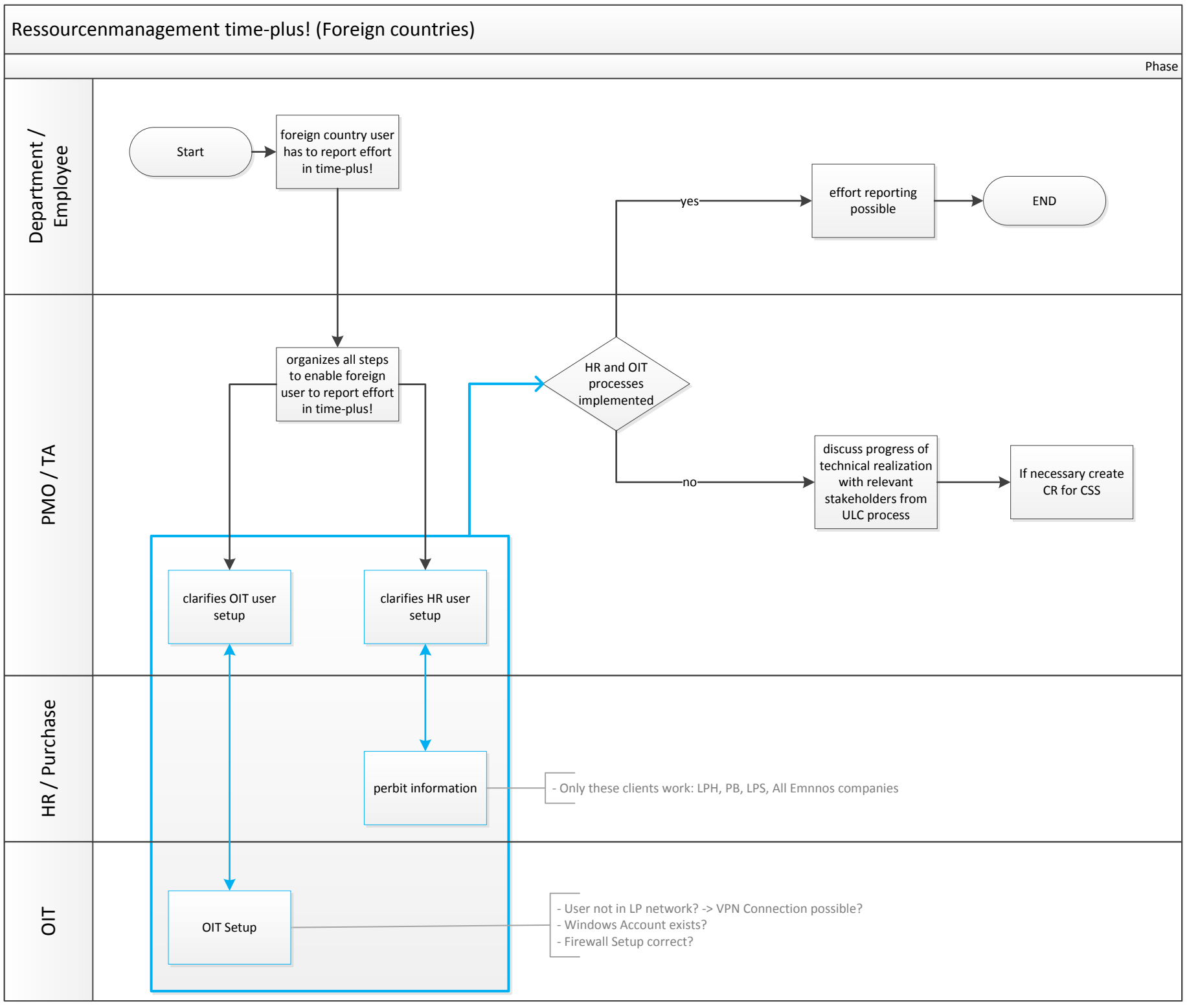
automatic

relate resource and employee and windows account in Navision if necessary

END


Ressourcenmanagement time-plus! (Change Employee Form)
Phase
HR & OR HR Controlling
Purchase
TA old
TA new
Office IT
PMO
CSS
Start
send information for change „Internal“/“Friend“ employee to TA
change „Internal“/ “Friend“ employee in Perbit
update/adjust relevant perbit information z.B. KST, Company
change „External“ employee in Perbit
complete change „External“ employee in Perbit
update/adjust relevant perbit information
Start
send information to change „External“ employee to TA
fill ULC Form
ULC Form time-plus! (JA/Nein)
complete ULC Form
send ULC Form to ULC distribution list ->create Helpdesk „ACTION“
change Windows Account, E-Mail adress if necessary
correct Windows Account in Perbit
optional: add resource to another client
optional: add resource group
optional change Line manager and or substitute and or resource manager
check changed user Information in Navision
automated expand IT Job / workflow in Navision
relevant information in Navision:
ObjectID, HR-ID, Forename, Surname, Work Type Code, User ID, Employee Type, Company No., KST
update relevant information in Navision
transfer perbit employees to Navision staging table
update resource in Navision
update employee in Navision
END


Ressourcenmanagement time-plus! (Leave Employee Form)
Phase
HR
TA
Office IT
PMO
CSS
Start
send information for leave „Internal“/“Friend“ employee to TA
change to „inactive“ or set status to „temporarily inactive“, add leaving date of„Internal“/ “Friend“ employee in Perbit
Start
information leave „External“ employee
fill ULC Form
send ULC Form to ULC distribution list ->create Helpdesk „ACTION“
ULC Form time-plus! (JA/Nein)
deactivate Windows Account, E-Mail adress
check leave in Navision
automated expand IT / workflow Job in Navision
set ressource „deactive“
transfer status of perbit employee to Navision
automatic deactivate time reporting flag
END
START
employee has further roles in NAV
clear Navision Account Roles
close Helpdesk „ACTION“
END


Ressourcenmanagement time-plus! (Foreign countries)
Phase
Department / Employee
PMO / TA
HR / Purchase
OIT
Start
foreign country user has to report effort in time-plus!
effort reporting possible
END
yes
organizes all steps to enable foreign user to report effort in time-plus!
HR and OIT processes implemented
no
discuss progress of technical realization with relevant stakeholders from ULC process
If necessary create CR for CSS
clarifies OIT user setup
clarifies HR user setup
perbit information
- Only these clients work: LPH, PB, LPS, All Emnnos companies
OIT Setup
- User not in LP network? -> VPN Connection possible?
- Windows Account exists?
- Firewall Setup correct?