

HCM Use Case 02: Onboarding

Description:

This Use Case takes place after a suitable candidate has been identified for a specific set of functions, with or without a competitive selection process (depending on contractual arrangement), and after approvals required for the hire have been obtained. As per the functional requirements of the HCM module, recruiters or other authorized users will be able to initiate and manage onboarding processes for all workforce types.

Pre-conditions:

System is running in normal conditions. The User has the required permissions to access the functionality described in the Use Case.

Post conditions:

The selected candidate has provided personal information and documentation required for contract administration. The request for contract administration is initiated automatically in Core HR. Record is generated in Core HR and captured data is interfaced (personal information, family details, dependency request, etc.). Uploaded documents are interfaced to official document repository.

Use case ID	User	HCM	SPM-FR-#	Associated requirements/comments
UC201: User initiates onboarding process				
UC201	User (Recruiter or other authorized user) initiates onboarding process	System provides list of onboarding types (based on contractual arrangement)	HCM-FR-127	
	User selects onboarding type, and tailors onboarding process specific to candidate profile	System provides list of onboarding tasks associated with contractual arrangement, and candidate's specific profile	HCM-FR-128	
	User launches process	System triggers email notification to candidate User has full visibility on process throughout	HCM-FR-141 HCM-FR-130	Visibility on progression of onboarding process also possible for other interested parties (hiring manager, admin staff, etc.)
	User selects to amend onboarding process, if required	System allows for addition/removal of onboarding tasks, cancellation and restart of process		
UC201: Onboarding process is initiated				
UC202: Candidate completes onboarding tasks				

UC202	User (Candidate) accesses onboarding portal	System displays list of tasks for completion by candidate Tasks include instructions, online forms, upload functionality, etc.	HCM-FR-135 HCM-FR-139 HCM-FR-140 HCM-FR-147	
	User submits completed tasks and applies e-Signature	System triggers notification to Recruiter and other relevant parties	HCM-FR-141	
UC202: Onboarding tasks are completed by candidate				
UC203: Recruiter validates onboarding tasks and system triggers contract administration action				
UC203	User (Recruiter) accesses the candidate's onboarding process	System provides access to completed on-line forms, uploaded documents		
	User validates/verifies data and documents	System allows user to apply validation/verification to each task System allows for "validators" other than recruiter, for example Medical Service for validation of medical clearance task Incomplete or incorrectly completed tasks can be retriggered, or documents uploaded on behalf of candidate	HCM-FR-138 HCM-FR-131 HCM-FR-134	
	User certifies onboarding process	System provides for user sign off on process System triggers contract administration request in Core HR and creates draft record System interfaces relevant data to Core HR System interfaces candidate documents to official document repository	HCM-FR-142 HCM-FR-140 HCM-FR-139	
UC203: Onboarding tasks are validated/verified and system has triggered contract administration action				