LACCD EASY Enhancements

ANDY DURAN

Summary Enhancement

Summary: Implemented twenty six enhancements related to improve overall process improvement, delete setup and processing and reports.

Highlights

Improved delegate setup and assignment view, with delimit date for delegate.

Improved Easy Workbench and non essential data removed.

Function for evaluator to identify if an evaluation is applicable for an employee or not.

Ability to add comments when not applicable is selected.

Many other function and report improvements.

Enhancements

✓ Add a delegate feature to allow Manager's to assign and setup delegate to load and view evaluations

✓ Added a new Delegate Workbench assignment selection

✓ Added a new Delegate Workbench view for delegate to display all of assigned Managers workbench.

✓ New comment section added to the Evaluator workbench with some Work Attributes with time stamping

✓ Improved field selection for the Delegate Workbench with ability to add multiple ranges.

✓ Improved search capability when using the Delegate Workbench find Org Unit

✓ Added ability for the delegate to view Delegate Assignments directly from the delegate selections.

Enhancements (Continued)

✓ Added the Delegate selection directly to LACCD SAP Portal

✓ Improved Delegate Setup Validations on Org Unit and Campus

✓ Improved Delegate Setup Validations to allow IT users setup delegates across Campus

✓ Delegate Setup 'Authorized Org units' Report – with End Date Field editable be able to delimit or extend End Dates for delegates

✓ Added "Emp Not Available' Comments Screen on Evaluation Workbench with checking for Evaluation Status before allowing changes or updates.

✓ Added 'Emp Not Available' Comments Screen on Delegate Workbench (ZEASY_COLLEGE]. If comments are entered 'Appraisal Done' check box is checked

Enhancements (Continued)

- ✓ Added 'Emp Not Available' Comments Screen on ZEASY_HR (ZEASY_HR] with Evaluation Status checking.

- ✓ Added a 60 delay before removing an In Active Employee from the Evaluation Workbench giving evaluators time to add the evaluation.

- ✓ Added a 60 delay on removing the In Active Employees from Delegate Workbench giving delegates time to add the evaluation.

- ✓ Added automatic loading of Orgunits that user is Authorized when accessing the Delegate Workbench. No need to enter Orgunits.

- ✓ Added Manager Id in Delegate Id should return all the Employees Appraisals from the Org hierarchy and not just Manager's Orgunit

Enhancements (Continued)

✓ 'Emp Not Available' Comments Screen on ZEASY_HR (ZEASY_HR] with Evaluation Status checking.

✓ Added a new report selection when calculating evaluations identified as Not Applicable in the calculus.

✓ Updated Classified Staff Evaluation due date for Confidential Classified Management a employees from birth month to June 30 .

Enhancements (Continued)

✓ Added 'Hierarchical Supervisors' check box included on Easy Report.

✓ Added 'Emp On Leave/Not Available' check box included on Easy Reports   Selection screen.

✓ Added '60 Days Data In The Past' check box included on Easy reports Selection screen.

✓ Added 'Delegate logic' added for Easy reports to run Delegates for different departments.

✓ Added New report created to get detailed evaluation information T-code ZEASYRPTALL.

Upcoming Enhancements

Probationary processing for Classified Staff

Thank You