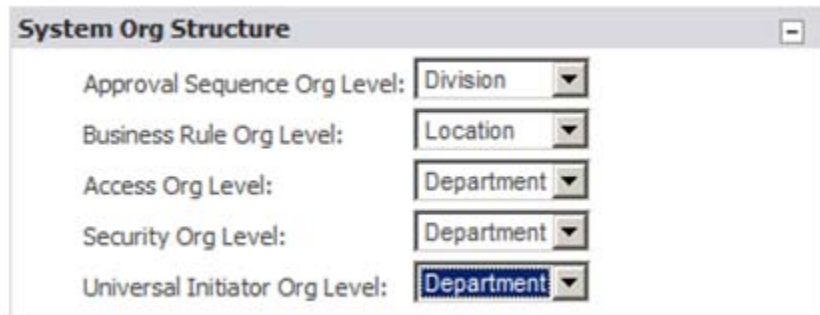


Universal Initiator Enhancements

In 8.5.x versions of HRActions, you'll find significant enhancements to Universal Initiators.

Previously, you would assign an Org Level in the Parameters section of the HRActions Administration module.



System Org Structure

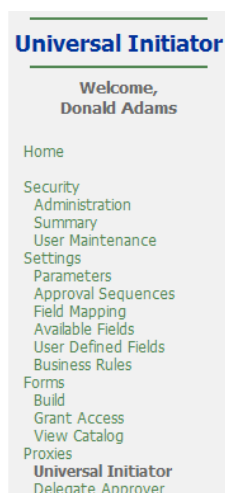
- Approval Sequence Org Level:
- Business Rule Org Level:
- Access Org Level:
- Security Org Level:
- Universal Initiator Org Level:

This Org Level would then apply to any Universal Initiator within the system. In the example above, all Universal Initiators would be forced to use the Departmental Org Level to determine what access they might be granted for employees that they did not have a reporting relationship with.

Several of our clients requested more flexibility with this function, and Delphia delivered.

Now, when you want to add a Universal Initiator, you'll find that the System Org Structure window no longer has a menu for Universal Initiator. That menu has moved to the Universal Initiator screen as shown below.

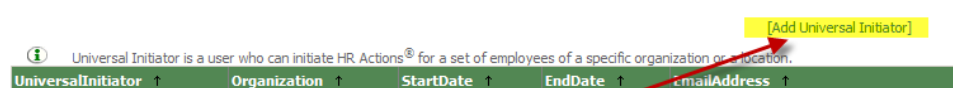
When you want to add a Universal Initiator, you can select the Org level you'd like for that specific individual. For instance, perhaps an Executive Assistant needs access to several Divisions within the organization, while a Supervisor needs access to multiple Departments and HR needs access to all employees. You can choose a Divisional Level for the assistant, a Departmental level for the supervisor and Enterprise for the HR staff member. Each individual Universal Initiator can have a different Org Level assignment.



Universal Initiator

Welcome,
Donald Adams

- Home
- Security
 - Administration
 - Summary
 - User Maintenance
- Settings
 - Parameters
 - Approval Sequences
 - Field Mapping
 - Available Fields
 - User Defined Fields
 - Business Rules
- Forms
 - Build
 - Grant Access
 - View Catalog
- Proxies
 - Universal Initiator**
 - Delegate Approver

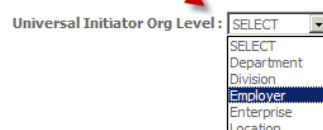


Universal Initiator is a user who can initiate HR Actions® for a set of employees of a specific organization or a location.

UniversalInitiator	Organization	StartDate	EndDate	EmailAddress

[Add Universal Initiator]

Now when you Add a Universal Initiator, you'll be instructed to select the Universal Initiator Org level from the Drop Down shown below.



Universal Initiator Org Level:

- SELECT
- Department
- Division
- Employer**
- Enterprise
- Location

Beyond that enhancement, we have also added the ability to allow the Universal Initiator to be placed back into the Approval Sequence. Previously, as the initiator, their approval was assumed and if they held a position within the approval process, their approval slot was ignored. Checking the box highlighted below will allow the Universal Initiator to view and approve the action further down the process.

Universal Initiator

Welcome,
Donald Adams

Home

Security
Administration
Summary
User Maintenance

Settings
Parameters
Approval Sequences
Field Mapping
Available Fields
User Defined Fields
Business Rules

Forms
Build
Grant Access
View Catalog

Proxies
Universal Initiator
Delegate Approver
Action Status
Active
Complete
Rejected
Pending
All

HRActions® Self Service

Change Password
Reports

[Add Universal Initiator]

Universal Initiator is a user who can initiate HR Actions® for a set of employees of a specific organization or a location.

UniversalInitiator	Organization	StartDate	EndDate	EmailAddress
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Provide the information needed to assign Universal Initiator access to the employee

Universal Initiator's responsibilities expire on the End Date at 11:59PM.

* **Universal Initiator:**

* **Universal Initiator E-mail:**

Start Date:

End Date:

Allow Universal Initiator to Approve

* indicates a field that is required.

Attach a Universal Initiator to a node(s).

Attach to All Nodes

- EMPLOYER: ZSI/ABC SYSTEMS, INC.
 - EMPLOYER: ZSI/ABC SYSTEMS, INC.

A New feature also allows the Universal Initiator to be placed in the Approval Sequence further down the chain. Previously, as the initiator, Approval was assumed.