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Overview
This application is used by academic divisions to manage their personnel data and process recommendation forms for Academic Faculty and Academic Non-Faculty members.

Logging In
1) Go to access.caltech.edu and enter your username and password.
2) Under the Administrative Services section, click on “Division Personnel Management”.
3) You will be directed to the Home Page.

Home Page
The Home Page contains four sections: Menu, List of Actions, List of Upcoming Reviews, and List of People Checked In.

1. Menu
Menu items appear on the left hand side of the page. The same items/areas can be accessed using the tabs along the top of the page.

2. List of Actions
This contains pending forms that require action by you or other approvers in the workflow (see “Workflow” for more information). Forms will remain on your list even after you submit until it reaches a status of “Completed.” Forms with a status of “Completed” will not appear here.

3. List of Upcoming Reviews
- This contains upcoming Appointment and Annual Salary Reviews.
- The list is sorted by Annual Salary Review then Appointment Review Dates.
• The data will appear and remain on the list as long as the reminder date(s) from an individual's Basic Info page are equal to or past the current date.

4. List of People Checked In
• This contains people who have an Initial Check In or Check In Completed day that occurred within the last thirty days.
• Note: Assignment Number only appears on Academic Faculty members.

“People” Menu/Tab
You will be directed to the People List which contains all records you have access to based on your Division and Person Type security set-up.

1. People List

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UID</td>
<td>UID from Oracle (if it exists); if not, then “Appointment in Progress” will appear.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>First Name</td>
<td>First Name</td>
</tr>
<tr>
<td>Preferred Name</td>
<td>Preferred Name in Oracle</td>
</tr>
<tr>
<td>DIV</td>
<td>Division that has access to the record. Note: This may not be the same as the division that the person's assignment org is in.</td>
</tr>
<tr>
<td>Person Type</td>
<td>Person type for the latest org/rank combination in each Division.</td>
</tr>
<tr>
<td>Org</td>
<td>The assignment organization that the latest org/rank combination is in.</td>
</tr>
<tr>
<td>Option</td>
<td>For Graduate Students, option is their academic major. For Academic Faculty and Academic Non-Faculty, option is their area of research/specialty.</td>
</tr>
<tr>
<td>Rank</td>
<td>The Job Name in Oracle.</td>
</tr>
<tr>
<td>Updateable</td>
<td>If an individual's latest assignment is active and in your Division then it is updateable. All others are accessible but not updateable.</td>
</tr>
<tr>
<td>Status</td>
<td>Assignment status</td>
</tr>
<tr>
<td>Academic Program</td>
<td>Academic Program that a student is listed under with the Registrar's Office.</td>
</tr>
<tr>
<td>Campus Address</td>
<td>Work Location (Building and Office Number).</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Last four digits of Caltech work number.</td>
</tr>
<tr>
<td>Mail Code</td>
<td>Mail Code</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Email (Caltech)</td>
<td>Email address issued by Caltech.</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>Start date of the org/rank combination.</td>
</tr>
<tr>
<td>Effective End Date</td>
<td>End date of the org/rank combination.</td>
</tr>
<tr>
<td>Former Employee</td>
<td>Indicates if the person is terminated in Oracle.</td>
</tr>
<tr>
<td>Lab 1</td>
<td>Not available with initial release</td>
</tr>
<tr>
<td>Lab 2</td>
<td>Not available with initial release</td>
</tr>
</tbody>
</table>

**a) Filtering on the People List**

- Click on any column header and you will get a list of all the values in that column. You can type in a few characters of the value you are searching for to shorten the list.
  - Select any value to filter on.
  - All selected filters will appear above the People List.
    - Check box indicates whether filter is enabled on.
    - Deselect check box to disable filter off.
    - Remove filter by clicking this icon.

- Search in columns
  - Click on magnifying glass to select the column you want to search in.
  - Type in partial or full value of your search criteria.
  - Click on Go.
  - Multiple searches can be applied at once.

- Advance Search (tab to the left of People tab)
  - Allows for additional filtering on criteria not displayed on People List.
  - Click on “Clear Advance Search” to remove filtering selections made on the Advanced Search tab.

**b) Selecting a record from the People List**

- Click on the Update Pencil icon to drill into a record.
- You will be directed to the Basic Info tab.
- Once you drill into a record, all the tabs correspond to that individual (Full name should appear on top of each page).

**PLEASE NOTE:** People list takes up to 10 minutes to refresh. This includes creating a new person.
2. Basic Info tab

- View only fields display data from Oracle.
- Updateable fields are maintained by the Divisions.
  - Education information is saved directly into Oracle.

![Education section](image)

**TIP:** Fields with a magnifying glass contain a popup LOV. You must select a value from the list instead of typing your own value in the field.

- Biographical and Emergency Contact Info are masked for Students and Student-Employees.
- Biographical data is masked for Staff.

a) Division Share

- **Division Share** This feature allows the “owning” Division to share a record with another Division.
- Access is granted based on Division, Person Type, and Start/End Dates. *In this example, the record will be shared with a user who has access to Academic Faculty in the Division of Biology from 1-Aug-2013 to 30-Sep-2013.*

![Division Share section](image)

- “The record is Shared” will appear on the row below the Division Share button.

b) Employment Summary

- **Employment Summary** A separate page appears showing the person’s full employment history at Caltech.
3. Contact Info tab

a) Contact Info region
- All fields in this region will save directly into Oracle (except Lab 1 and Lab 2).
- Phone numbers must be entered in US Format like 999-999-9999.
- If the [International?] is checked for Phone numbers, a non-US format can be entered.
- Lab 1 and Lab 2 will not be available with initial release.

b) Alternate Emails region
- Alternate Emails save directly into Oracle.
- Store additional emails other than the primary “caltech.edu” email address by clicking on [Add Alternate Email].

c) Email Distribution List region
- Assign individual to an existing email distribution list (see “Email Distribution Tab” for more information on creating a master email distribution).
  - Click on [Add Email Distribution].
  - Select a Division and Distribution Name.
  - Click on Save.

d) Emergency Contacts region
- Emergency Contact information is masked for Students and Student-Employees.
- Emergency Contact information can only be updated on Academic Faculty and Academic Non-Faculty members by clicking on [Add Emergency Contacts].

e) Address region
- Address information is updateable for Academic Faculty and Academic Non-Faculty members. All others are view only.
  - If the [International?] is checked for an Address, the Non-US State/Region field will appear instead of the State field.

4. Support tab
- View only fields that display full LD schedule line history from Oracle.
- Search in columns
  - Click on magnifying glass to select the column you want to search in
  - Type in partial or full value of your search criteria
5. **Honors and Awards tab**
- Honors and Awards information is saved directly into Oracle.
- Click on **Add Award** to add a new Honor or Award.
- You must select a proper combination of Honor Title and Honor Organization in order for the individual to appear correctly in the Honors and Awards master list.
- If you want to delete an Honor or Award that has been set up in error, check that row and then click on **Delete Award**.

6. **Training tab**
- View only fields that display training recorded in Oracle OLM.

7. **Actions tab**
   a) **“Choose the Type” region**
   - See “Complete Action Form” section for more information.
   b) **“List of Actions – WIP” region**
   - View any action that has been processed through Division Personnel Management and does not have a status of Completed. This includes pending forms that require action by you or other approvers in the workflow.
   - Click on “View” in Routing History column to view the action history.
   c) **“List of Actions – Completed” region**
   - View all action forms that have been processed through Division Personnel Management and have a status of “Completed.”
   d) **“Actions in Oracle” region**
   - View all the actions that have been saved into Oracle.
   - Click on an Action Name to view the details of that action, such as date Letter Sent to Division, Letter Out for Signature, and Letter Mailed.
   - Action forms submitted prior to the creation of Division Personnel Management will not appear in this application.
   - Action forms completed in the Division Personnel Management can be pulled up in the “List of Actions – Completed” region.

**“Honors and Awards” Menu/Tab**
- This is the master list where a new honor or award can be set up or updated.
  - Click on **New Honor** to create a new honor or award.
  - Click on **Update** to update an existing honor or award or to view all individuals tied to that honor/award.
See “Honors and Awards” tab for more information on connecting an honor or award to an individual.

“Labs” Menu/Tab

- Not available with initial release

“Action Forms” Menu/Tab

- View all action forms created in Division Personnel Management regardless of status.
- Click on any column header and you will get a list of all the values in that column.
  - Select any value to filter on.
  - All selected filters will appear above the Action Forms People List.
    - Check box indicates whether filter is enabled.
    - Deselect check box to disable filter.
    - Remove filter by clicking this icon.
- Search in columns.
  - Click on magnifying glass to select the column you want to search in.
  - Type in partial or full value of your search criteria.
  - Click on Go.
  - Multiple searches can be applied at once.
- Click on to drill into an action form.

“Email Distribution” Menu/Tab

- This is a master list where a new Email Distribution can be set up or updated.
- Click on to create a new email distribution.
- Click on to update an existing email distribution or to view all individuals tied to that distribution.
- See “Email Distribution List region” for more information on connecting an email distribution individual.
- Each email distribution has a “Send Email” link at the end of the row where you may enter a Subject line, text into the Body, and add attachments to be sent to all members of that email distribution.
Create New Person

- You may create a new person (Academic Faculty and Academic Non Faculty) if an individual does not exist in Oracle.
- General rule is that people created will have action forms submitted.
- Go to the People List.
- Click on .
- You will not be able invoke the “Save” button until you have responded to the question “Previously at Caltech?”

  ![Image of pop-up window with options: Yes, No, Cancel]

- If you select “Yes”, this means that the person you are about to create should have a record in Oracle so the “Save” button will never appear. You will need to look for that individual on the People List and/or work with HR/FRO to identify that individual.
- If you select “No”, this means that the person you are about to create has never been affiliated with Caltech so no record exists in Oracle, therefore you may proceed to enter information for that individual.

Complete Basic Info Tab first

- Any field with an asterisk is a required field.
- Once you have input all relevant information, you can click on the Save button.
- Upon saving, the name will appear on the Basic Info tab with a Caltech UID of “Appointment in Progress”.

  ![Image of Basic Info tab with full name and UID]

- You may continue with entering additional Basic Info data.
- If you accidentally created a new record, you can delete it by clicking on the Delete button.

Complete Contact Info Tab next

- Enter relevant contact information including phone numbers, building, room, mail code, lab 1 and lab 2 (not rolled out in this phase), and email address.
- Enter relevant alternate emails to capture non Caltech emails.
- Enter relevant email distribution list if you want this individual to be part of a particular email distribution group. (See Email Distribution linkage)
• Enter relevant address information. (Local Residence, Mailing, Letter, Foreign Permanent, Departing Forwarding)
• NOTE: For all action forms, the “Letter” address will be pulled from the “Contact Info” tab. If you leave this blank, the action form letter address will be left blank too.

**Complete Action Form**

• Select the Type of action form you will like to process. The choices are Route to FRO or Route to HR.

<table>
<thead>
<tr>
<th>Choose the Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route to FRO</td>
</tr>
</tbody>
</table>

• Route to FRO Forms

  - New Professorial Appointment
  - Professorial Reappointment
  - Professorial Administrative Appointment
  - Professorial Administrative Reappointment
  - Professorial Promotion
  - Professorial Probationary Period Adjustment
  - Professorial Title Change
  - Professorial Salary Change
  - Faculty Named Professorship
  - New Non-Professorial Appointment
  - Faculty Housing Salary Supplement

• Route to HR Forms

  - New Appointment
  - HR Reappointment
  - HR Salary Stipend Change
  - HR Title Change

• When the appropriate form is selected, click on the **Create Form** button.
• The form will have certain fields marked by a red asterisk as being required.
• Some fields will have value in them defaulted from the Basic Info tab and the Contact Info tab.

**TIP**: If a value exists in a field that is defaulted for New Appointment form, user needs to enter a “-“ instead of blanking it out in order to prevent the default value from going back in upon saving.

• Be sure to always click on the **Save** button to ensure you don't lose any data that you have input on the action form.
• The **Add PTA** button is available for you to enter project, task, and expenditure information on monetary amounts such as Salary, Stipend, Special Allowance Relocation & Non Research, Special Allowance Research, and Health Insurance (If paid by Caltech).
• The **Add Experience** button is available under the Professional Experience section to list out an individual’s experience. You may input multiple jobs/experiences.
• The “End Date” on the Appointment Information section will automatically calculate based on the “Start Date”, “Term Month(s)”, and Day(s).

<table>
<thead>
<tr>
<th>Appointment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong> 01-AUG-2013</td>
</tr>
<tr>
<td><strong>Term Month(s):</strong> 12</td>
</tr>
</tbody>
</table>

• For indefinite (Tenured), you can leave the “Months” field blank.
• You can also store attachments to the action form. Browse and select the attachment and click on “Attach”.

<table>
<thead>
<tr>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File/Image</strong></td>
</tr>
</tbody>
</table>

• Please make sure you enter a value on the “Search Procedure”.

<table>
<thead>
<tr>
<th>Search Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>A search has been made to ensure that available women or minority persons have been considered for this position.</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>If needed, provide comments about the search procedure:</td>
</tr>
</tbody>
</table>

• Click on the **Comments** button to enter comments specific to the action form for the people in the workflow to see. Be sure to click on the **Save** button.

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test, Peter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a rush priority.</td>
</tr>
</tbody>
</table>

25 of 4000  
| Save | Back | Clear |

• If you accidentally created a new action form, you can delete it by clicking on the **Delete** button.
• Click the **View/Print** button to view and print the action form.
• Click the **Email To Division** button to generate an email to the Division Approver(s) (this is a role in the Division Personnel Management) letting them know that an
An action form for a particular individual has been processed. NOTE: The email address must exist on the Division Approver role record in Oracle order to receive the emails.

- When the action form is complete and saved and you are ready to route it through the workflow click on the **Submit** button.

**For HR/FRO Use Only**

**Create New Record in Oracle**

- After an action form for a new person has a status of “Completed” or “Final Approved” in the Division Personnel Management system, you can convert that individual into new people in Oracle.
- You will need to drill into the individual action form.

![Image of action form]

- Click on the **Check In Oracle** button.
- You will receive a notification letting you know whether there is a possible person that exists in Oracle.

![Image of check in Oracle]

- If no person exists, then click on the **Create a Record in Oracle** button.
• The record will now be created in Oracle.

• The record will show up on the People List.

• Merge to existing record in Oracle

• When there is a possible match when you click on the button, you will see that UID.
- You may click on the
- You will then receive a pop up message indicating that the form has been merged into the original record.
## Workflow

<table>
<thead>
<tr>
<th>Role</th>
<th>Status</th>
<th>Owner</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Approver</td>
<td>WIP</td>
<td>Division Approver</td>
<td>A form is created but not submitted.</td>
</tr>
<tr>
<td>Division Approver</td>
<td>1) Pending ISS</td>
<td>1) ISS</td>
<td>A form has been submitted.</td>
</tr>
<tr>
<td></td>
<td>2) Pending FRO</td>
<td>2) FRO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Pending HR</td>
<td>3) HR</td>
<td></td>
</tr>
<tr>
<td>ISS</td>
<td>Return to Approver</td>
<td>Division Approver</td>
<td>ISS needs to return to Division Approver for more information or correction.</td>
</tr>
<tr>
<td>ISS</td>
<td>1) Pending FRO</td>
<td>1) FRO</td>
<td>ISS approves form.</td>
</tr>
<tr>
<td></td>
<td>2) Pending HR</td>
<td>2) HR</td>
<td></td>
</tr>
<tr>
<td>FRO</td>
<td>1) Return to ISS</td>
<td>1) ISS</td>
<td>FRO needs to return form for more information or correction.</td>
</tr>
<tr>
<td></td>
<td>2) Return to Approver</td>
<td>2) Division Approver</td>
<td></td>
</tr>
<tr>
<td>FRO</td>
<td>Pending Final Approval</td>
<td>Provost Office</td>
<td>FRO submits form to Provost office for approval.</td>
</tr>
<tr>
<td>HR</td>
<td>1) Return to ISS</td>
<td>1) ISS</td>
<td>HR needs to return form for more information or correction.</td>
</tr>
<tr>
<td></td>
<td>2) Return to Approver</td>
<td>2) Division Approver</td>
<td></td>
</tr>
<tr>
<td>HR</td>
<td>Pending Final Approval</td>
<td>Provost Office</td>
<td>HR submits form to Provost office for approval</td>
</tr>
<tr>
<td>PROVOST</td>
<td>Final Approved</td>
<td>1) FRO</td>
<td>Provost approves form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) HR</td>
<td></td>
</tr>
<tr>
<td>FRO</td>
<td>Completed</td>
<td>N/A</td>
<td>FRO completes the form.</td>
</tr>
<tr>
<td>HR</td>
<td>Completed</td>
<td>N/A</td>
<td>HR completes the form.</td>
</tr>
</tbody>
</table>
General Application Functionality

Icons and Buttons

Icons and buttons are used to assist you in using the tool.

<table>
<thead>
<tr>
<th>Icon/Button</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Icon" /></td>
<td>Navigation to view more detail about the row in a list and/or edit the individual record.</td>
</tr>
<tr>
<td><img src="image2" alt="Icon" /></td>
<td>Select columns to search.</td>
</tr>
<tr>
<td><img src="image3" alt="Icon" /></td>
<td>Start a search.</td>
</tr>
<tr>
<td><img src="image4" alt="Icon" /></td>
<td>Actions</td>
</tr>
<tr>
<td><img src="image5" alt="Icon" /></td>
<td>Select the row(s) on which an action will be performed, for example deleting all checked rows.</td>
</tr>
<tr>
<td><img src="image6" alt="Icon" /></td>
<td>Remove filter.</td>
</tr>
<tr>
<td><img src="image7" alt="Icon" /></td>
<td>Save</td>
</tr>
<tr>
<td><img src="image8" alt="Icon" /></td>
<td>Saves any changes you entered on the page. Note: It is good practice to save before you navigate to another page or click on another button to prevent any data loss.</td>
</tr>
<tr>
<td><img src="image9" alt="Icon" /></td>
<td>Back to People List</td>
</tr>
<tr>
<td><img src="image10" alt="Icon" /></td>
<td>Return to the People List without saving any changes.</td>
</tr>
<tr>
<td><img src="image11" alt="Icon" /></td>
<td>Back</td>
</tr>
<tr>
<td><img src="image12" alt="Icon" /></td>
<td>Return to previous page without saving any changes.</td>
</tr>
<tr>
<td><img src="image13" alt="Icon" /></td>
<td>The field contains a popup LOV. You must select a value from the list instead of typing your own value in the field.</td>
</tr>
<tr>
<td><img src="image14" alt="Icon" /></td>
<td>TIP: If a value is already selected but you want to clear the field, select “%” to deselect value.</td>
</tr>
<tr>
<td><img src="image15" alt="Icon" /></td>
<td>The field contains a popup calendar. Click on icon to select a date from the calendar or type a date in the field with the following format: DD-MMM-YYYY (31-JUL-2013)</td>
</tr>
<tr>
<td><img src="image16" alt="Icon" /></td>
<td>Delete</td>
</tr>
<tr>
<td><img src="image17" alt="Icon" /></td>
<td>Delete the selected data.</td>
</tr>
</tbody>
</table>

General Navigation

Every page contains consistent navigation enabling you to perform certain functions regardless of where you are in the application.

**PLEASE NOTE:** Using any of the functions detailed below will NOT SAVE any data that has been entered.

1. Clicking on a tab will quickly navigate you to that functionality area of the application.

2. Clicking on *Home* returns you to the Home Page.

3. Clicking on *Exit* will close the window and take you to the access.caltech page.
4. Clicking on Help will open a new browser window with the user guide.

5. Clicking on “Welcome: [your username] If you are not [your username], please click here” will close the window and take you to the access.caltech page.

6. Clicking on Logout All will close the window AND log you out of access.caltech.

APEX Actions

Each List can be customized using the button. With Actions you can rearrange columns, change the sort order, and download a copy of the report.

PLEASE NOTE: The Reset option will return the report to the default settings.