OneForm Feature Update (February 7, 2014)

Based on valuable feedback provided by Hiring Units, Schulich HR and Western HR, the PMO, in partnership with Schulich IS, is pleased to launch a new version of OneForm. The next time you log into OneForm, you will see a number of new or improved features.

The following features have been added or updated in this new release:

**Feature #044 – A new NOTE tab has been created** that appears on all new and current RFH/SANs, and the COMMENTS field has been renamed to SAN Comments. This additional field is intended to be used for correspondence between the Hiring Unit and Schulich HR. Please use the SAN COMMENTS field for information that needs to appear on the SAN output as information in the SAN COMMENTS field will be displayed on the SAN output and will be visible to Western HR. Explanation of this feature has been added to the OneForm Help Screen.

**Feature #050 – Work Permits.** OneForm now checks for any 900-series SINs. Users will not be able to submit a SAN if they have added a 900-series SIN to an employee’s personal data and have not submitted a work permit using the WORK PERMIT attachment. This feature has been added to the OneForm Help Screen.

**Feature #013 – Mandatory fields - SAN-HIRE (Contract) and SAN-HIRE (Contract Extension).** Mandatory fields have been added to ensure only completed SANs containing all information needed for processing are submitted to Schulich HR. If any fields are missing or incorrect upon submission, they are now highlighted in bold red. All missing, mandatory data must be filled in before users will be able to submit the SAN. Note: Some fields are disabled if you are selecting an employee who already has a record in PeopleSoft when using a SAN-HIRE (Contract Extension). The data for these employees is imported from the corporate record and it cannot be overwritten.

**Feature #049 – SAN(HIRE) Style no longer available to Hiring Units.** Hiring Units do not use this style as only Schulich HR generates RF/RP SANs. Hiring Units will continue to be able to see and use SAN-HIRE (Contract) and SAN-HIRE (Contract Extension). This change will not impact business processes in the hiring units directly.

**Feature #053 – Gender Drop Down List.** The gender drop down menu now only includes MALE or FEMALE. The option for UNKNOWN has been removed. This change will not impact business processes in the hiring units directly.

**Feature #045 - Schulich Final Approvers now send outputs to Corporate HR.** This feature eliminates the handoffs between Schulich Final Approvers and Schulich HR, enabling a more efficient processing of RFHs and SANs. This feature is reflected in the SOPs.
**Features #024, 028, 029 - Updated SAN Output.** The SAN Output has been modified with changes that are primarily cosmetic, to ease coding for Western HR. In addition, the tracking number from OneForm has been added, as well as the Position Management number, and the address will be suppressed for any employee who is not new to Western.

If you have saved or printed the SOPs for RF/RP Hires, as well as TF hires, please update them to ensure you are using the most recent version. They are available at: [http://www.schulich.uwo.ca/humanresources/staff-hiring-oneform-resources#SOPs](http://www.schulich.uwo.ca/humanresources/staff-hiring-oneform-resources#SOPs)

If you experience any technical difficulties using OneForm, please first consult the Help Screens in OneForm. If you experience a technical issue (printing problems, data not being saved, bugs, etc.), contact the Schulich Helpdesk (helpdesk@schulich.uwo.ca or ext. 8177).

As always, we welcome your feedback on these features. Please send any feedback to OneForm.Feedback@schulich.uwo.ca

I would also like to take a moment to thank our colleagues in Schulich IS for their work on these features, as well as our testers in the Hiring Units and Schulich HR.