

Obtaining Required Position-Related Information from MIDAS

Taleo Version 15

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Next review: July 2018



Government
— of —
Saskatchewan

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Required Position-Related Pieces of Information



Many of the fields required to create a competition in Taleo are necessary because they make up the Commencement document, which the Human Resource Service Centre uses to set up the new employee in the position in MIDAS.

Incorrect information or delays in the commencement process can lead to payroll issues.

To ensure that up-to-date information is being used for your competition, it is best to obtain it directly from the “Competition Creation – for Taleo” report in MIDAS each time you create a competition.

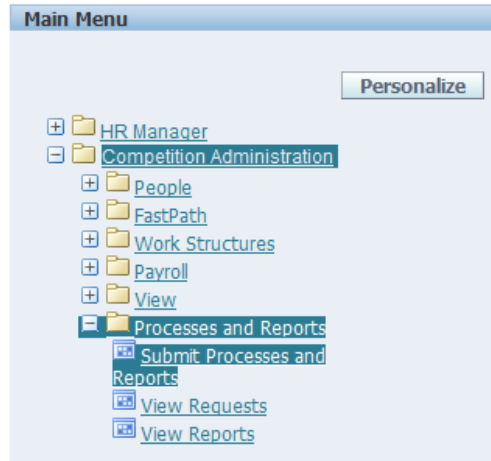
This report is available to two Responsibilities in MIDAS:

- **HR Manager** responsibility allows you to run the report for those HR Organizations to which you already have access in MIDAS.
- **Competition Administration** responsibility allows you to run the report for your whole ministry. Requests for this responsibility should be sent to your Human Resource Business Partner Team.

Running the “Competition Creation – for Taleo” Report



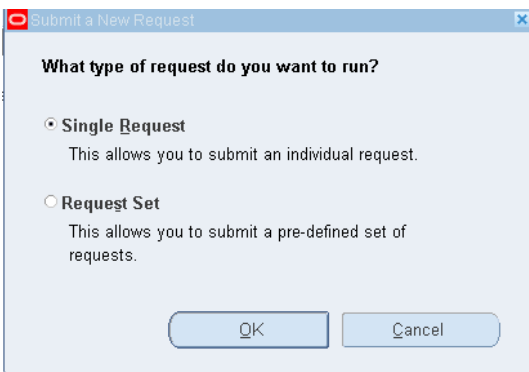
Login to MIDAS



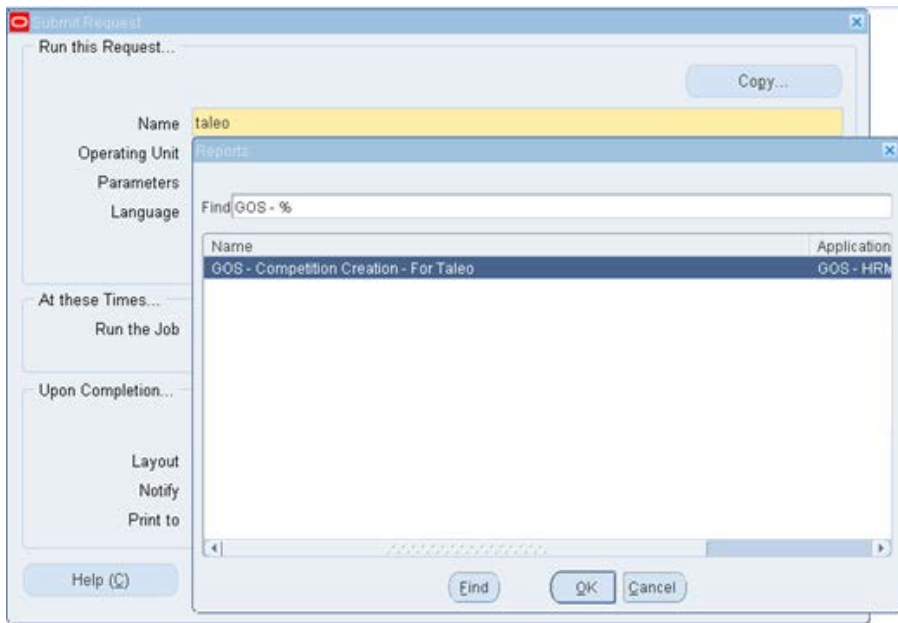
Click the name of the Responsibility

Click Processes and Reports

Click Submit Processes and Reports

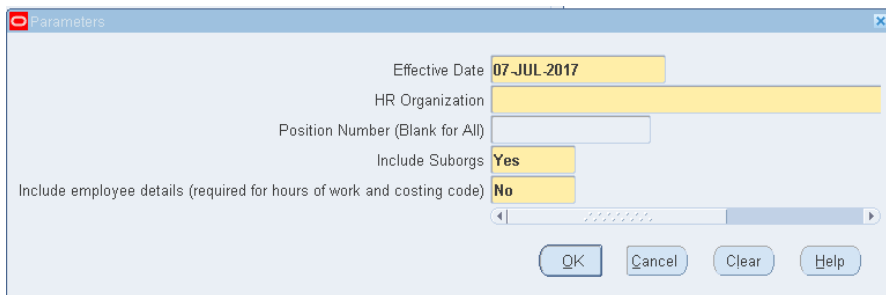


Select Single Request and click **OK**



In the “Name” field, type taleo then press the **Tab** key on your keyboard.

A selector box will come up. Ensure “GOS – Competition Creation – For Taleo” is selected, then click **OK**.



Effective Date: In most cases, this will be today’s date. However, you may need to back-date the report to obtain information about previous employees.

HR Organization: Type the three-digit number for your ministry (known as Entity or Vote) and press **Tab** on your keyboard to select from a list of available options.

Position Number: If you know the position number, enter it here. Recommended: Leave the field blank to receive information on all positions within the HR Organization.

Include Suborgs: Selecting “Yes” will include all HR Organizations beneath (on the organization chart) the one you selected.

Include employee details:

Small HR Organization (fewer than 40 employees): Select “Yes”

Large HR Organization: Begin by excluding employee details the first time you run the report, and review the report to find the position number you need. Then re-run the report for just that position number, and include the employee details the second time. This approach will be faster than including employee details for the whole HR Organization, and manually looking through several pages of information to find the position you need.

Click **OK**.

Submit Request

Run this Request... Copy...

Name: GOS - Competition Creation - For Taleo

Operating Unit:

Parameters: 07-JUL-2017.033 Corporate Services.:Yes:Yes

Language: American English

Language Settings... Debug Options

At these Times...
Run the Job: As Soon as Possible Schedule...

Upon Completion...
 Save all Output Files Burst Output

Layout: GOS - Vacant and Encumbered Position Template Options...

Notify:

Print to: noprint Delivery Opts

Help (C) Submit Cancel

Click **Submit**

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
40175746	GOS - Competition Creatio		Pending	Normal	2017/07/07 00:00:00, 1413, , Y
40175746	GOS - Competition Creatio		Completed	Normal	2017/07/07 00:00:00, 1413, , Y

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

This screen shows that your report is running.

Click **Refresh Data** periodically until the **green highlighting** goes away, and the Phase shows Completed.

Once the Phase shows as Completed, click the **View Output** button.

Your report will open in a new window on your screen, in PDF format.

Reading the Report

MIDAS
Competition Creation - For Taleo

Report Date: 07-Jul-17 11:24
Page: 1 of 4

Effective Date: 07-JUL-2017

HR Organization: 033 Corporate Services

Position Number: ALL

Include Suborgs: Y

Include Employee Details: Y

Instructions: This report provides position information currently in MIDAS that is required to create a competition in Taleo. IF HEADCOUNT SHOWS AS "EMPTY" OR IF THERE ARE OTHER ERRORS IN THE DATA IN THIS REPORT, CONTACT YOUR HR SERVICE TEAM.

Each active position (as of the Effective Date selected) in the organization is summarized on a unique row in this report. If the box entitled "include employee details (required for hours of work and costing code)" box was selected when the report was run, then detailed information about the incumbents in that position will be displayed below the summary row.

Some of the fields required in Taleo are contained in the Summary row, while others (such as Hours of Work and Costing Code) are in the Detailed incumbent row(s). If you are staffing a position with no current incumbents, you may need to change the Effective Date of the report to a date where there was an incumbent to capture that information.

Not only is the Location field used for the job posting, but when you enter it in Taleo, it will also be used to determine eligibility and seniority of applicants for SGEU permanent part-time and term opportunities of nine months or more. If this report (MIDAS) is not displaying the correct location of the job, please contact your HR Service Team to have it and all associated assignments corrected.

The last columns of the Summary row show whether the headcount is made up of Permanent incumbents (active or DLOA), Permanent Vacancies, and/or Term or Non-perm incumbents.

If you have questions or need further assistance with this report, please contact your HR Service Team.

Pay close attention to the instructions on the cover page.

If there are errors, or if you need clarification about any of the details in the report, contact the Data Management Specialist on your Human Resource Business Partner Team.

Each active position within the HR Organization will be listed in the report.

If you ran the report to Include Employee Details, then employees will be listed below each position.

Locate the position being staffed.

Effective Date: 07-JUL-2017
Entity: 033
HR Organization: 033 Corporate Services
Position Number: ALL
Include Sub Orgs: Y
Include Employee Details: Y

MIDAS
Competition Creation - For Taleo

Report Date: 07-Jul-17 11:24
Page: 2 of 4

Position Number	Position Name	Employee Category	Assignment Status	Grade (Level) and Modifier	Job	Location	Salary Range	Head Count	Active Permanent	DLOA / Seasonal Layoff from Perm	Vacant Perm	Active / DLOA Term / Non Perm
033 PFT Finance		Permanent Full Time	Active	MCP 35	SPN	Regina		1	1	0	0	0
Hours Of Work	Employee Name	Employee Category	Assignment Status	Assignment Category	MIDAS Working Title	Costing Code	Salary Account	%				
Hourly 38.15		Permanent	Active	Permanent Full Time	Director, Business Services	0000.000000	\$13000	100				
033 PFT Accounting Clerk		Permanent Full Time	Active	SGEU 06	FAC	Regina		1	1	0	0	0
Hours Of Work	Employee Name	Employee Category	Assignment Status	Assignment Category	MIDAS Working Title	Costing Code	Salary Account	%				
Hourly 36		Permanent	Active	Permanent Full Time	Financial Service Coordinator	0000.000000	\$13100	100				
033 PFT Secretary		Permanent Full Time	Active	SGEU 06	PSC	Regina		1	1	0	0	0
Hours Of Work	Employee Name	Employee Category	Assignment Status	Assignment Category	MIDAS Working Title	Costing Code	Salary Account	%				
Hourly 38		Permanent	Active	Permanent Full Time	Administrative Services Coordinator	0000.000000	\$13100	100				
033 NP Document Processing		Non Permanent	Active	SGEU 04	PDF	Regina		1	0	0	0	1
Hours Of Work	Employee Name	Employee Category	Assignment Status	Assignment Category	MIDAS Working Title	Costing Code	Salary Account	%				
Hourly 36		Student Summer	Active	Non Permanent	Administrative Support	0000.000000	\$14400	100				
033 PFT Finance		Permanent Full Time	Active	MCP 37	SPN	Regina		1	1	0	0	0
Hours Of Work	Employee Name	Employee Category	Assignment Status	Assignment Category	MIDAS Working Title	Costing Code	Salary Account	%				
Hourly 38.15		Permanent	Active	Permanent Full Time	Manager, Finance And Administrative Services	0000.000000	\$13000	100				
033 PFT Management Support		Permanent Full Time	Active	MCP 30	MIS	Regina		1	1	0	0	0
Hours Of Work	Employee Name	Employee Category	Assignment Status	Assignment Category	MIDAS Working Title	Costing Code	Salary Account	%				
Hourly 38		Permanent	Active	Permanent Full Time	Executive Coordinator	0000.000000	\$13000	100				
033 NP Secretary		Non Permanent	Active	SGEU 04	PSC	Regina		2	0	0	0	2
Hours Of Work	Employee Name	Employee Category	Assignment Status	Assignment Category	MIDAS Working Title	Costing Code	Salary Account	%				
Hourly 36		Student Summer	Active	Non Permanent	Student - Administrative Support	0000.000000	\$14400	100				
Hourly 36		Student Summer	Active	Non Permanent	Student - Administrative Support	0000.000000	\$14400	100				

Head Count	Active Permanent	DLOA / Seasonal Layoff from Perm	Vacant Perm	Active / DLOA Term / Non Perm
1	1	0	0	0

Refer to the following columns to ensure there is headcount available to hire a new person into the position. If there is not headcount available, refer to the Data Management Specialist in your Human Resource Business Partner Team:

- Head Count
- Active Permanent
- DLOA/Seasonal Layoff from Perm
- Vacant Perm
- Active/DLOA/Term/Non Perm

Position Number	Position Name	Position Type	Grade (Level) and Modifier	Job	Location	Salary Range
1234567.5	012_PFT_Finance.1234567.5	Permanent Full Time	MCP.06	SFN	Regina	8014 - 10418

Refer to the row of information for the position to find:

- Position number
- Position type
- Grade and Modifier
- Job
- Location
- Salary Range

Hours Of Work	Employee Name	Employee Category	Assignment Status	Assignment Category
Hourly 38.15	Que, Suzie	Permanent	Active	Permanent Full Time

Locate a person in the position being staffed to find:

- Hours of Work
- Working Title
- Costing Code (the account in the budget to which the employee's salary is charged)
- Salary Account: Depending on the new employee's assignment, their salary account may differ from other employees in the HR Organization. Use the table below to determine the correct Salary Account for your new employee.

MIDAS Working Title	Costing Code	Salary Account	%
Director, Business Services	012.06500.103106.0000.000000	513000	100

513000	Out of Scope Permanent
513100	In-Scope Permanent Full-Time
513200	Head of Ministry/Agency
513500	Non-Permanent funded by Permanent funds
514000	Non-Permanent in-scope funded by non-permanent funds
514100	Temporary out-of-scope funded by non-permanent funds
514200	Labour Service
514300	Perm Part-Time
514400	Student Employee
514700	Ministerial Assistant

✓ Job Title
✓ Location
✓ HR Organization
✓ Position Number
✓ Position Type (called Employment Type in Taleo)
✓ Grade
✓ Job
✓ Hours of Work
✓ Salary Range
✓ Modifier
✓ Costing Code
✓ Salary Account

These pieces of information can now be entered into your competition in Taleo.