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Responsibility Management

User Manual,

Supervisor

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HR Parent

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About this Document

Purpose

This manual has been written to help you understand the Responsibility Management process and describes the tasks performed by Supervisor in the process.

Intended Audience

This manual is intended to help the Supervisors in the Responsibility Management Process.

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Contents

List of Abbreviations

The following table lists the abbreviations and acronyms used in this document.

Term	Expanded Form
HRMS	Human Resource Management System
IOU	Independent Operating Unit

1. Introduction

Through Responsibility Management, supervisors can assign roles and responsibilities to team members and view the complete role history of all their team members. Associates can view their role profile, active roles and assign aspirational roles.

The role is divided into the following components, which determines the responsibility tagged to every associate.

- Role
- Job
- Unit
- Work Area

Through this application you can:

- View roles of team members
- Assign roles to team members
- End roles of team members
- Edit role details of team members (edit base role)
- Assign employee specific competencies to team members
- View role definition
- Delegate responsibility management to others
- View role summary of team members

2. Getting Started

This section describes how to start the iTalent system and manage roles for team members.

2.1. Logging In

To log on to the iTalent system:

1. Log on to Ultimatix using your user ID and password.
2. Go to **Applications → Employee Services → Global ESS**. Global ESS page is displayed.

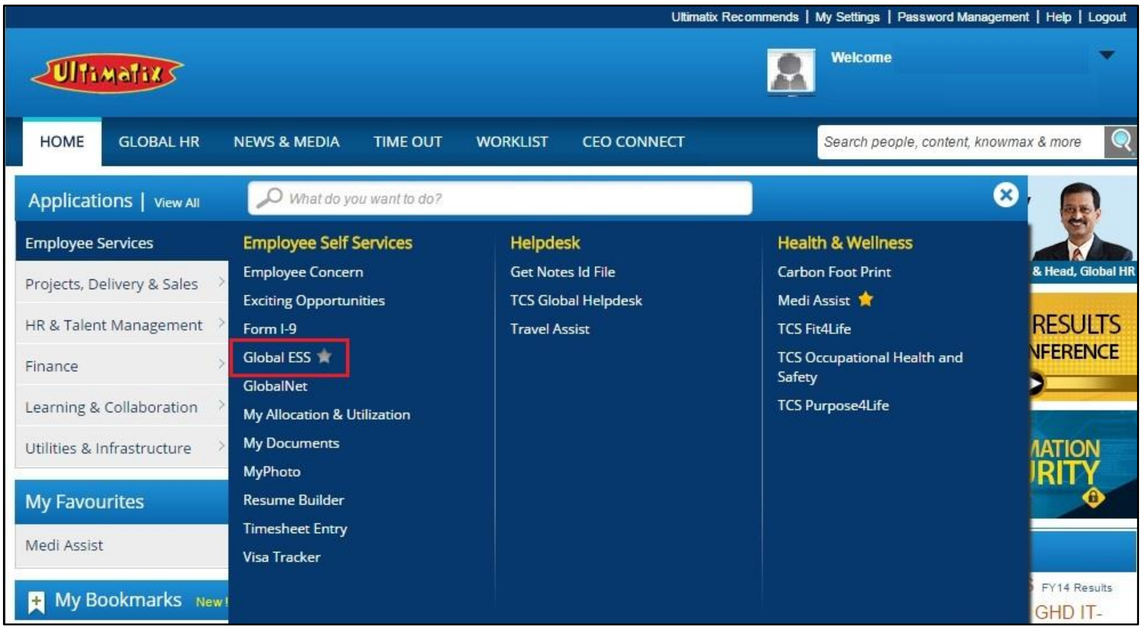


Figure 1: Logging in

3. Go to **Responsibilities → My Profile Responsibilities → Role Management**, as depicted in Figure 2.

Figure 2: Global ESS homepage

The Responsibility Management page is displayed as depicted in Figure 3.

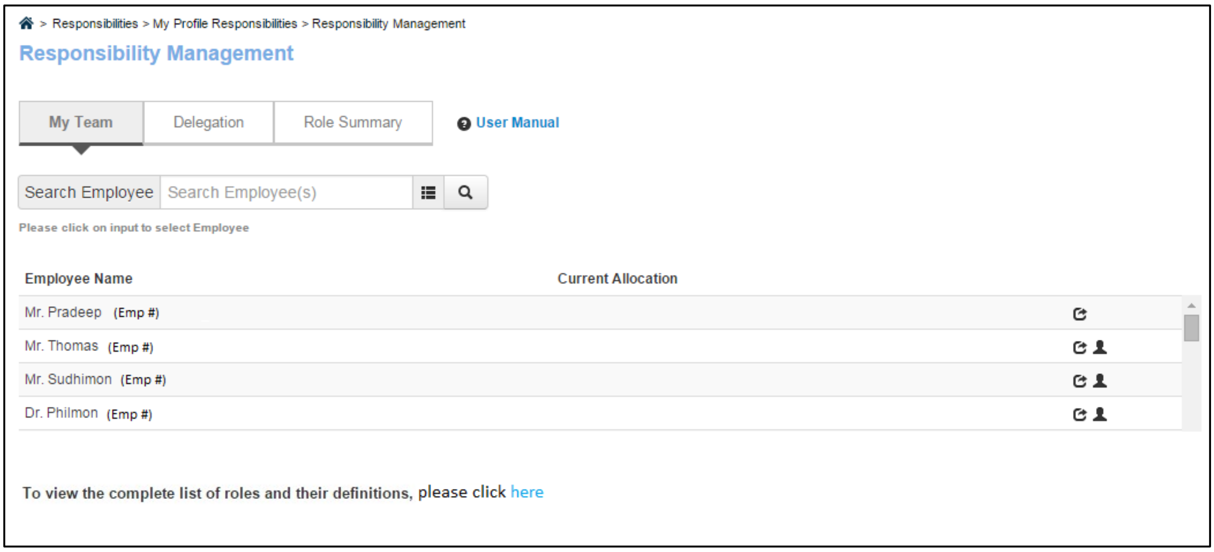


Figure 3: Responsibility Management Page

List of team members are displayed under the **My Team** tab along with the employee name and their current location.

2.2. Using the Responsibility Management Page

This section describes how to use tabs, common icons and buttons on the Responsibility Management page. There are three tabs, namely, **My Team**, **Delegation** and **Role Summary**. There are various buttons on My Team tab such as **View Role**(s) and **Team Members** to perform various tasks and operations.

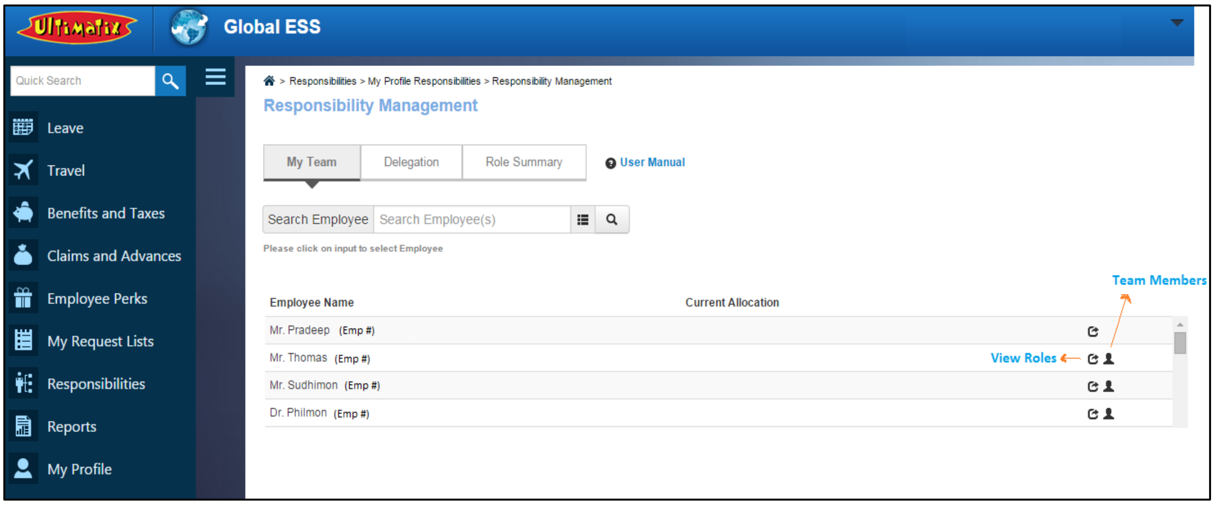


Figure 4: Links on Responsibility Management Page

2.2.1. Searching Employees

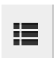
To search employees for responsibility management:

1. Repeat Step 1 to Step 3 from Logging In. The Responsibility Management page is displayed as depicted in Figure 4

2. Enter the employee name or employee ID in the Search Employee field, to search an employee.

3. Click . The search results are displayed based on the search/filter criteria.

   Or

   Click , to filter by project, designation or role, as depicted in Figure 5.

   Search results are displayed based on the search or filter criteria.

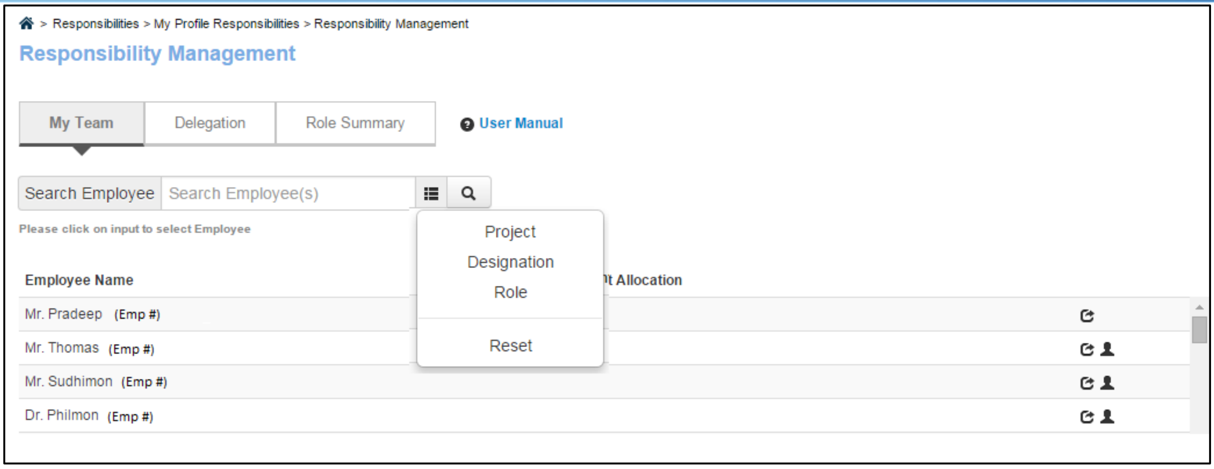


Figure 5: Search Employees

2.2.2. Viewing Roles

Note - New feature – Roles have been categorized as History (previous roles), Active (Current roles), Future, Pending Approval (pending with HR), Timeline (all combined) and Aspirational. Refer Figure 6 to view these new features

To view the roles assigned to team members:

1. Repeat step 1 to Step 3 from Logging In. The Responsibility Management page is displayed.
2. Click against the employee name to view assigned roles, as depicted in Figure 6.

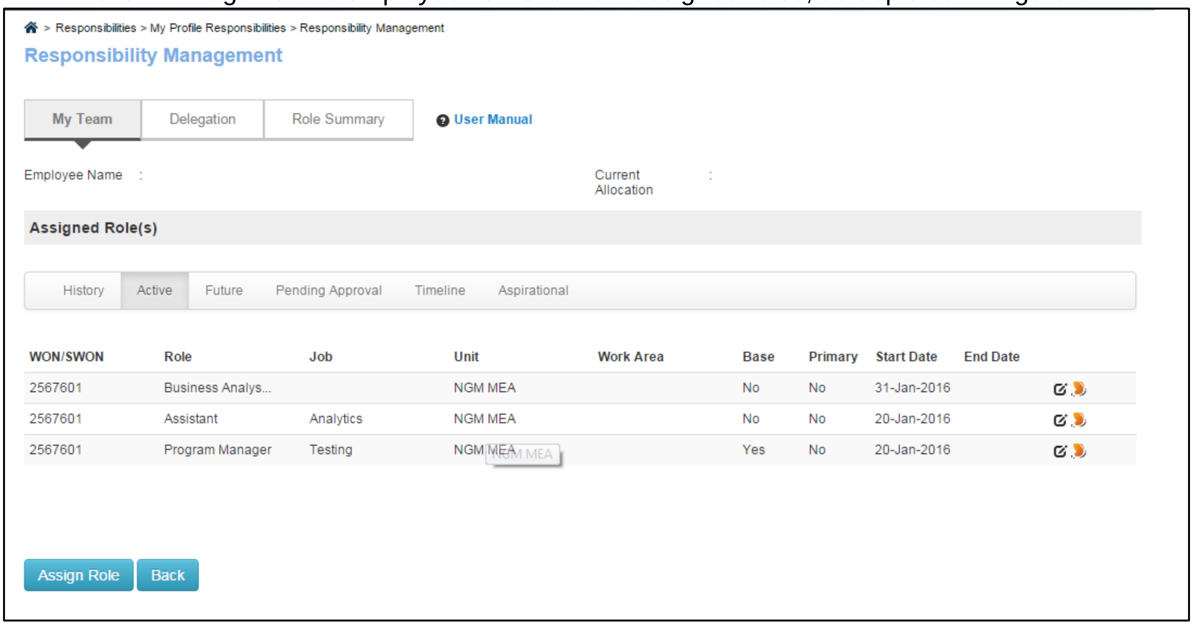
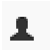


Figure 6: Viewing Roles/Assigned Role Page

The employees Assigned Role(s) are displayed, along with the Employee name (ID), **WON/SWON Number**, **Role**, **Job**, **Unit**, **Work Area**, **Primary**, **Base Role**, **Start Date** and **End Date** are displayed.

To view the direct reportees of team members and roles assigned to them. Click  against the employee name, as depicted in Figure 5. This will display the roles assigned of the team members of direct reportees.

3. Assigning a Role

You can assign roles to team members for a specified time period. Maximum of three roles can be assigned to an associate at one time. If more roles need to be assigned, you need to end a role which is no longer relevant and assign a new role.

To assign a role:

1. Repeat steps from Viewing Roles, to open the **Assigned Roles page** of a team member.
2. Click **Assign Role**, to assign a role to the selected team member as depicted in Figure 7

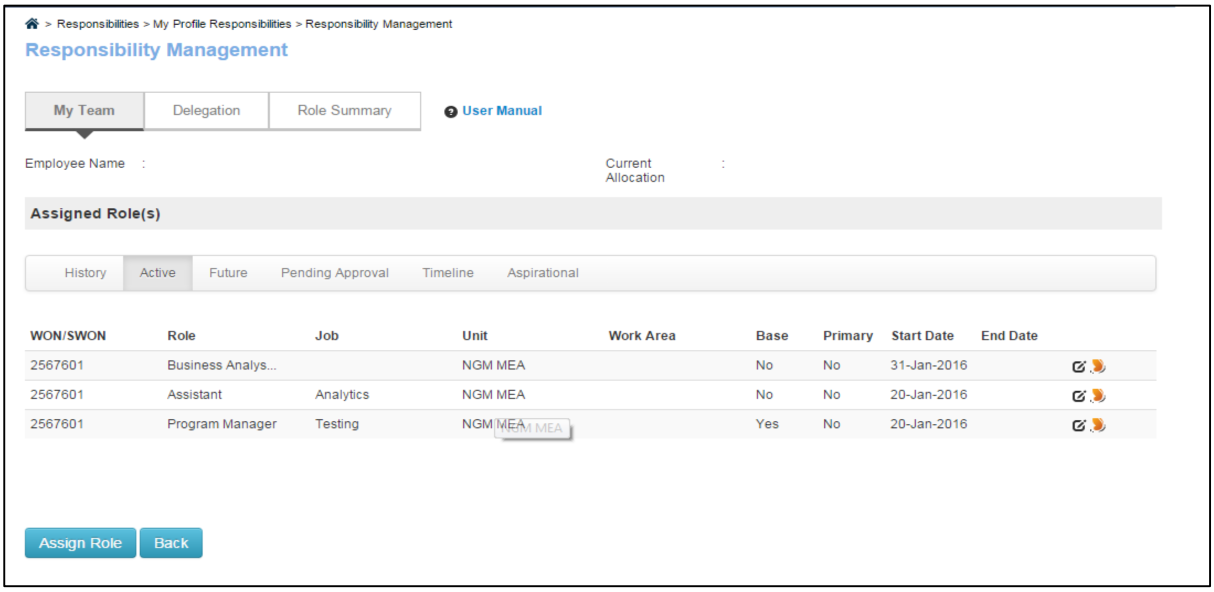


Figure 7: Supervisor view when he/she is on the Assign role functionality in GESS.

The Assign Role Page is displayed as depicted in Figure 8.

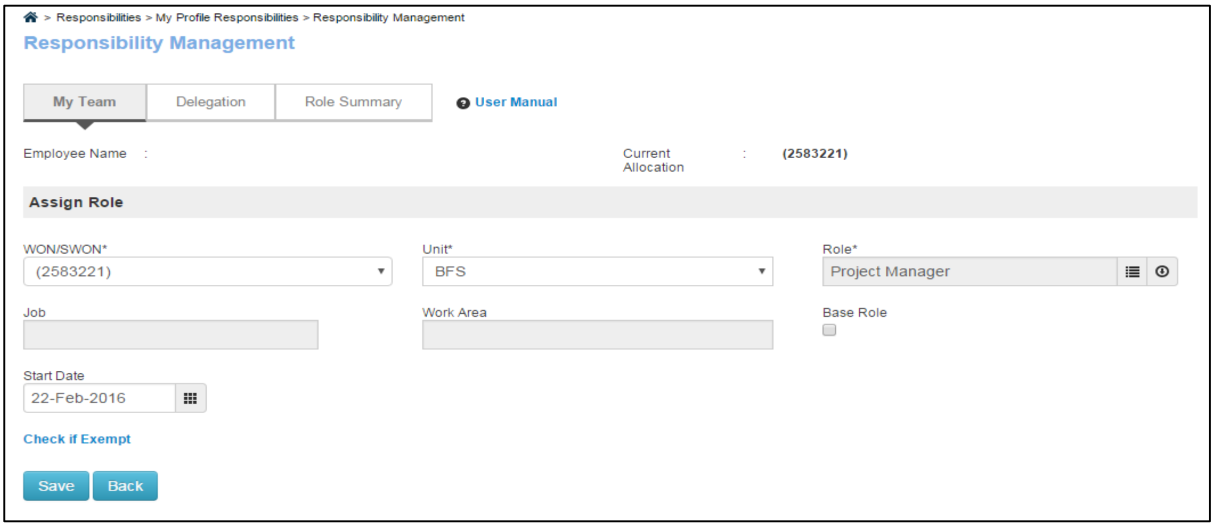


Figure 8: Assigning Role to Team Member

3. Select a Role, key in the role name and press search .(refer Figure 9)

4. Select the Role which is searched and Click , to tag the selected role (refer Figure 9)

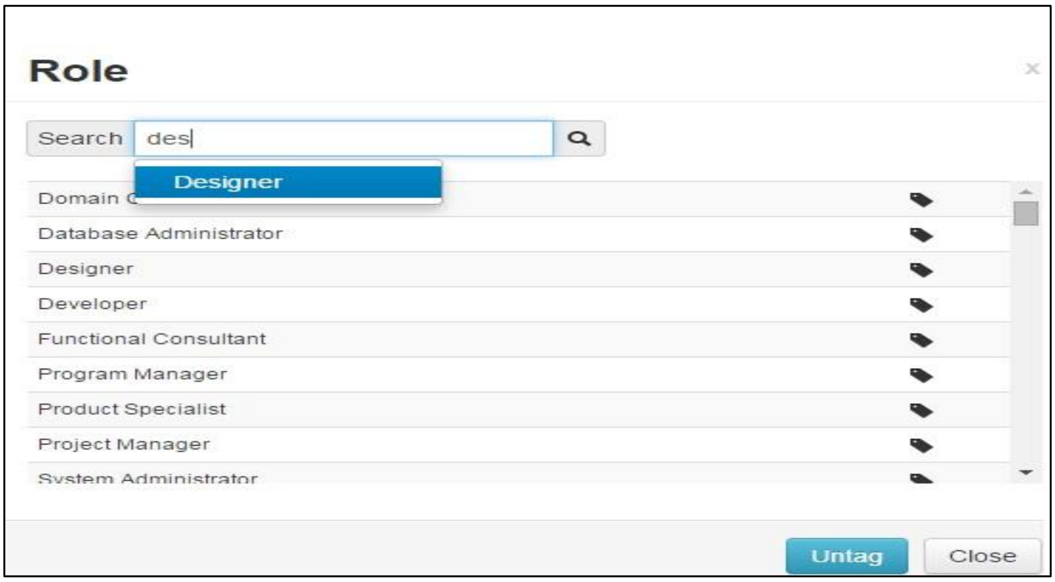


Figure 9: Selecting Roles during Role Assignment

5. Click the **Job** field. The Job field will display a list of job areas applicable to the parent IOU and generic job areas. Select the required Job Area
6. If the Work area option is flagged for the role/job, the work area field will be enabled for entry. Click on **Work Area.** You will be asked to choose from **Branch/ Country/ Geography/ Region/ Business Unit** and accordingly the list will be populated. Select the required Work Area
7. Select **Base role** as it acts as a Primary Role in this allocation. In case of multiple role tagging, one role has to be compulsorily be flagged as Base Role. By default the first role tagged to an employee becomes Base Role.
8. The below screenshot (figure 10) is the pop up which will be displayed when a new role is tagged or existing edited. Supervisor to check details on this page and Click OK if its correct

Won	Role	Job	Unit	Work Area	Base Role	Start Date	End Date	Activity
9999999	Solution Architect	--	Retail & CPG	--	Yes	19-Oct-2015		
2583221	Innovation Evangelist	--	BFS	--	No	01-Jan-2016		
2583221	Developer	--	BFS	--	Yes	24-Jan-2016		
2583221	Project Manager	--	BFS	--	No	22-Feb-2016		New Role Added

Cancel OK

Figure 10: Pop-up when a New Role is tagged or existing edited

9. The below screenshot (Figure 11) displays the message to the supervisor on confirming the change in role

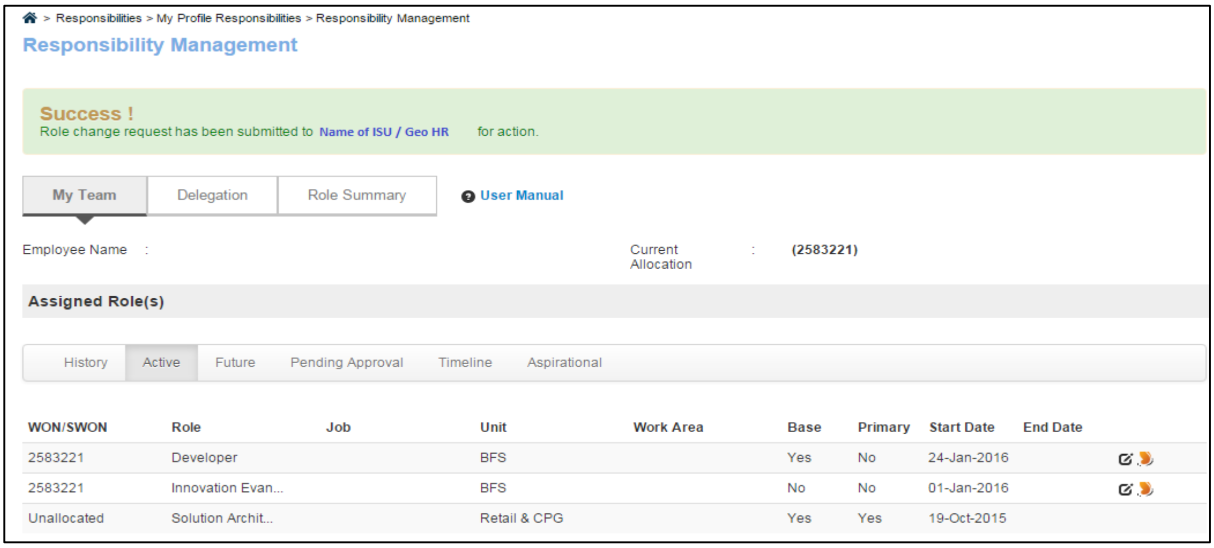


Figure 11: Screen when supervisor edits the role details

10. This notification then flows to the concerned HR's worklist
    (Depute Country India -The notification will go to IOU HR and
    Depute Country other than India- The notification will go to Country HR)
    The path is GESS > Responsibilities > iTalent Responsibilities > My Worklist
11. HR can Approve/ Reject / Seek Clarification on the notification. In case HR requests for clarification, the notification will go back to the supervisor's worklist and an email alert will also be sent to the supervisor.
12. Email notification will go to the supervisor in the event of approval/rejection or request for clarification
13. Once the role is approved by HR the same will reflect in GESS (employee view as well as supervisor view).
14. Till HR approves the role change, the same will not reflect anywhere in the employee view and in Supervisor screen it will be visible in the Pending Approval tab.

Note: A role or job once assigned to an associate will remain tagged till the time the supervisor manually ends it. Supervisor can't manually end a Base Role

If an associate is tagged to multiple roles or jobs on the same WON/SWON and allocation ends, the role/job area selected as primary will continue to remain tagged with project number indicating the unallocated status, the rest will be end dated.

4. Editing a Role

Perform the following steps to edit a role within the allocation period:

1. Repeat steps from Viewing Roles, to open **Assigned Roles page** of team member.
2. Click as shown in Figure 12- Editing role

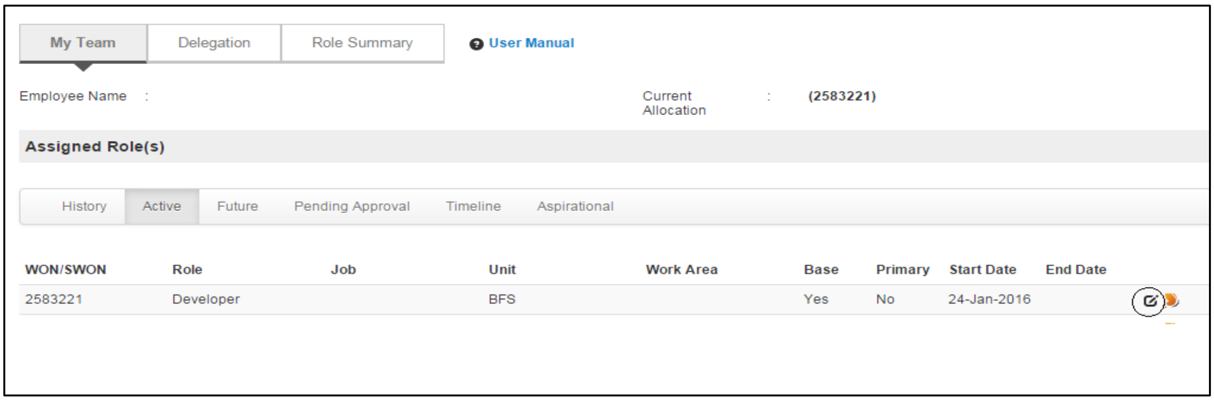


Figure 12: Editing role, select against the role to be edited

Role **Start Date** and **End Date** can only be set between the allocation start date and end date. Role changes cannot be backdated or future dated beyond a 90 day period. Page that opens when edit button is clicked –

Figure 13 – Page for editing Base Role

Figure 14 – Page for editing Non-Base Role. Select the Base Role check box to make it Base role and select the start date of the base role

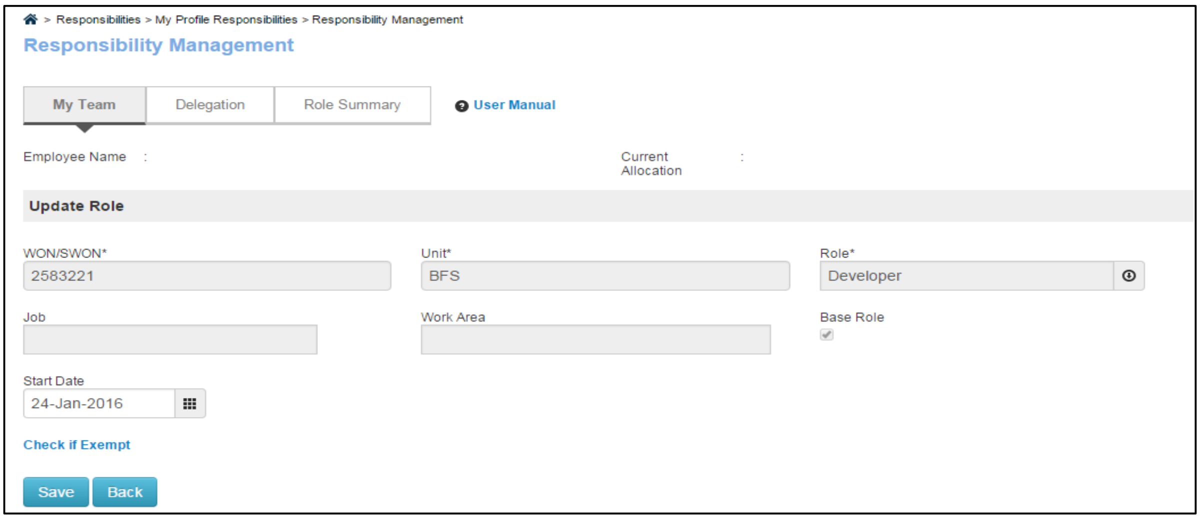


Figure 13: Editing Base Role page

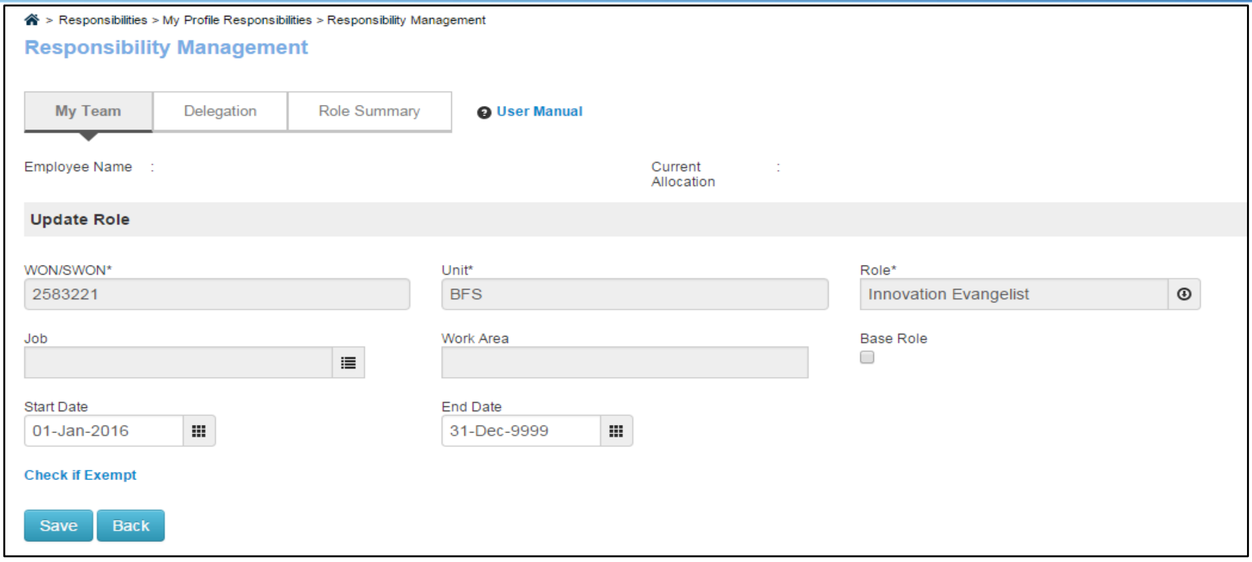


Figure 14: Editing Non-Base Role page

A **Base Role** cannot be edited to a non-base role, however, a non-base role can be made base role by selecting the check box. Editing non-base role as a base role can be done with a start date upto 90 days prior to the current date and not for future dates.

5. End Dating a Role

Role can be ended within the allocation period. Role End Date can be set between the **Allocation Start Date** and **Allocation End Date**. Role changes cannot be backdated or future dated beyond a 90 day period.

To end a role:

1. Repeat steps from Viewing Roles.
2. Click against the role which needs to be ended. Refer Figure 12
3. Only Non-Base Role will have option to select an End date .Refer Figure 14

6. Assigning Employee Specific Competencies

Employee specific competencies need to be assigned in iEvolve, available on the **Responsibility Management** page.

To assign employee specific competencies:

1. Repeat steps from Viewing Roles.
2. Click against the role for which Competency needs to be assigned. Figure 15

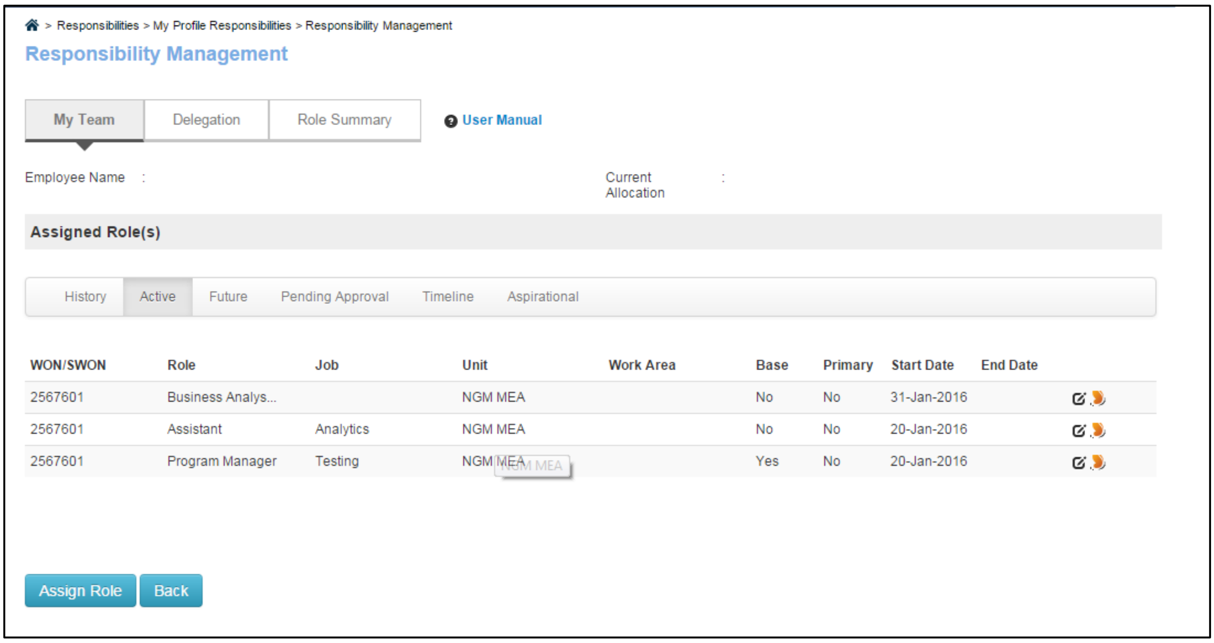


Figure 15: Assigned Roles Page

This will navigate to **iEvolve → Competencies → Assign Competencies**. The Assigned Competencies page is displayed.

7. Viewing Role Definition

You can view the complete role list and their definition using the below highlighted link.

To view the complete role definition:

1. Repeat steps from Logging In
2. Click **here**, as depicted in Figure 16.

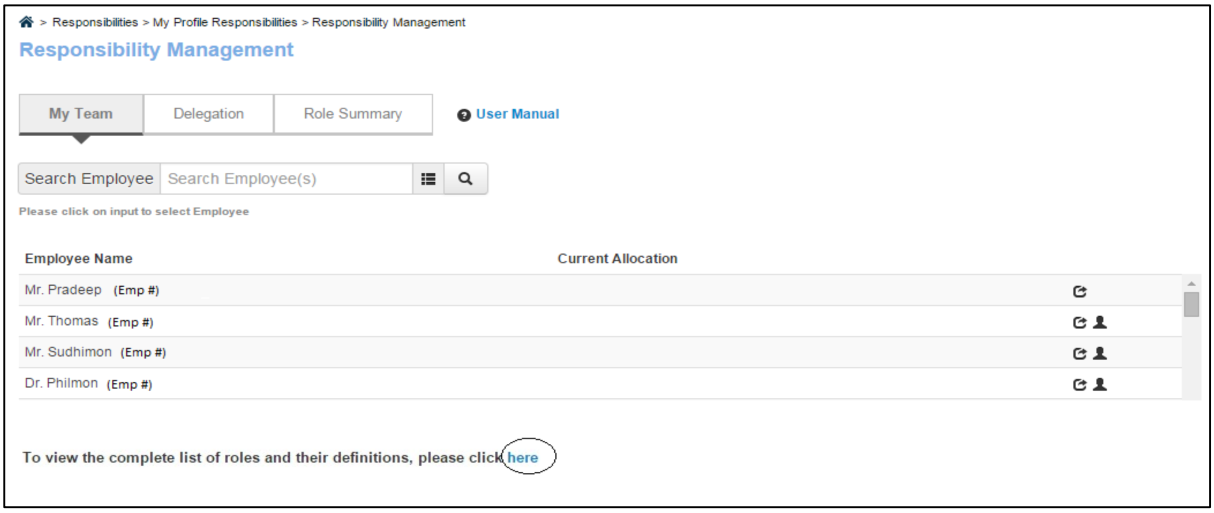
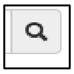


Figure 16: View Complete list of roles and their definition

3. Type the role and click 
4. Click **View,** as depicted in Figure 17.

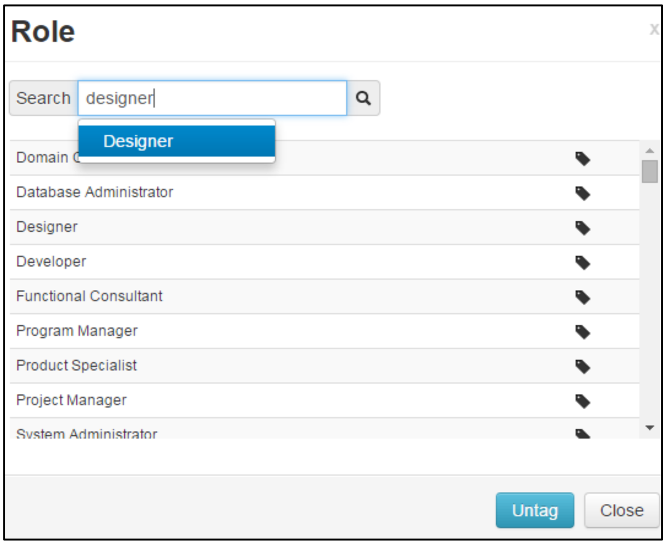


Figure 17: View Role Definition

8. Delegating a Role

Delegation can be used to assign the responsibility of role tagging to other employee in your absence.

To delegate a role:

1. Repeat steps from Logging In.
2. Click **Delegation**.
3. Click **Delegate To.**

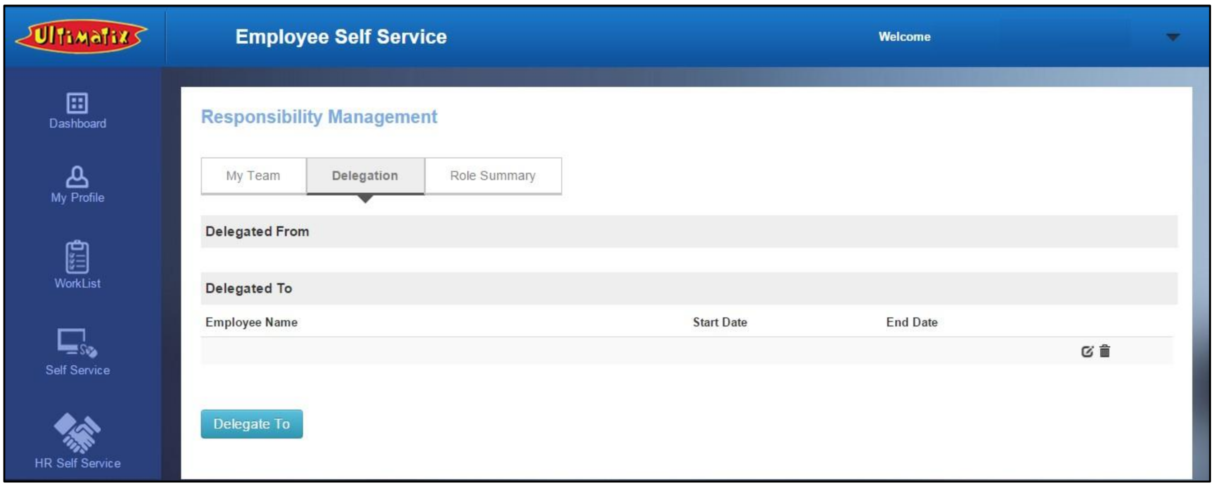


Figure 18: Delegation tab

4. Provide the **employee number**, **Start date** and **End date**.

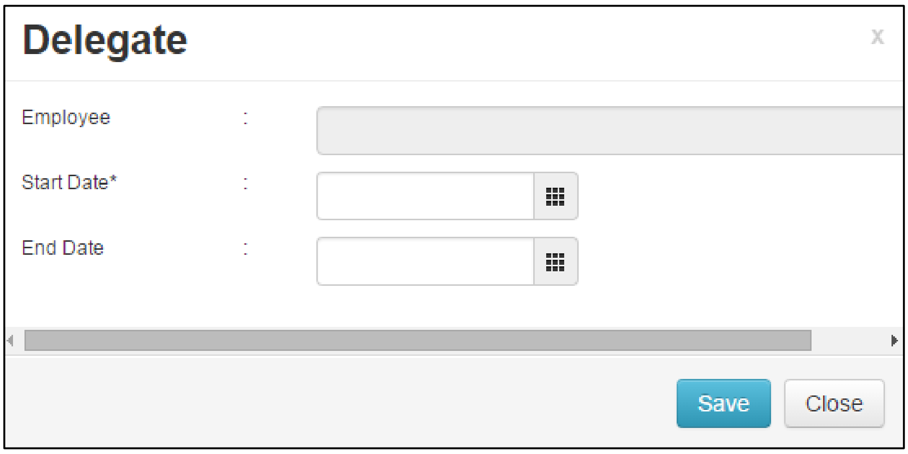


Figure 19: Delegate Page

The employee's name is displayed in the **Delegated To** list who can now view and manage their team member roles.

9. Viewing the Role Summary

Role Summary tab displays role history of each team member.

To view a role summary:

1. Repeat steps from Logging In.
2. Click **Role Summary**.
3. Select a team member.

You can view the role summary details of the selected team member such as **SWON/WON**, **Role**, **Job**, **Unit**, **Work Area**, **Primary**, **Base Role**, **Start Date** and **End Date**.

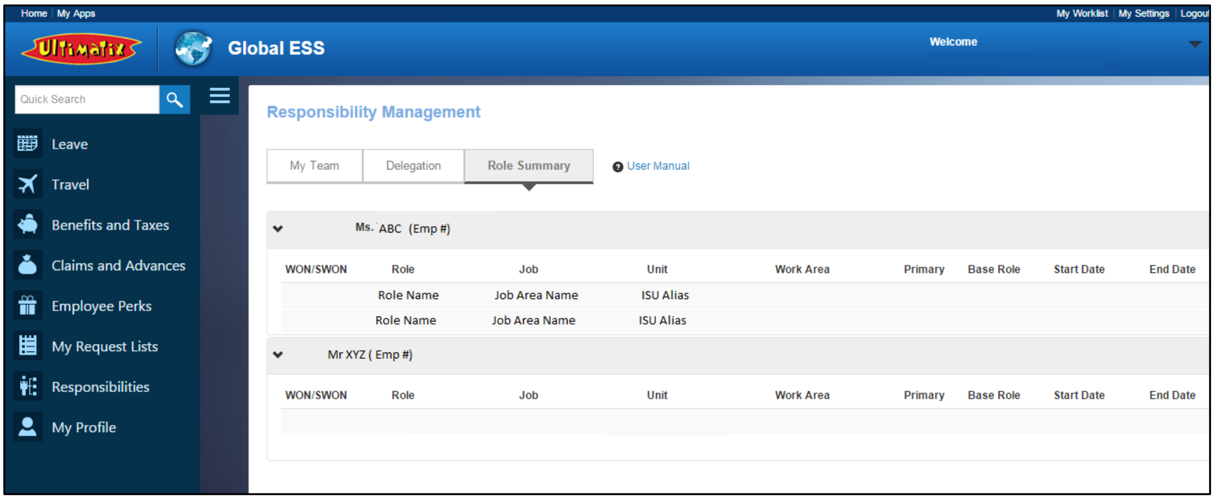


Figure 20: View Role Summary of Team Member