



Training Guide

Talents HR Management

Introduction

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Lesson 1 Training Overview

At the end of the training, you should be able to:

- Understand the context and stakes of the HIRIS project,
 - Grasp the key principles of the implementation of Talentis HR Management,
 - Navigate through the application and identify the elements,
 - Use the search pages,
 - Understand the use of the effective dates,
 - Identify the types of actions,
 - View and update data.
-

Introduction



This half-day training course presents the implementation context of the Talentis HR Management solution and how to handle the application.

Lesson 2 The HIRIS Project

This lesson presents the HIRIS implementation project of the Talentis HR Management solution.

At the end of this lesson, you should be able to:

- Understand the context and stakes of the HIRIS project,
 - Grasp the key operating principles of Talentis HR Management.
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Introduction

The HIRIS project applies to the implementation of the Talentis HR Management solution.

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Title 1 Context and Project Stakes

This chapter describes the stakes and context of the implementation of the Talentis HR Management solution by the HIRIS project.

Project Stakes

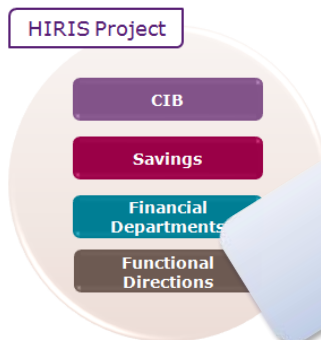
The HIRIS project is part of the New Deal approach. Its goal is to provide Natixis "integrated company" with an HR information system that allows it to:



Project Scope

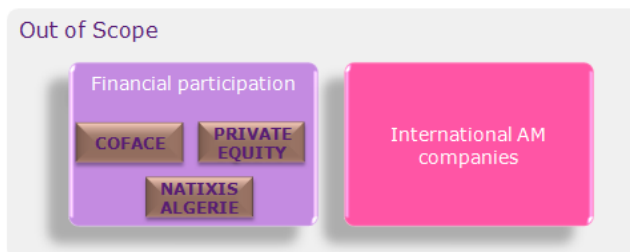
There is an organizational and geographical scope.

a) Entities of the "integrated company" scope



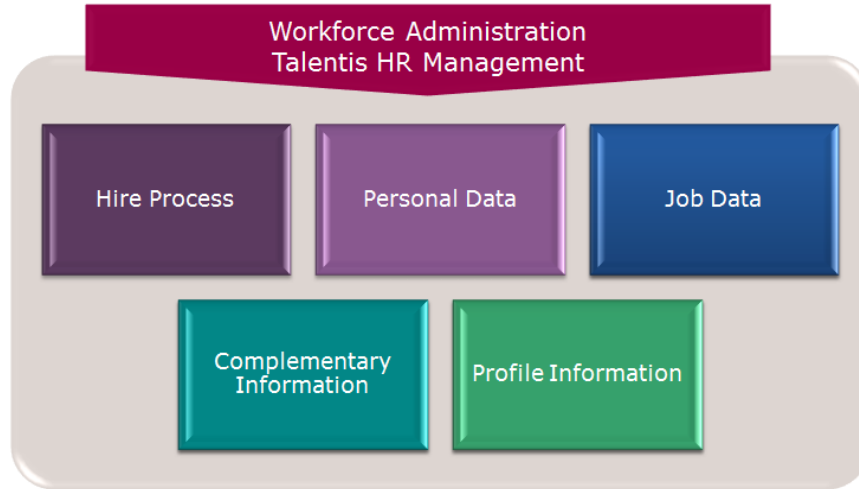
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b) Entities out of HIRIS Project Scope



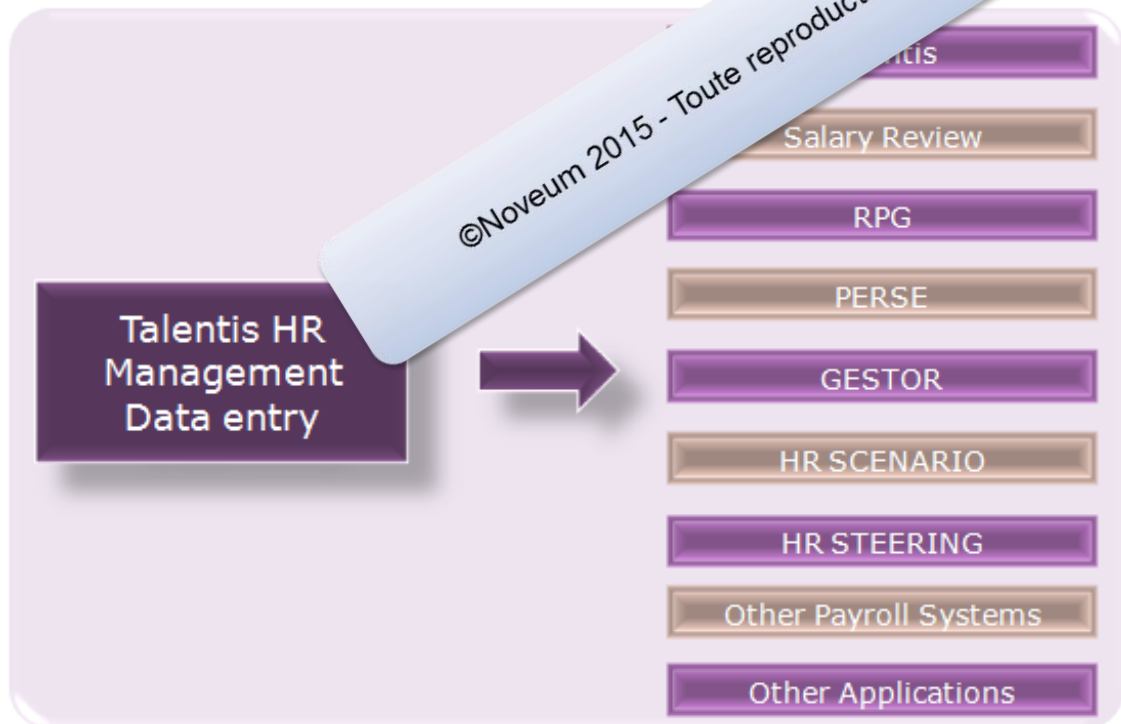
Workforce Administration

Workforce Administration enables users to manage the hire process and all of the career events, personal data and complementary data.



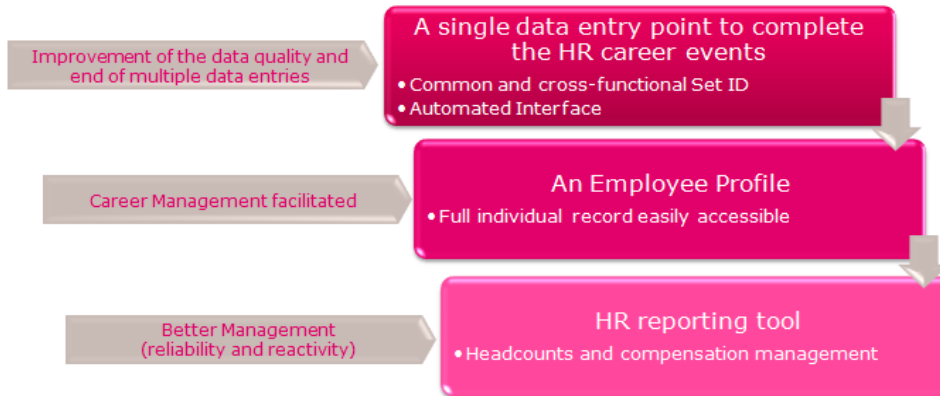
Target Configuration

Here is the application mapping targeted by the implementation of Talentis HR Management.



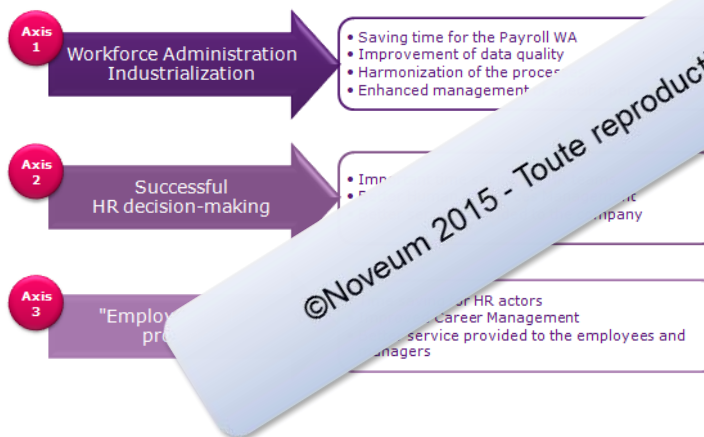
Title 2 Key messages

The implementation principles of the THRM solution are : a single entry point, security and a shared system of references.



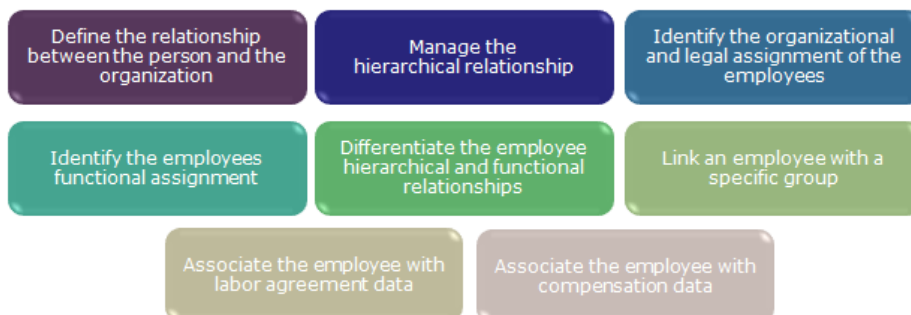
Expected Earnings

These are divided along three axis :



Expected Results

The Talentis HR Management solution will allow to:

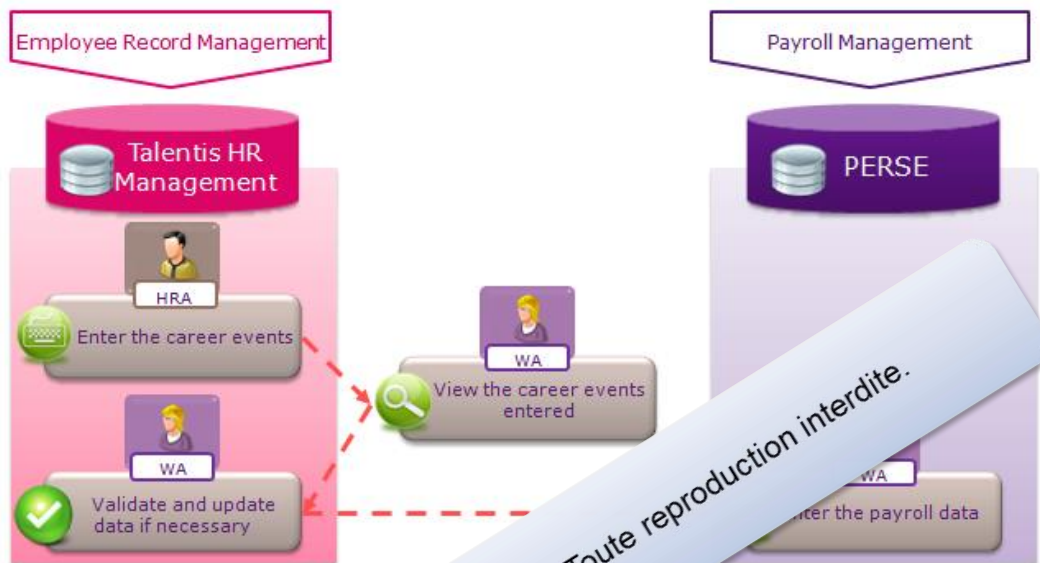


Title 3 Transitional period between THRM and PERSE

Interfacing between Talentis HR Management and Perse is first subject to a transitional period.

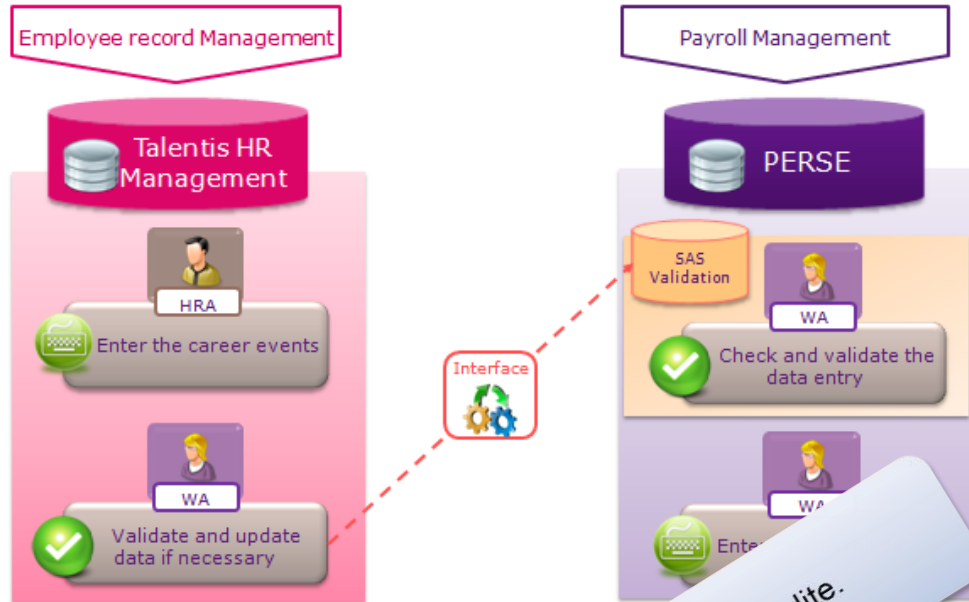
Transitional Period Management

Interfacing between Talentis HR Management and Perse will be subject to a transitional period. During this period it will be necessary to enter information into Talentis HR Management and Perse.



- Events will be entered by the HR Managers (HRA) and HR Managers. As close as possible to the current operating process.
 - Example: Career events from the "Pack Ophélie" scope (hire, mobility, etc.) are entered by HR Managers; and compensation changes outside of salary reviews are entered by HR Managers.
- Events entered on a daily basis are made available to workforce administrator (WA) the following day via a transitional tool (Access base) that allows consultation of the events to be processed.
- WA checks and completes data in Talentis HR Management and then enters data into Perse.

Interfacing with "Apogée Perse"



- Events are keyed in by HRAs and HRMs.
- Payroll managers are informed by notification when data is entered and must:
 - Check and complete the data in the management,
 - Check data sent to Perse in the SAS.

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Lesson 3 Navigation

This lesson presents the Talentis HR Management portal and navigation, pages organization and vocabulary.

At the end of this lesson, you should be able to:

- Connect to/disconnect from the application,
 - Understand the layout of the My Page page,
 - Navigate through the application to access current Workforce Admin transactions,
 - Add and manage favorites,
 - Understand the components content.
-

Introduction

Navigation through Talentis HR Management is performed through business processes (add an employee, enter a contact, add personal data, etc.). It is intuitive and is done as on a web page.

Title 1

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Use the Sign in Page

You reach Talentis HR Management through the Natixis intranet. For most Natixis employees, the application will use a "Single Sign On" (no need to enter their ID and password).

For entities who are not eligible for the SSO, the ID and password will be the same as for the Windows session.

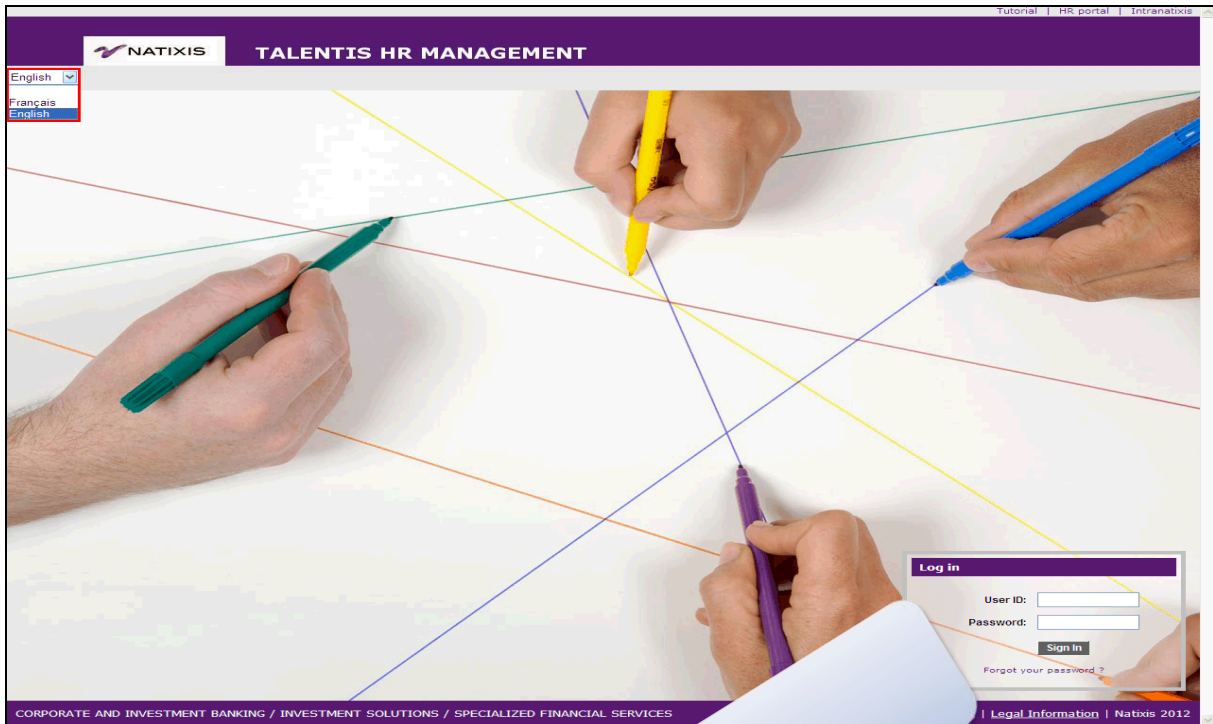


Procedure



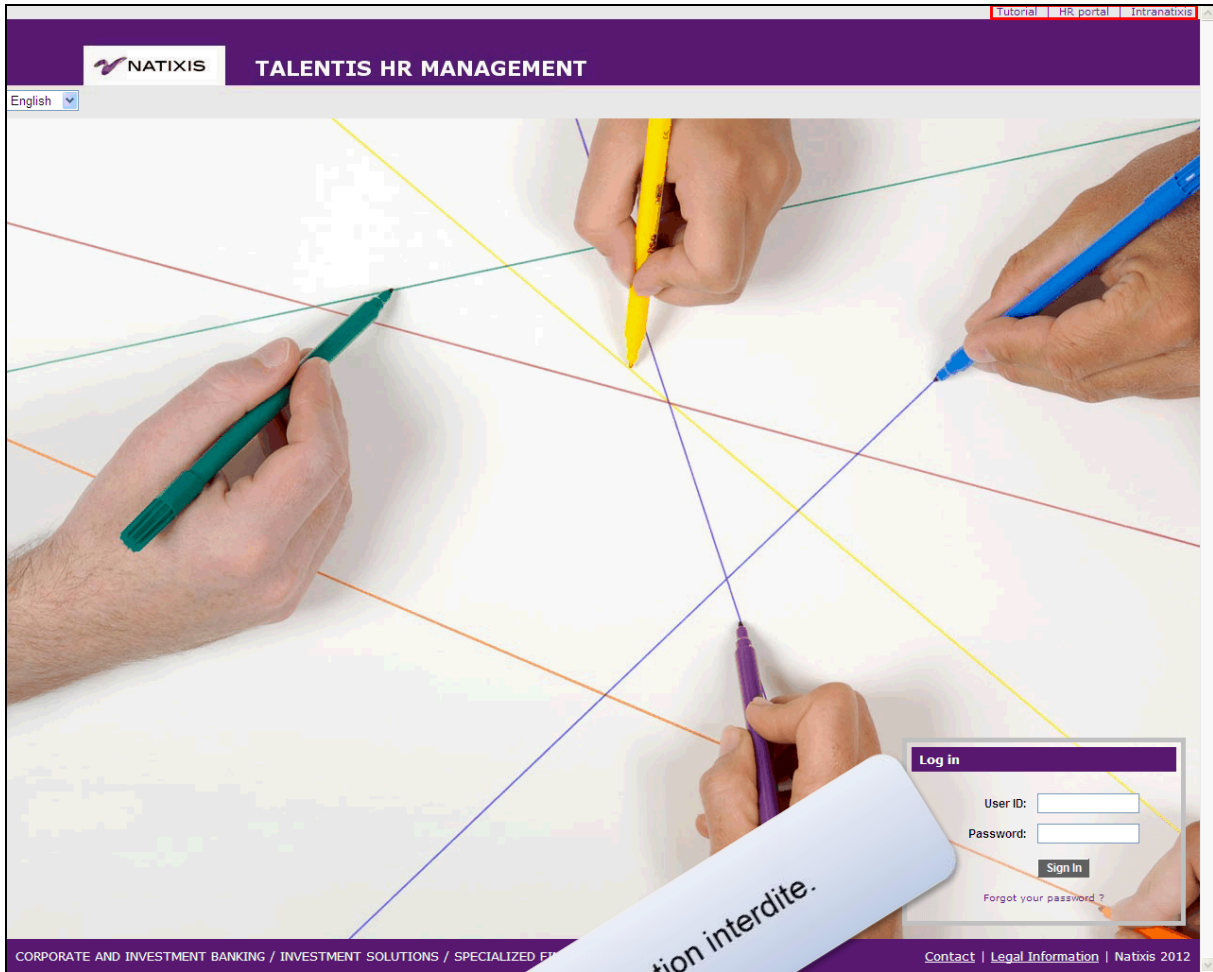
- | | |
|----|---|
| 1. | You access the application through the Talentis HR Management link in the Human Resources portal. |
|----|---|

2. Here is the connection page to the Talentis HR Management application.



3. Use the drop-down menu in the top left corner of the page for the application.

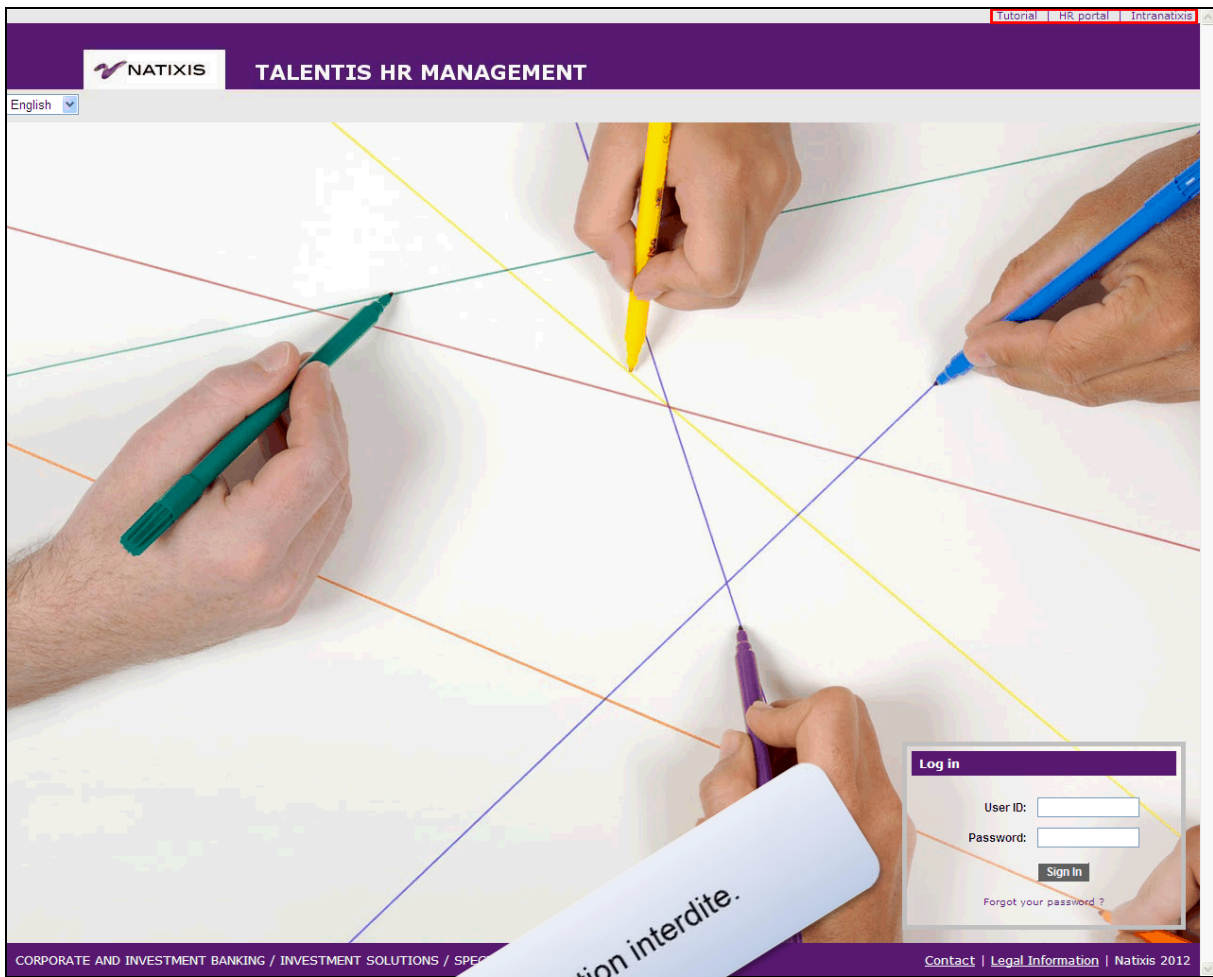
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4. The hyperlinks at the top of the page provide direct access to an existing tutorial, the HR and intranet portals. Click the [HR portal](#) link.

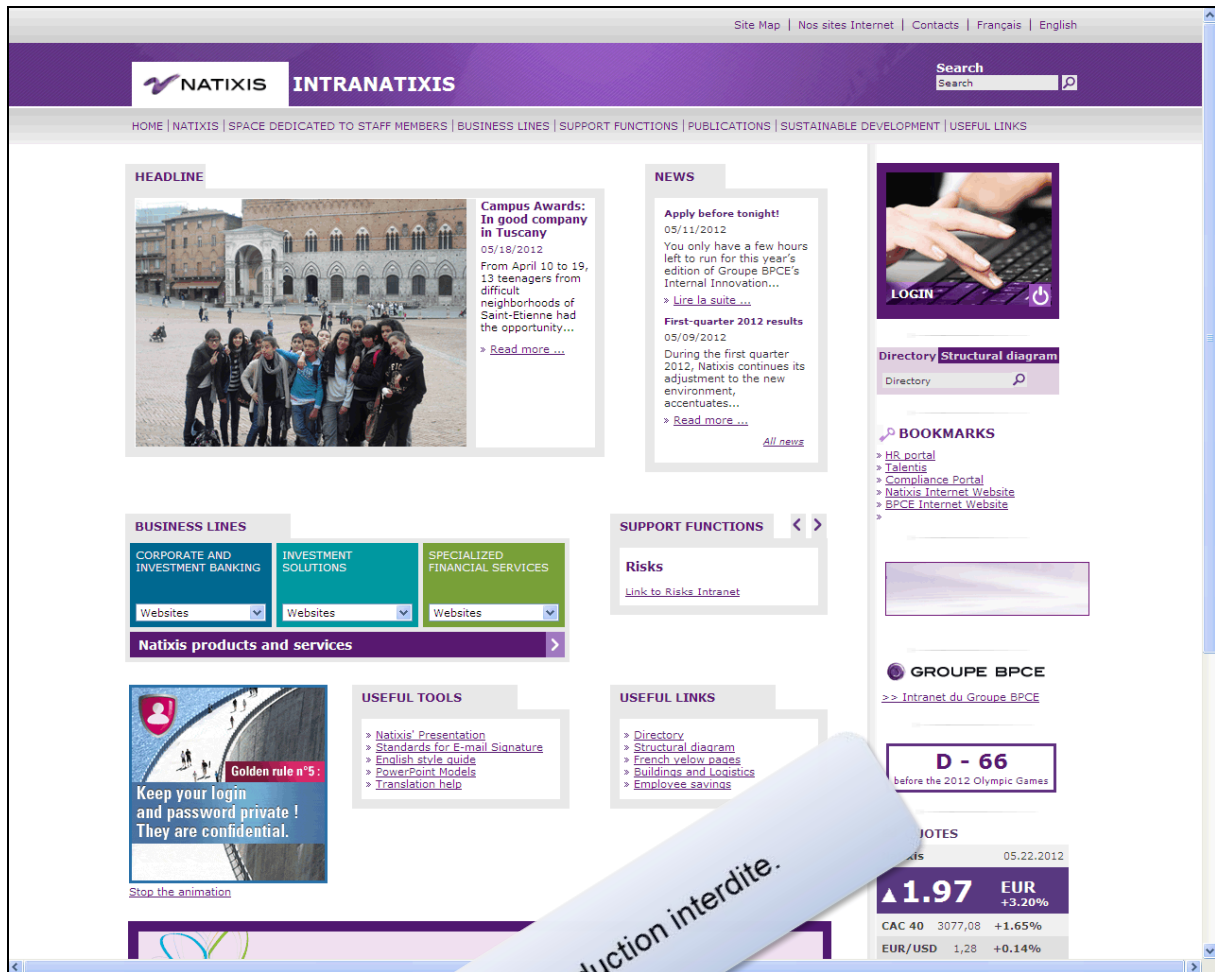
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5. The human resources portal



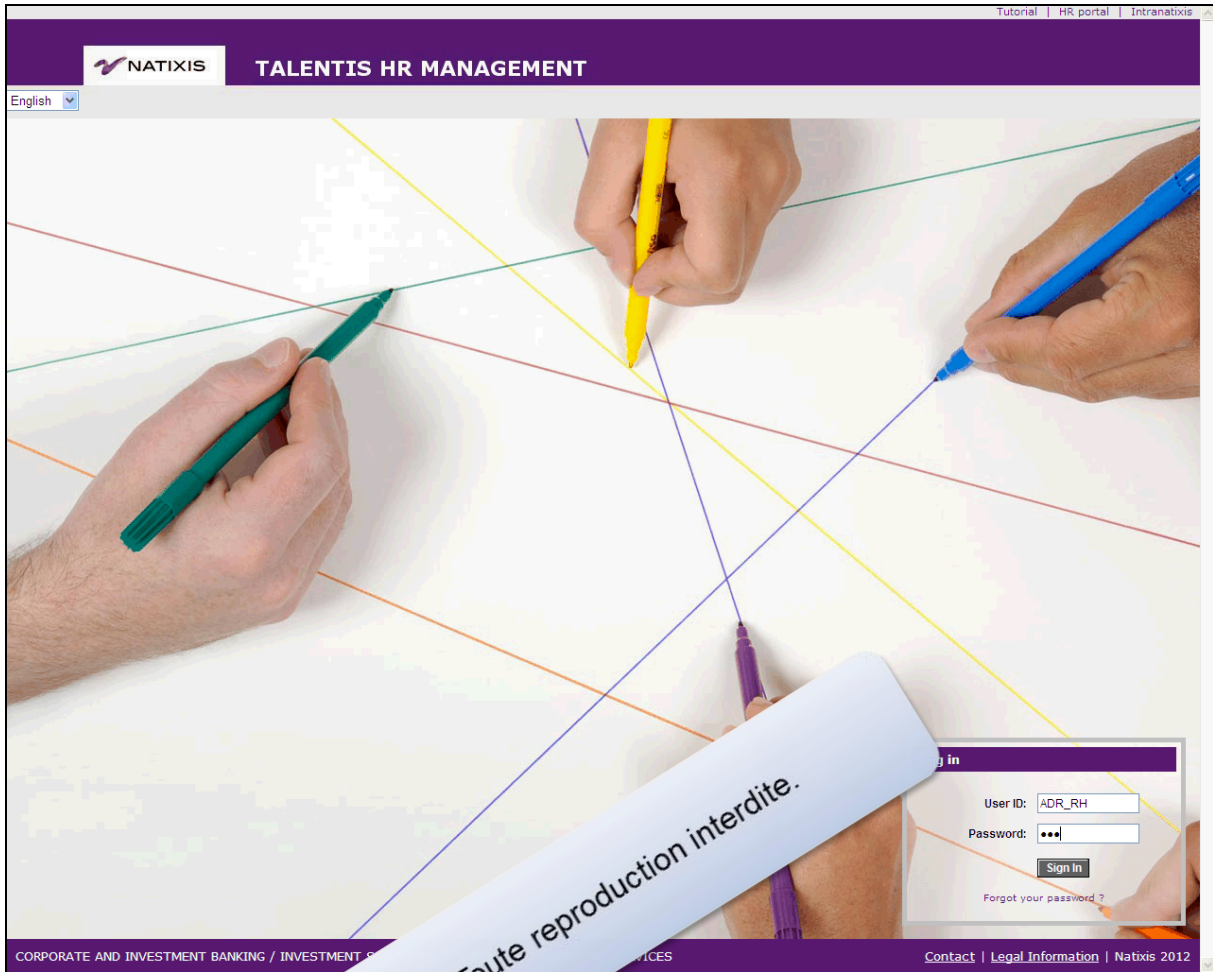
6. Click the **Intranatixis** Intranatixis

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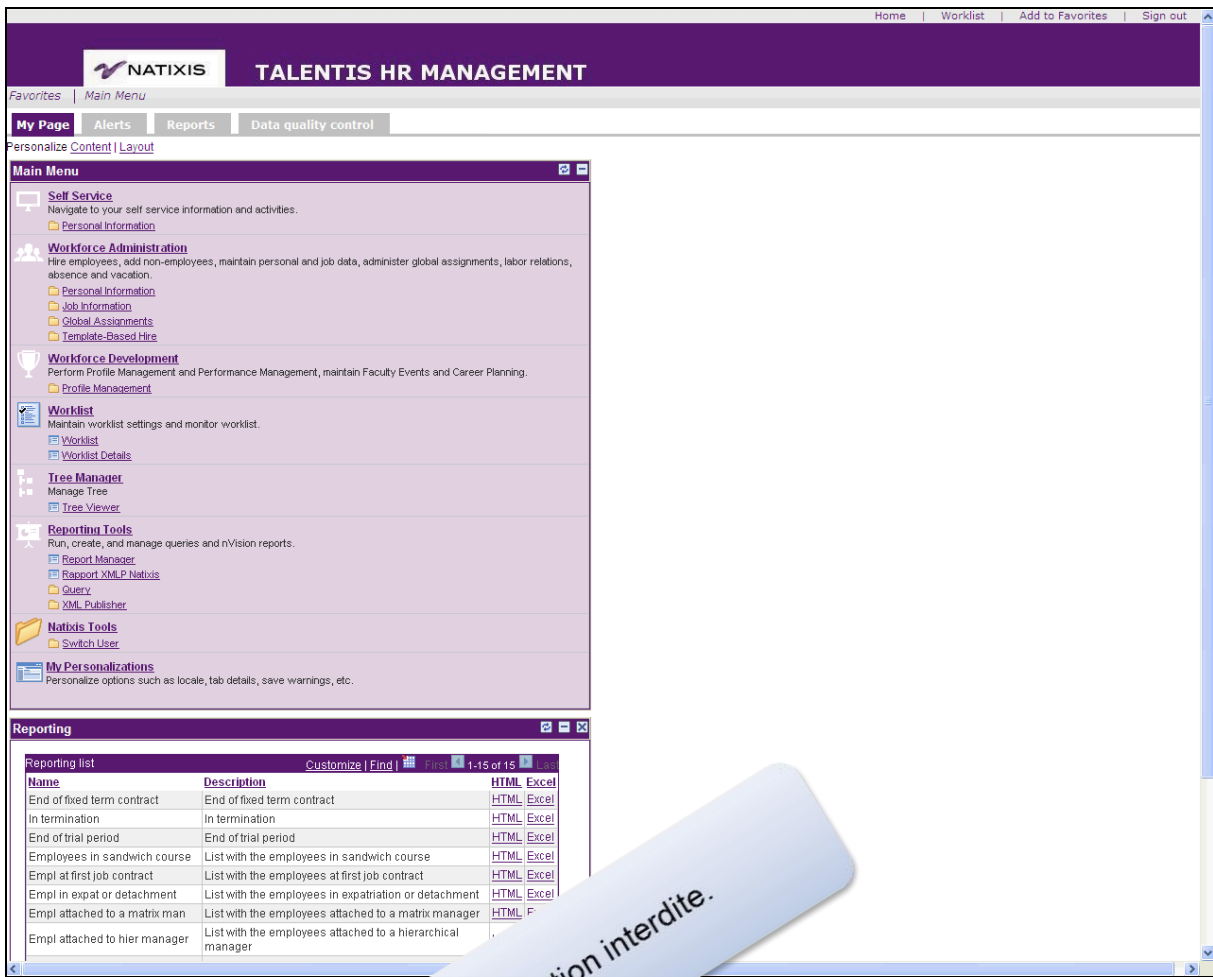



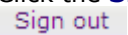
7. The Intranatixis

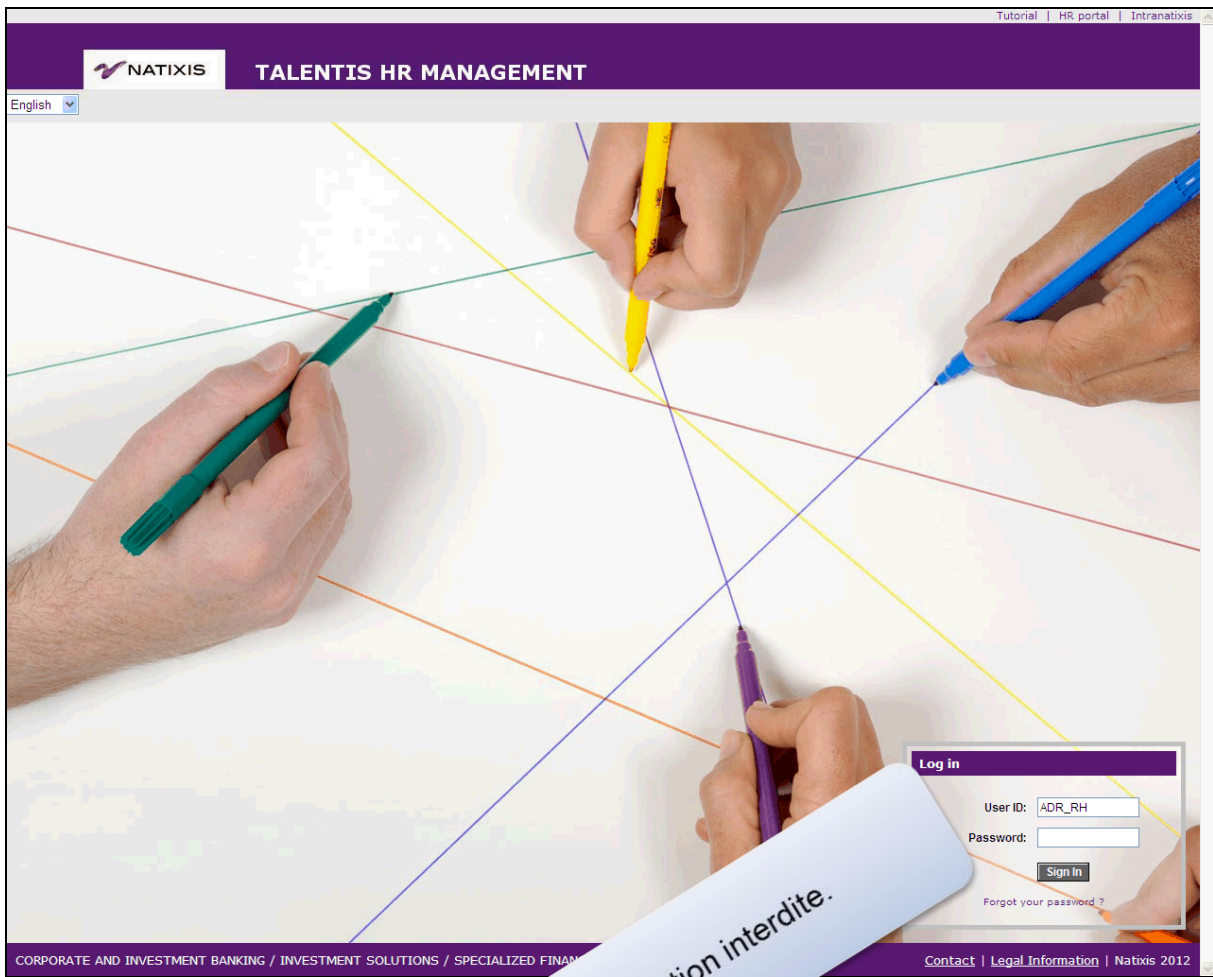
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8.	The login page of the application includes a user ID and a password.
9.	Enter the user ID and Password. and click on the Sign In button.



10.	<p>If the informati... the system will display the My Page page.</p> <p>... reasons, the system will automatically disconnect after 20 minutes</p>
11.	<p>... the session by using the Sign Out link, as the system checks that data changed on the current page has been saved and closes the user's session.</p> <p> Do not quit by closing Internet Explorer because the session will remain open and unsaved transactions may be lost.</p>
12.	<p>Click the Sign out button.</p> <p></p>



13. You return to the Log in

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Title 2 Understand the home page

My Page is the main navigation level.

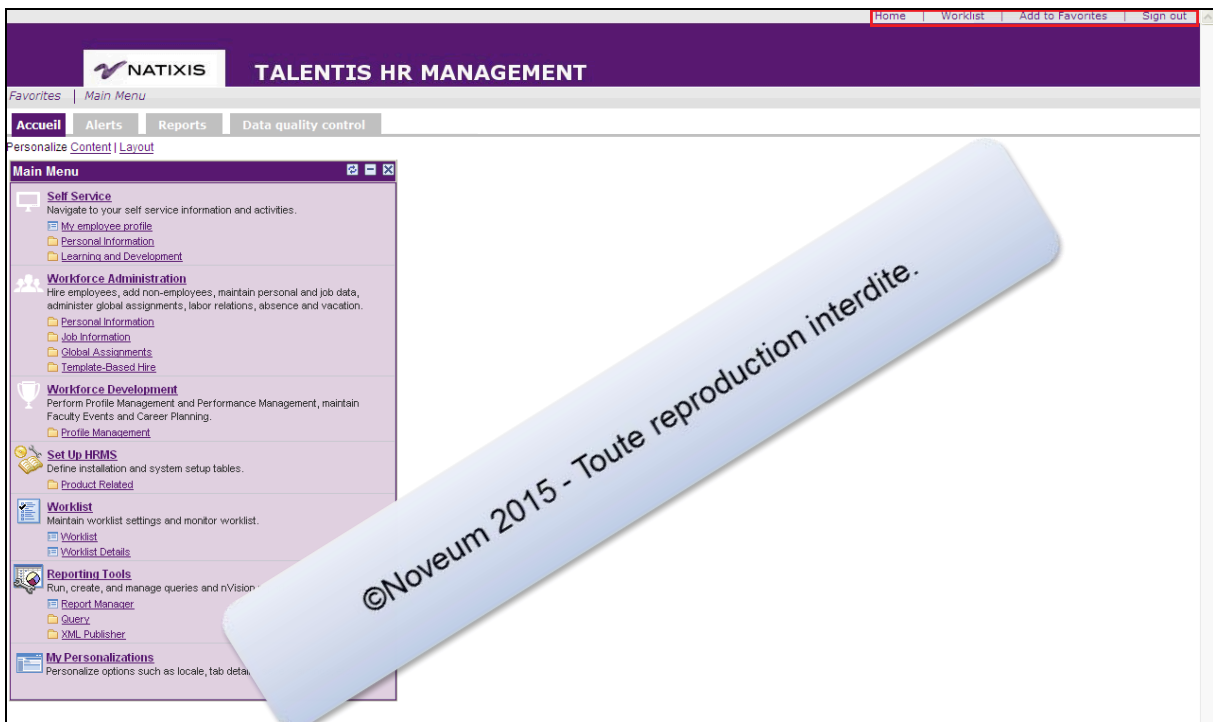
Navigation through Talentis HR Management is achieved by business processes (personal data, job data, contract management).

It is intuitive and works similarly to a web page.

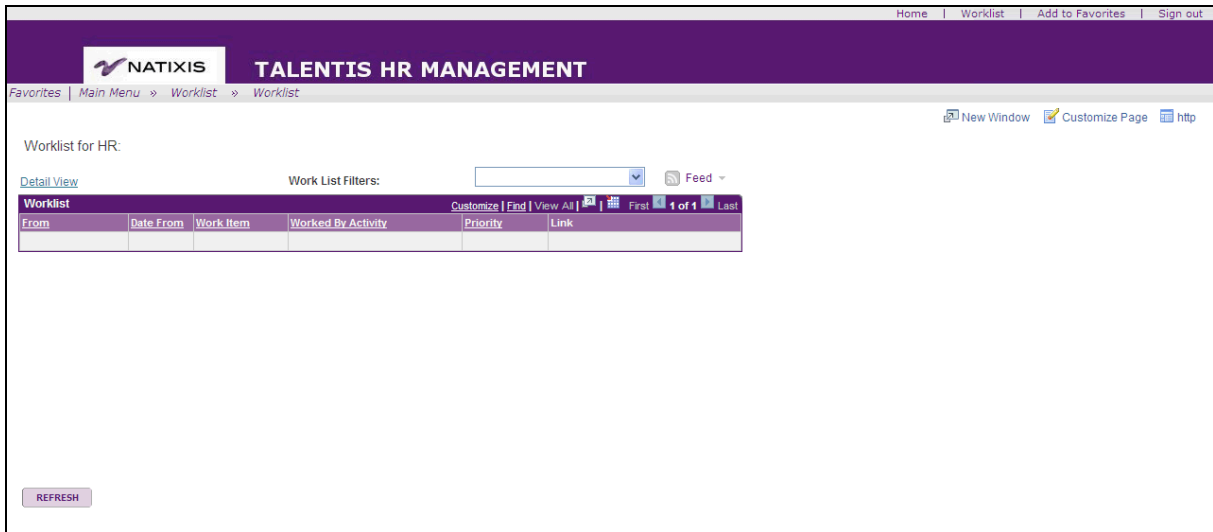
Only the menus that you need are displayed and these match all the tasks to which you have access with your profile.



Procedure



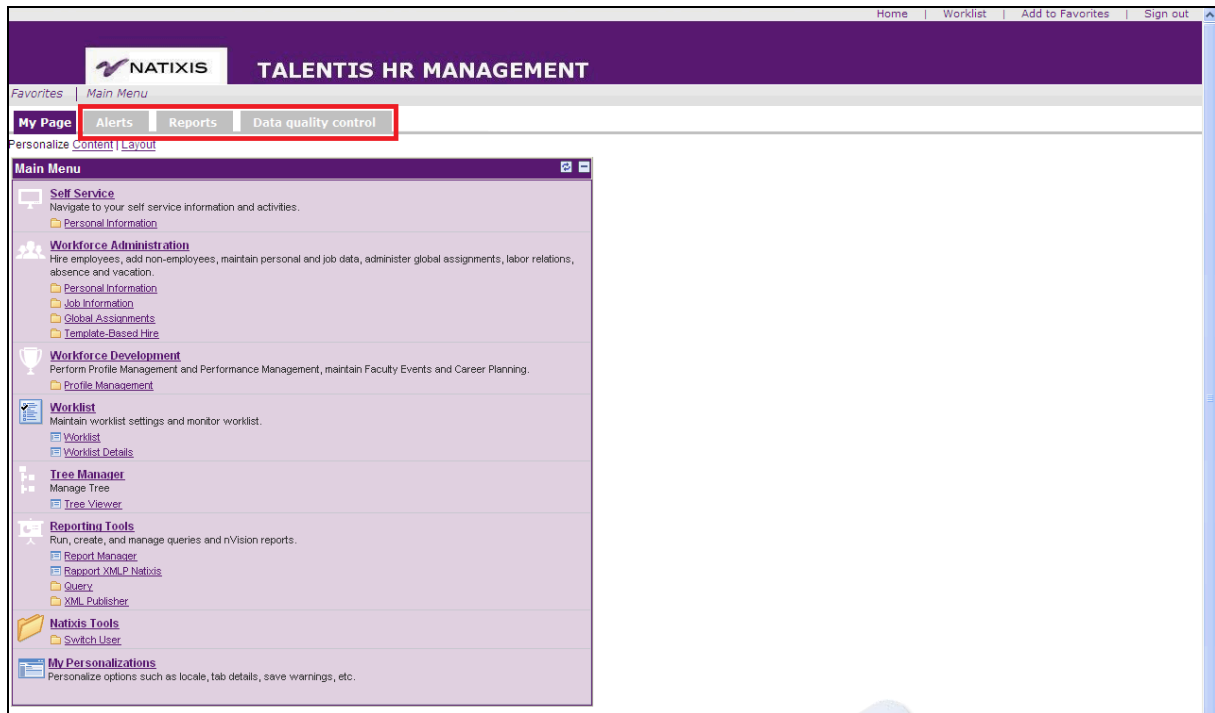
<p>1.</p>	<p>At the top of the page the navigation header features the following links:</p> <ul style="list-style-type: none"> - Home (to return to this page at any time), - Worklist (summary of tasks to carry out), - Add to Favorites, - Sign Out (quit the application).
<p>2.</p>	<p>Click the Worklist link.</p> <p>Worklist</p>



3. Here is the page displaying the assigned tasks (based on workflow).
Click the **Home** link to return to the main page.



4. The **My Page** tab displays the Menu.



- | | |
|-----------|--|
| <p>5.</p> | <p>The Alerts, Reports and Data quality control + ... the results of predefined queries.</p> <p>Click the Alerts link.</p> <p>Alerts</p> |
|-----------|--|

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The screenshot displays the Talentis HR Management interface with several data tables:

- Hirings - next 30 days:**

First Name	Last Name	Job N.I Description	Employee Category
1 JOEL	DUCHEMOL	Juriste financier	HCLASS
2 bee	gees	Organisateur	CADRE
- Employees in future mobility:**

Last Name	First Name	Previous Company Description	Previous Department descr.	Previous Location	Previous Job Code	Effective Date	Action Description	Sourcing description	Contract Type
1 Dubus	Damien	NATIXIS SA	DRH - Politiques RH et Développement du Management	PARIS - ARC DE SEINE	NA03	2012-05-31	Termination Employee	Individual mobility from BPCE	
2 Roberts	Julia	NATIXIS SA	DRH - Comptabilité	PARIS - LUMIERE SUD	ED03	2012-06-03	Re-organization	External	CDI
- Change of activity rate:**

Last Name	First Name	Previous Full/Part Time	Full/Part Time	Previous activity rates	Activity rate	Effective Date	Contract Type
1 LECOZ	MARTINE	P	P	50	80	2012-06-10	CDI
2 LECOZ	MARTINE	P	P	50	80	2012-06-10	CDI
- Back after long term absence:**

Last Name	First Name	ID	Eff Date	Division descr.	Comp. Desc.	Payroll Local I	Reason
1 Roberts	Julia	1000454	2012-06-01	Supports Fonctions	NATIXIS SA		096
2 LECOZ	MARTINE	1000267	2012-06-10	Investment Solutions	Assurance Banque Populaire Vie		
- Empl in termination:**

Last Name	First Name	Contract Expected End Date	Contract Type
1 El Kasri	Maria	2012-05-30	INT
2 EmBRAPInterim	Interimair	2012-05-31	INT
3 GestionArrivéeFuture	GestionArrivéeFuture	2012-05-31	CDI
4 InterimSmathireREC	Interim	2012-05-31	INT
5 PIETKA	DANUTA	2012-06-15	CDI
- End of fixed term contract:**

Last Name	First Name	Contract Expected End Date	Contract Type
1 ValidationAnoRPG	CodeEtablissement	2012-05-31	CDD
2 TestAnoEcrasementDonnéesDouble	TestAnoEcrasementDonnéesDouble	2012-05-31	CDD
3 TestDateArrivéeFuture	TestDateArrivéeFuture	2012-05-31	CDD
4 Badinter	Robert	2012-06-01	CDD
- End of trial period:**

Last Name	First Name	Probation Date	Contract Type
1 BOSELLI	SYLVANA	2012-05-30	CDI
2 Roberts	Julia	2012-05-31	CDI
3 AVIGNON	BERNARD	2012-06-01	CDI
4 HAYDN	Valeria	2012-06-01	CDI
5 CARNOT	Stéphane	2012-06-01	APP
6 Lovett	Anastassia	2012-06-12	CDD
7 Mamussa	Gerard	2012-06-28	CDI
8 Legrand	laud	2012-06-30	CDI
9		2012-06-30	CDI
10		2012-06-30	CDI
11		2012-07-01	CDI
12		2012-07-02	CDI
13		2012-07-02	CDI

6. You consult the ... system.
 Click the ...
 Re...

7. ... consult the list of data generated by the system.
 Click the **Data quality control** link.
 Data quality control