

Training Guide

Talentis HR Managem





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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.



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.

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



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 Taler



Title 2 Key messages

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



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 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.



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Interfacing with "Apogée Perse"

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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.

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Title 1

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.





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.









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12.	Click the Sign out button. Sign out	





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.





1.	At the top of the page the navigation header features the following links:
	 Home (to return to this page at any time), Worklist (summary of tasks to carry out), Add to Favorites, Sign Out (quit the application).
2.	Click the Worklist link. Worklist



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

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