

ASPIRE CONSULTING

Area of Responsibilities (AOR)

ABOUT ASPIRE CONSULTING

2006



Year Aspire was incorporated

100+



Consultants supporting our clients' initiatives



All resources are US based



22.4

Average years of experience for our consultants

3.86



GPA rating out of 4.0. Based on client feedback

800+



Projects completed since our inception

AGENDA

- Define Area of Responsibility
- How To Configure
- How to Assign/Manage
- Usage in Contacts
- Usage in Approvals
- Usage in Journeys/Checklists
- Usage in Security

DEFINING AREA OF RESPONSIBILITY



Areas of Responsibility

Carli Lavelle

Assigned Areas of Responsibility

+ Add ▾

Search by responsibility name, c 🔍

Show Filters

Status Active ✕



Actions ▾

Sort By From Date - Latest to Oldest ▾



I9 Administrator

Responsibility Type

I9 Administrator

Valid

1/1/19

Work Contacts

Exclude from work contacts

Status

Active



DEFINING AREA OF RESPONSIBILITY

- Area of Responsibility allows an organization the ability to group their workforce population by a variety of attributes and assign a user or users to that group. Once created and assigned an Area of Responsibility can be used to:
 - Identify the main point of contact for various items
 - Act as an approver based on the attributes of the transaction
 - Act within journeys based on the attributes of the assigned person to the journey
 - Secure person records based on attributes of those persons

RESPONSIBILITY TYPES

- The Responsibility types are used to organize the area of responsibilities you create
- You can use any of the delivered types or create your own
- The delivered types are:

Benefits Representative	Mobility Specialist
Case Manager	Payroll Representative
Disciplinary Action Representative	Recruitment Representative
Environment, Health, and Safety Rep	Schedule Manager
Human Resource Representative	Union Representative
I9 Administrator	Works Council
Labor Distribution Administrator	

CONFIGURING AOR

- Manually for each person
- Templates that can be assigned

MANUALLY CONFIGURE

- Navigate to Area of Responsibility
- Search for and select your person
- Fill out the following
 - Name
 - Responsibility type
 - Start Date
 - End Date (optional)
 - Usage
 - Approval and/checklist (controls if available in those areas of the tool)
 - Identify if available in work contacts
 - Set the scope combination by choosing values for the 7 fields

Legal Employer	Business Unit	Department	Location
Job	Position	Hierarchy Type	

AOR TEMPLATE CONFIGURATION

- Navigate to AOR Template
- Provide a Name of the Template
- Select Responsibility Type
- Fill out the following
 - Name
 - Code
 - Responsibility type
 - Start Date
 - End Date (optional)
 - Usage
 - Identify if available in work contacts
 - Description

AOR TEMPLATE CONFIGURATION

CONTINUED

■ Scope

Assignment Category	Job	Payroll Statutory Unit
Bargaining Unit	Job Family	Position
Benefit Group	Job Function	Recruiting Location Hierarchy
Business Unit	Last Name	Recruiting Organization Hierarchy
Country	Legal Employer	Recruiting Type
Department	Legislative Date Group	Tax Reporting Unit
Grade	Location	Hierarchy Type
Payroll		

MANUAL VS TEMPLATE CONFIG

Manual

- Pro
 - Can change the scope on the assigned user with ease
- Con
 - Must setup for each person so if multiple will share the same AOR, must setup for each user
 - Limited number of scopes can be defined

Template

- Pro
 - 15 more scope areas to define groups/areas
 - Setup once and easily assign to any number of people
- Con
 - Cannot be changed at the user level

ASSIGNING/MANAGING AOR

- Must be assigned at the person level manually
 - Can be done when creating an AOR template if you know at the time who will be assigned
- When changes occur you must re-assign. This can be done in two places
 - Areas of Responsibility
 - Date used is the **day** of the transaction
 - Maintain Areas of Responsibility

USAGE OF AOR IN THE SYSTEM

- Contact Info
- Approvals
- Journey's/Checklists
- Security Profile

USAGE: CONTACTS

- Within Person Spotlight, if “available in work contacts” is checked users will see the various individuals contact information for the area of responsibility types

USAGE: APPROVALS

- Choose AOR Type (e.g. Human Resource Representative, Benefits Representative, etc.)
- Choose the AOR (these vary depending on the transaction)
 - Worker's Current
 - Worker's Proposed
 - Parent Position Incumbent's
 - Requestor's Current
 - Requestor's Proposed

USAGE: JOURNEYS/CHECKLIST

- Within the task set:
 - Performer: set to “Area of Responsibility”
 - Responsibility Type: set to the desired AOR type (e.g. Human Resource Representative, Benefits Representative, etc.)
- The AOR that is assigned, is based on the assignee of the journey

USAGE: SECURITY PROFILES

- Security Profile limit person records
- Check box to indicate AOR will be used
- Set “Responsibility Type” (e.g. Human Resource Representative, Benefits Representative, etc.)
- Set Scope of Responsibility (can be single or combinations)
 - When selecting a single area the AOR that is created MUST include that area (e.g. business unit)
 - When selecting a combination of areas the AOR that is created MUST include BOTH values (e.g. country and department)

USAGE: SECURITY PROFILES

- Single areas for selection

Business Unit	Legal Employer	Country	Department	Location
Job	Position	Grade	Department Hierarchy	Legislative Data Group
Organization Hierarchy for Department	Organization Hierarchy for Legal Employer	Organization hierarchy for Business Unit	Supervisor Hierarchy	Payroll
Job Family	Job Function			

USAGE: SECURITY PROFILES

- Combined areas for selection

Business Unit and Country	Business Unit and Department	Business Unit and Grade	Business Unit and Job	Business Unit and Location	Business Unit and Supervisor Hierarchy
Country and Department	Country and Department Hierarchy	Country and Department in Organization Tree	Country and Supervisor Hierarchy		
Legal Employer and Business Unit	Legal Employer and Department	Legal Employer and Grade	Legal Employer and Job	Legal Employer and Location	Legal Employer and Supervisor Hierarchy

QUESTIONS & CONTACTS



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