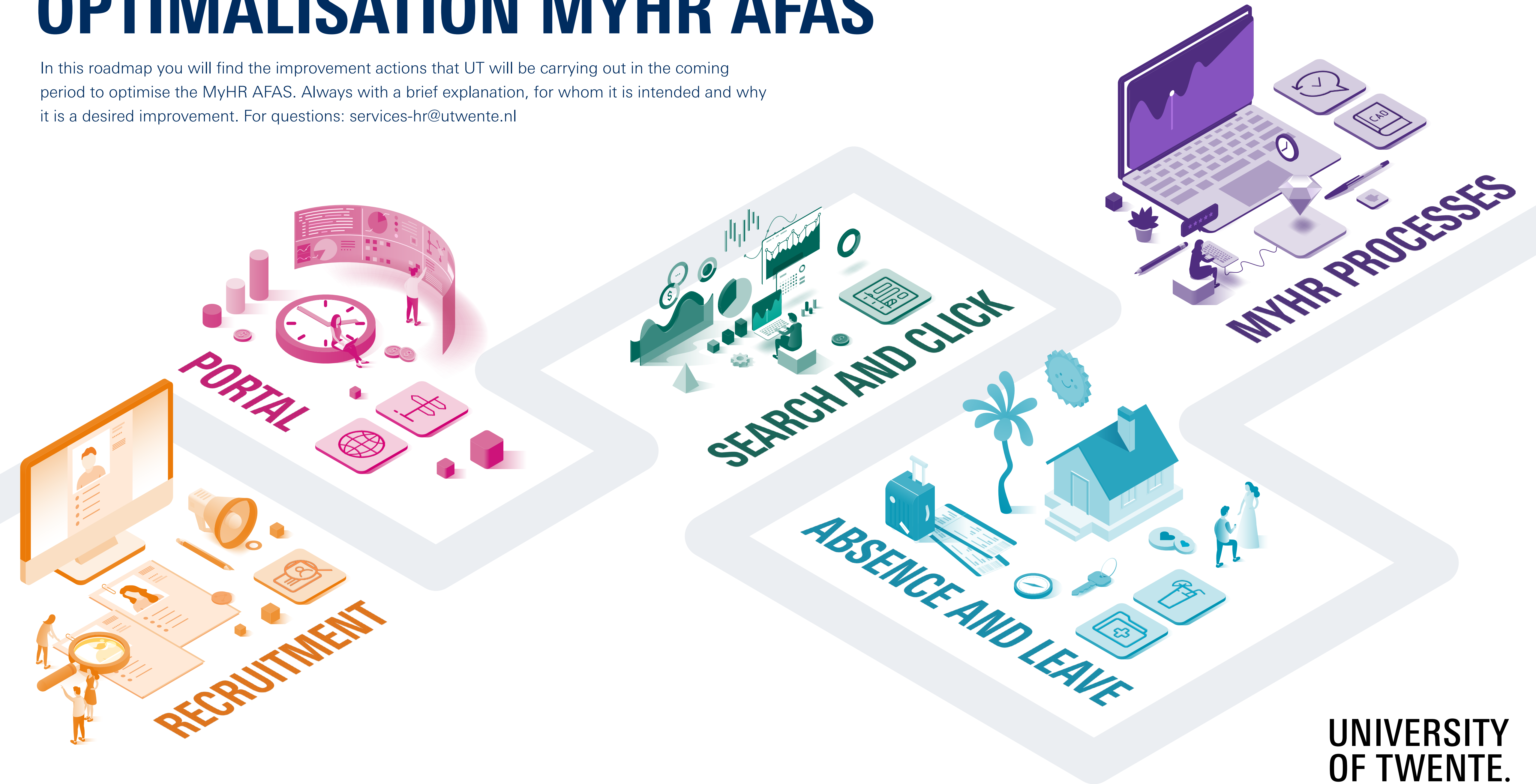


OPTIMALISATION MYHR AFAS

In this roadmap you will find the improvement actions that UT will be carrying out in the coming period to optimise the MyHR AFAS. Always with a brief explanation, for whom it is intended and why it is a desired improvement. For questions: services-hr@utwente.nl



RECRUITMENT

Optimisation of the recruitment and onboarding process in MyHR

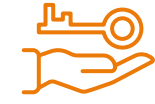
2023

RECRUITMENT MODULE

AFAS is used for the entire recruitment process of new colleagues, but currently offers not enough support. All wishes for improvement have been gathered and structural work is being done to solve these problems..



Members of selection committees, secretariats, HR officers



HR



Good support to recruitment process

2024

RECRUITMENT/VACANCY PROCESS

Redesign the recruitment and vacancy process in MyHR AFAS, taking advantage of new functionality being rolled out by AFAS.



HR officers and managers



HR



More efficient and clearer recruitment process

CONTINUOUS



PORTAL

Develop and improve portals for specific target groups, such as managers, students, secretaries.

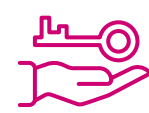
2023

STUDENT PORTAL

Student assistants receive temporary employment at UT for a fixed number of hours. Registration and payment are made through MyHR AFAS. To keep processing the registrations easy, a separate portal is being developed.



Students and staff faculty



HR



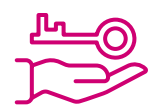
Processing of student assistants in MyHR AFAS

EMPLOYEE PORTAL

Making the portal in MyHR more intuitive for employees and aligning with UT house style.



Employees



HR



Provide better insight into data and HR processes for employees

2024

MANAGEMENT PORTAL

Giving managers insight into various HR processes. The preferred content of this will be determined together with the sounding board group.



Managers UT



HR



Provide better insight into data and HR processes of employees

CONTINUOUS






SEARCH AND CLICK

Improve findability and intuitiveness in MyHR.

2023

UNDERSTANDING MYHR UTILISATION AND PRIORITISING WISH LIST




Mapping the search and click behaviour of employees through analytics and heatmaps. Together with the focus group, analyse outcomes and prioritise wish list for improvements. Focusing on the individual end-user and managers.

 All employees	 HR	 Visualise and implement improvements to MyHR AFAS
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2024




IMPROVING USER EXPERIENCE AND FINDABILITY

Based on analysis of application (e.g. click and search behaviour), implement improvements in user experience in consultation with sounding board group.

 All Employees	 HR	 Improve application experience
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OPTIMISING HR AND WORKFLOW PROCESSES

Based on analysis of application (e.g. click and search behaviour) and improved knowledge of the application, improve already established HR and workflow processes.

 Keyusers MyHR	 HR	 More efficient operation
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CONTINUOUS



ABSENCE AND LEAVE

Better insight into absence & leave for employee and managers.

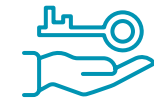
2023

LEAVE MODULE

The leave module in AFAS is used to register holiday and special leave. The new leave module offers improved insight for the end user and is more user-friendly to use.



All employees



HR



Improve insight into leave hours and increase user-friendliness.

2024

LINK AFAS/U4

Leave and absence hours are registered in AFAS. For project administration, these hours must also be registered in Unit4. A link between the two systems should prevent double administrative input for employees.



All employees mandatory registration of hours



HR / FIN



Prevention of double time registration

CONTINUOUS



Stakeholders



Owner



Purpose

MYHR PROCESSES

In MyHR the continuous improvement of HR processes, roll-out of (new) functionalities comply with collective labour agreement and laws and regulations.

2023

ANNUAL APPRAISAL CYCLE / SPP

For the annual appraisal cycle, UT will use AFAS' standard functionality and capabilities based on our own requirements.



All employees



HR



Support annual appraisal cycle by MyHR AFAS

SUPPORTING INTERNATIONAL MOBILITY

Staying abroad (especially long-term), may have consequences for medical expenses, social insurance, travel insurance, etc. Set up this process in MyHR AFAS for providing documents to employee and file creation.



All employees and HR employees



HR / FIN



Support process international mobility in AFAS

2024

TRAINING/DEVELOPMENT/PORTFOLIO

Recording training courses, including validation, allowing employees to create their own portfolio. In the long term, it will also be possible to register for training courses via MyHR.



All employees



HR



All participating courses conveniently in one place.

COLLECTIVE LABOUR AGREEMENT / LAWS AND REGULATIONS

AFAS has to comply with collective labour agreements and laws and regulations. This requires adaptation of application every time.



HR

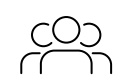
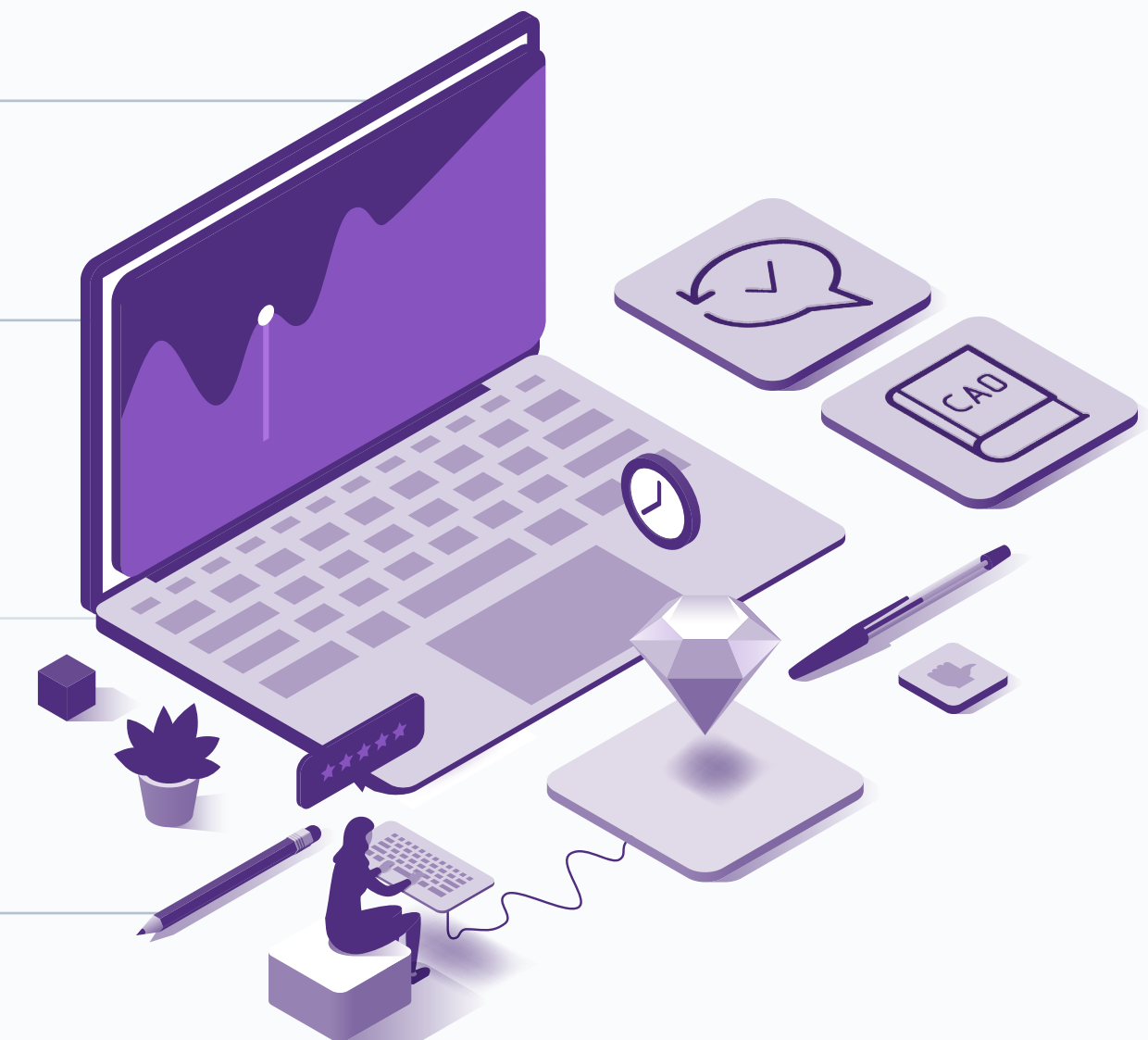


HR



Compliance with laws and regulations

CONTINUOUS



Stakeholders



Owner



Purpose