

LEA Migration Checklist

HRMS Activities

Below are steps that LEAs using HRMS need to take in preparation for migration to the new NC School Jobs powered by TeacherMatch. We have provided links to the HRMS Communications site for specific instructions for each item. Additionally, should you encounter any issues or need further assistance, contact the Service Desk 919-807-4357 Option 3, then Option 2 or hrms.incidents@its.state.nc.gov

Starting Now

- LEAs need to update site data within HRMS. Any site that appears in EDDIE, typically sites numbered 300-799, are managed through EDDIE (<http://apps.schools.nc.gov/eddie>). The HRMS team will be using all EDDIE data and adding any unique sites provided by HRMS, so be sure to keep your HRMS sites up to date.
(<http://hrmscomm.wikispaces.com/Sites>)
- LEAs need to review and update their Position Titles in LEA Configuration. As part of the data HRMS sends TeacherMatch, we will be including the Position Choice. In order to assist you in cleanup we will be providing a new Web Report, **000139 Position Choice and Position Title Review**, that will show you the relationships between your Position Choices and your Position Titles. You can update the relationships using the functionality provided. If you need to do any clean up of extra codes or expansion of codes, contact the Service Desk for assistance.
(<http://hrmscomm.wikispaces.com/Position+Titles>)
- LEAs need to update Positions using Position Management.
(<http://hrmscomm.wikispaces.com/Position+Information>)
 - Review and update the Position Status for positions. Check for vacant positions that need to be marked Inactive if they are no longer being used.
 - Update Position Description, this should be more specific than the Position Title. Check and clean up position descriptions and status. Best practice is to identify specific content area and grade level. Ex. Position Title: Elementary Education; Position Description: Third Grade Teacher

Continuous

- LEAs need to mark old applications Inactive.
 - Home>Applicants>Activate/Inactivate Individual Applications.
(<http://hrmscomm.wikispaces.com/Activate+or+Inactivate+Individual+Applications>)
 - Home>Applicants>Activate/Mass Update to Inactivate Applications
(<http://hrmscomm.wikispaces.com/Mass+Update+to+Inactivate+Applications>)
- LEAs need to set any open vacancies with closing dates so they will disappear from the current School Jobs site.
(<http://hrmscomm.wikispaces.com/Vacancy+Permit+Information>)
- LEAs need to Inactivate Vacancy Announcements – Position Management Console, Inactivate Announcement.
(<http://hrmscomm.wikispaces.com/Edit+or+Inactivate+an+Announcement>)

Week before and up to Go Live

- LEAs need to finish the Hiring process for any in process vacancies.
- LEAs should check that there are no vacancies permits or announcements open.

Other Activities

Go Live

- Update local websites with new LEA specific URL and review current language, Help Desk directions, etc.
- Update communications materials with new LEA specific URL and review current language, Help Desk directions, etc.
- Notify candidates of the new system. **Web Report 000003 – Applicant Email List**. Be sure you have inactivated all old applications before running this report.