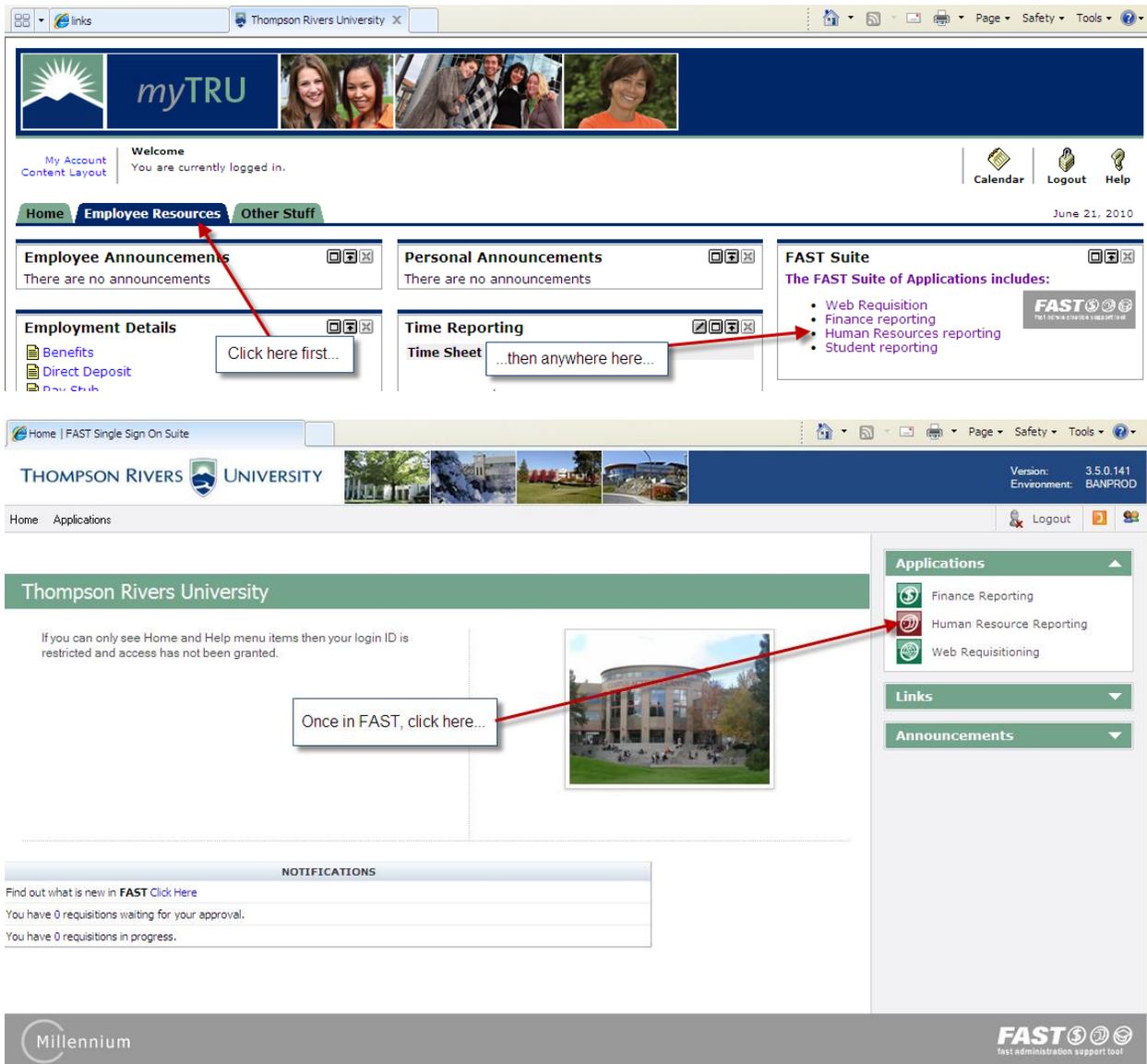


WELCOME to Fast HR

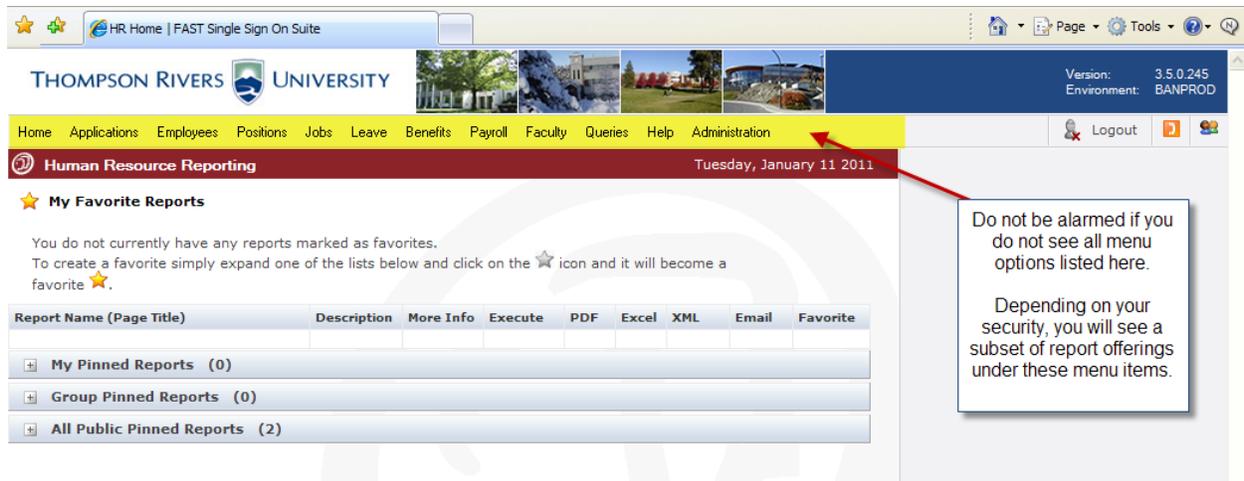
Finding Fast HR

You will find HR Fast through the Employee Resources tab of the myTRU portal:



What to Expect

Fast HR provides users with reporting capabilities on the HR data held within our Banner application. What you see when you log into Fast HR is governed by the security granted to you.



Menu Security

Access to FAST HR reports are controlled by Roles defined within HR by the Fast HR Administrators. Currently the roles include:

Role	What it provides
Standard Manager/Supervisor	Provides access to basic reports including: <ul style="list-style-type: none"> • Current Job listing • Job labour assignments • Leave Balances, Leave balance Details, and Leave Taken • Overtime reporting More reports may be added in the future.
HR Non-Payroll	Includes standard Fast reports relating to employees but not of a payroll, deduction or benefit nature.
HR Payroll	Includes reports of payroll, deduction or benefit nature

Data Security

By default FAST HR is set up to enable you to see information on the people that roll up to you as a manager. This is governed by what Finance Funds and Organization codes you are privileged to see. People with special privileges can query data for all people in the organization. All HR Staff and a select few in the organization have these privileges.

Learning FAST HR

There are a couple easy ways to learn how to use the Fast HR product:

Method 1 – Live Training Session

Sign up for inclusion in an upcoming FAST HR training seminar sponsored by HR. To do this, send an email request to FastHRAdmin@tru.ca with a subject of Request for Training and you will be included in the next available training session.

Method 2 – On-Line Tutorials Via

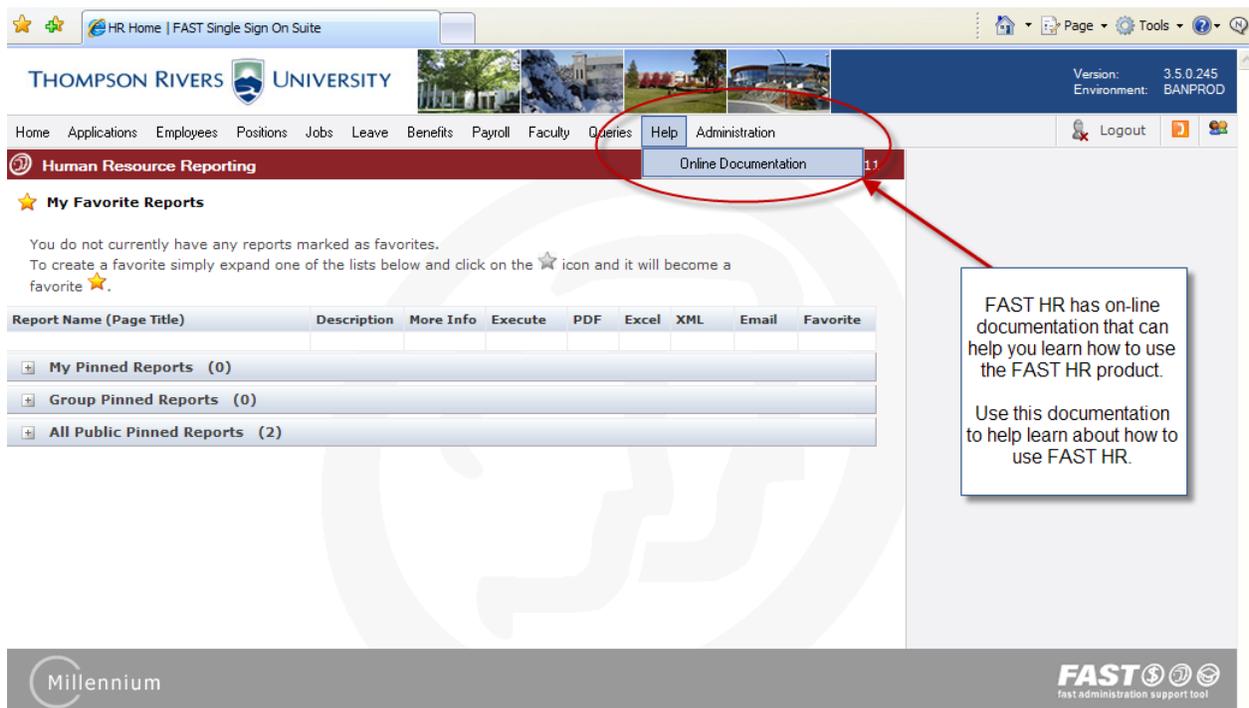
Millenium has posted onto YouTube five video tutorials that cover the basics for using FAST version 3.5. They include:

Link	Purpose	Mins
1 - Overview – FAST Human Resource Reporting	A brief overview of what to expect from the tutorials	1:45
2 – Using the Reporting Pages	A healthy review of the features of FAST HR	9:56
3 – Employee, Position, Job	Although you may not have access to the reports demonstrated here, there are some valuable tips relating to linked reports that make this worthwhile to watch	7:57
4 – Payroll and Benefit Information	This is valuable to people who have HR Payroll privileges	4:36
5 – Organization Charts	At this time, TRU does not maintain the information in Banner necessary for Fast’s Organization Chart feature to work.	4:51

If the above links fail in the future, you should be able to find them by logging onto the YouTube website and searching for **Millenium FAST Human Resources v3.5**.

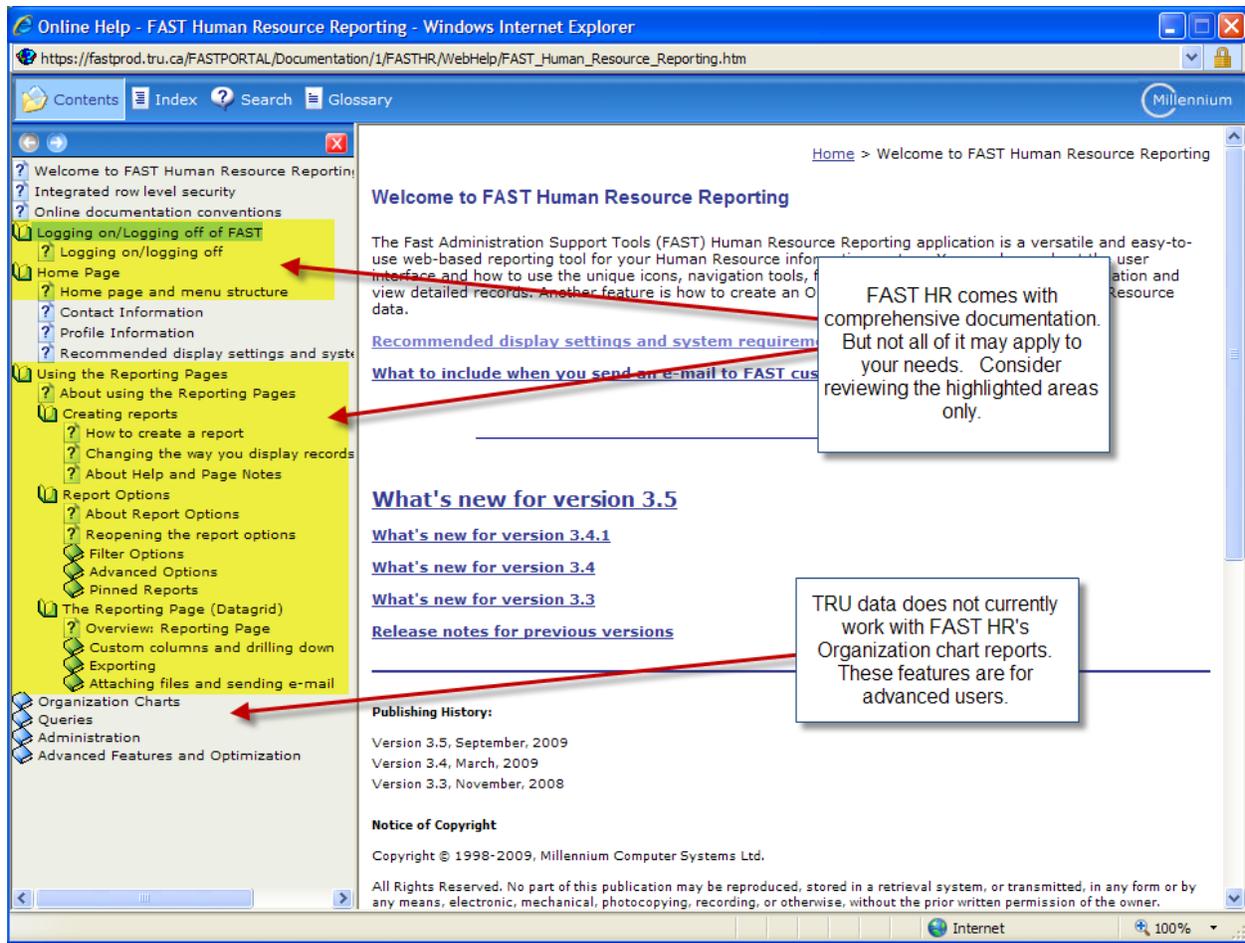
Method 3 – FAST’s On-line Documentation

Use FAST’s On-Line documentation to learn how to use the product:



FAST HR has on-line documentation that can help you learn how to use the FAST HR product.

Use this documentation to help learn about how to use FAST HR.



Understanding a Report

Most reports released for use by managers will have some documentation describing the report in the actual Notes section of the report itself. These notes are called **Page Notes** and are visible when viewing the Report Options (where run-time parameters are entered).

THOMPSON RIVERS UNIVERSITY

Version: 3.5.0.267
Environment: BANTST2

Home Applications Employees Positions Jobs Leave YTD Benefits Payroll Faculty Queries Help Administration

Human Resource Reporting > Leave Details > Details by leave code (Data as of 03/05/2011 06:24:10 AM)

Report Options

Filter Options Advanced Options Pinned Reports

Employee ID TYPE JOB POSN

Page notes can be displayed or hidden by clicking here

Page notes contain some information about how the report is intended to work

Clear Filter Options Execute Report

Page Notes Hide Page Notes

At TRU leave accrues on your job. Leave details shows any balances that are outstanding on any jobs that have accrued a balance. At TRU there are a number of leave plans (codes) that represent different plans, often having different accrual rules. A summary of these are as follows:

Vacation:
 VACN - Used for most employee classes to maintain the current year's activity
 VACA - Used for CUPE to represent the vacation Accrual that has accrued towards next year's accrual.
 CVAC - Vacation balances for Coaches
 DVAC - Deferred vacation (excess vacation available for payout only)

Millennium FAST fast administration support tool

The Page Notes will hopefully contain sufficient details to answer some of your questions. If you have run the report and want to see the page notes, click on the green bar titled **Report Options**.

More documentation regarding how to interpret the data that is presented in the available reports will be forthcoming. Look for a **hyperlink** in the Page Notes to specific documentation on reports that we've reviewed and validated.

Questions or Report Requests

Send any questions and suggestions you may have to FastHRAdmin@tru.ca and we'll do our best to respond to your needs.