



**MILWAUKEE  
COUNTY**

# DayForce Training Human Resources Milwaukee County

August 2021

# DayForce: Training Table of Contents



- Benefits and Definition
- Accessing DayForce Platform
- Lifecycle of a Milwaukee Applicant
- Session 1
  - Create & Post Requisitions



# Benefits and Definitions

## Benefits of DayForce and Milwaukee County Careers Website

- Consistent look across all divisions – internally and externally
- Dayforce interface for easy flow
- Additional functionality
- Integrated, near paperless hiring and onboarding

### Definitions

Requisition	A job posting
ATS	Applicant Tracking System
Candidate	A job applicant
Submission	An online application
Evergreen	A continuously open job requisitions for continuous hiring situations where employers want to enable candidates to apply at all times
Candidate Experience Workflow (CEW)	Process by which the candidate moves through the system
Onboarding	Paperless new hire forms completion process



# Position / Requisition

## BUSINESS NEED

- Business Need
- Financial Approval
- Accounting Setup
- HRMS Setup



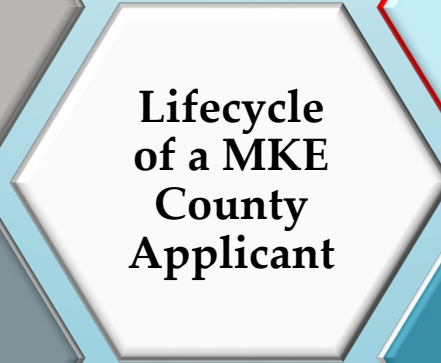
## REQUISITION

- JEQ Approved
- Create or Modify
- Post to external/internal sites



## ONBOARD / HIRE

- New Hire Forms
- Reference Checks



## CANDIDATE

- Apply
- Review
- Advance



## OFFER

- Create Offer Letter
- Extend e-Offer
- Pre Employment Checks

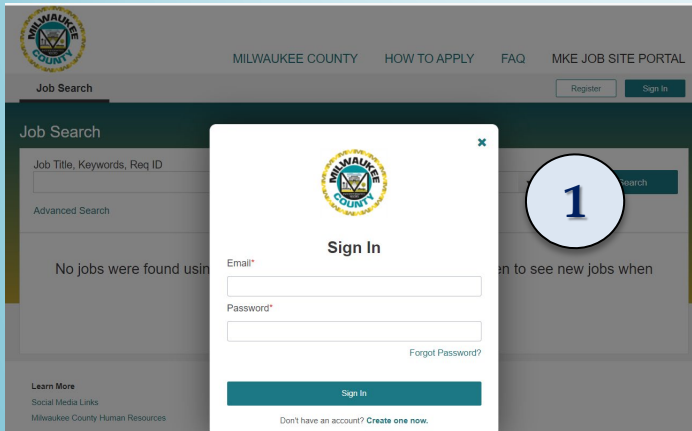


## EVALUATE / INTERVIEW

- Certify/Score
- Multiple Interview Stages
- Final Selections



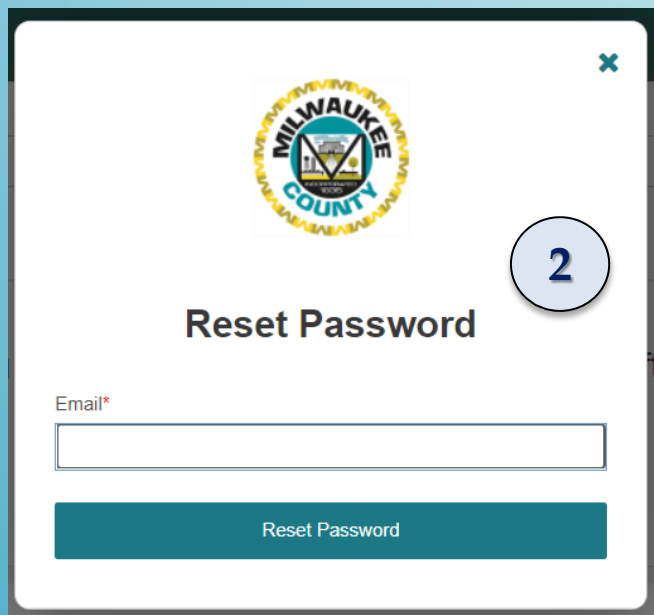
# Accessing the DayForce Portal



1. External Only from website the **Forgot Password** screen appears  
— Click the **Forgot Password** button.

2. When the **Reset Password** screen appears:

- Type in your email
- Click the **Reset Password** button



**INTERNAL** request reset password from IMSD



# Accessing the DayForce Portal

A screenshot of the DayForce portal's 'Select Role' screen. The screen has a white background with a grey border. At the top, it says 'Select Role'. Below this is a list of roles, each with a radio button. The second option, 'Recruiting HR Business Partner', is selected and has a blue speech bubble with the number '1' pointing to it. At the bottom right, there is a blue button labeled 'Next' with a blue speech bubble containing the number '2' pointing to it. The roles listed are: Recruiting Admin, Recruiting HR Business Partner, Recruiting Manager with WFM, Recruiting Pre-Employment, Recruiting Risk Management, Recruiters, and Employee Clock Labor.

## Logging In

1. To access the DayForce portal:
  - Navigate <https://sso.dayforcehcm.com/mkecounty>
  - Enter your One sign on Password and click Sign In

**Note:** Be sure the pop-up blocker on your web browser is turned off

2. Click next



# Accessing the DayForce Portal

A screenshot of the DayForce portal home page. The top navigation bar includes a home icon, the Milwaukee County logo, a 'Test Site (61.0) Home' label, and a yellow notification box that says 'My HR is now People! Click the icon to access the new HTML feature. Don't show again'. Below the navigation bar, the user profile for 'Rios, Deborah D 11112' is shown, with the role 'Manager Recruitment - 1144 Employment'. Two main action tiles are visible: 'Recruiting' with a magnifying glass icon and a '3' in a speech bubble, and 'Workflow Management' with a document icon. An 'Edit' gear icon is in the bottom right of the blue header. Below the header, a white section titled 'Actions' contains a 'Pending Actions' label and a link to 'View all actions in Message Center'.

## 3. Recruiting Tab

– Click on Recruiting Tab



# Accessing the DayForce Portal



Test Site (61.0) Recruiting

Refresh | Favorites | Filter | View | New | Reports | Export

All 2 | Open 2 | On Hold | Pending Approval | Filled | Closed | Cancelled | Rejected

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	Assigned Recruiter
Recruitment Analyst - 1144 Employment	57		Rios, Deborah ...	60	2	Vasquez, Rocky...
Accountant 2 - 5041 GMIA- Administration	48		Anderson, Stev...	75	2	Vasquez, Rocky...

## 4. General View



# General Navigation

1

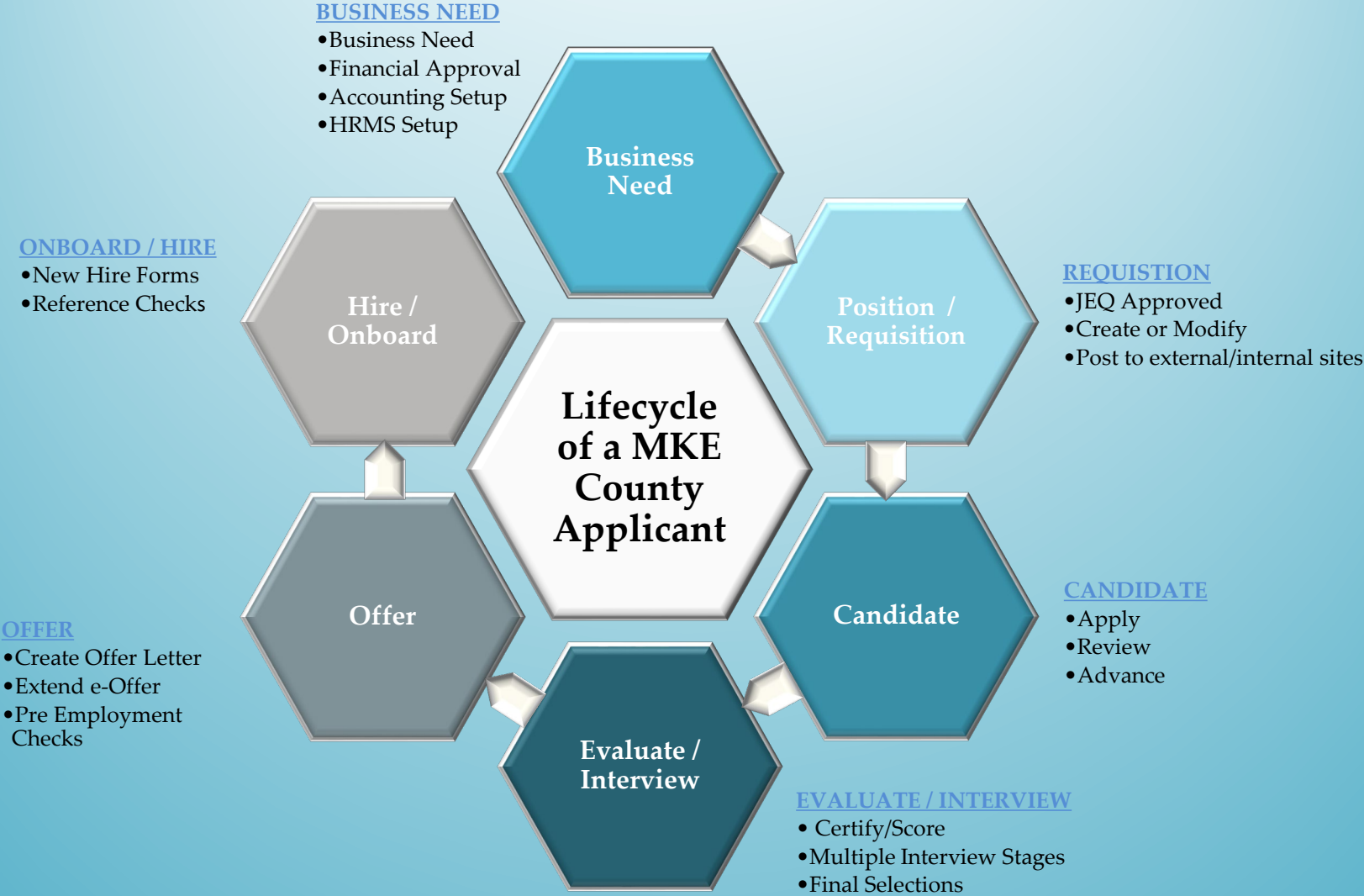
1. On the home Page, the **Recruiting** selection on the menu bar as well as a selection under the three bars.

2

2. Quick Access has the selections for Recruiting, Workflow Administration, Letter Management and Careers



# Lifecycle of a Milwaukee County Applicant



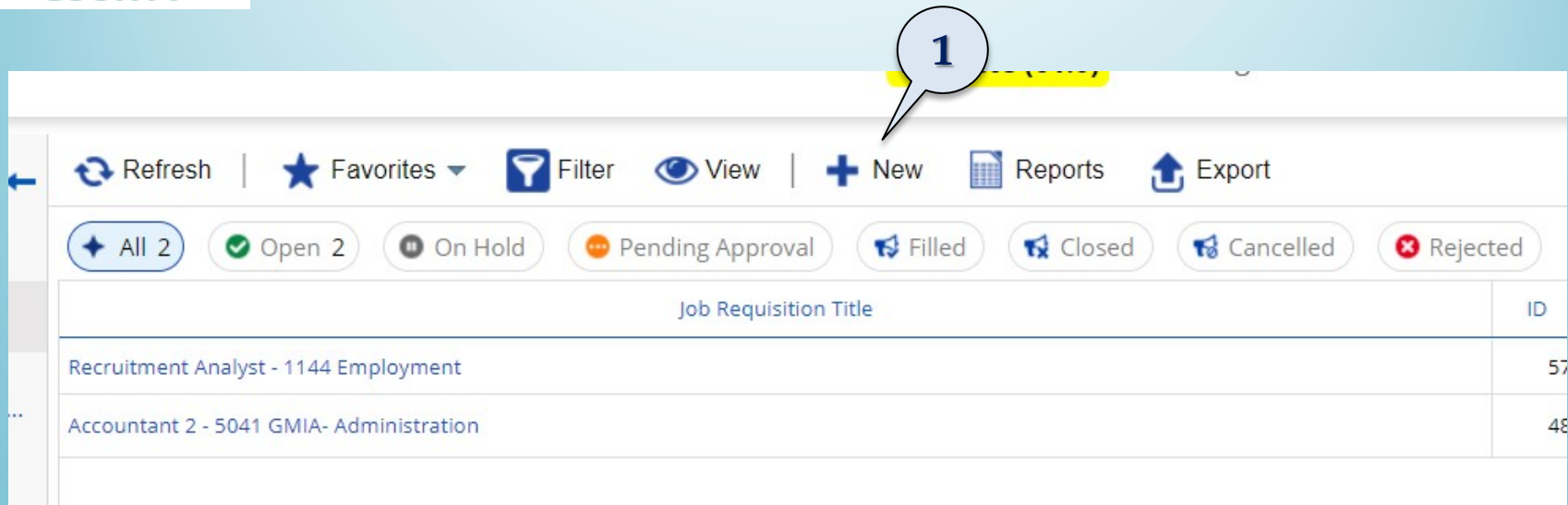


**MILWAUKEE  
COUNTY**

# **CREATING A JOB REQUISITION**

Session 1

# Requisitions: Create a Requisition



Refresh | Favorites | Filter | View | **+ New** | Reports | Export

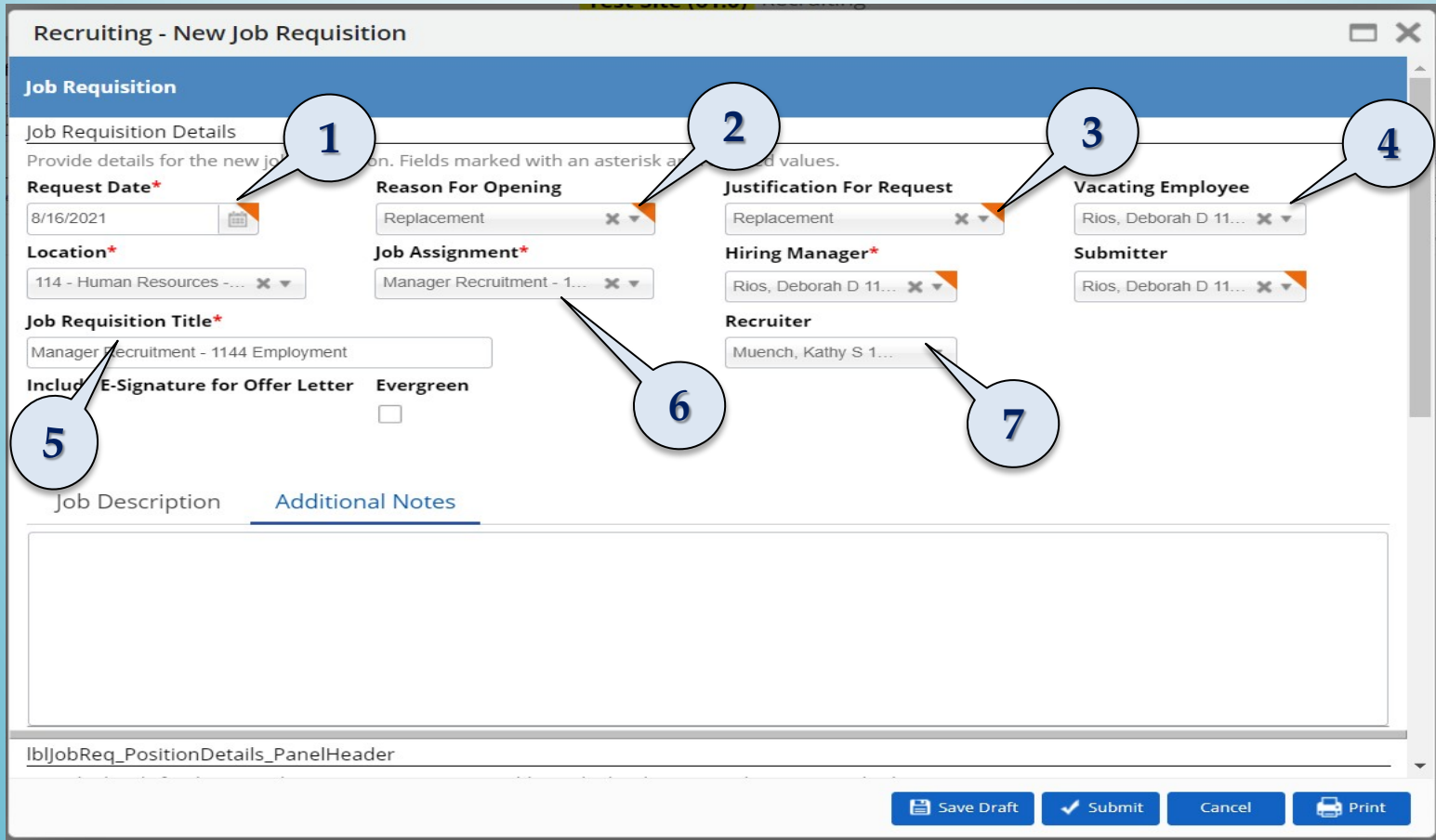
All 2 | Open 2 | On Hold | Pending Approval | Filled | Closed | Cancelled | Rejected

Job Requisition Title	ID
Recruitment Analyst - 1144 Employment	57
Accountant 2 - 5041 GMIA- Administration	48

1. Click on **+NEW** link to access open requisitions.



# Requisitions: Create a Requisition



**Recruiting - New Job Requisition**

**Job Requisition**

Job Requisition Details  
Provide details for the new job requisition. Fields marked with an asterisk are required. Fields with a dropdown arrow are selector boxes.

**1** Request Date\*  
8/16/2021

**2** Reason For Opening  
Replacement

**3** Justification For Request  
Replacement

**4** Vacating Employee  
Rios, Deborah D 11...

**5** Location\*  
114 - Human Resources - ...

**6** Job Assignment\*  
Manager Recruitment - 1...

**7** Hiring Manager\*  
Rios, Deborah D 11...

Recruiter  
Muench, Kathy S 1...

Job Requisition Title\*  
Manager Recruitment - 1144 Employment

Submitter  
Rios, Deborah D 11...

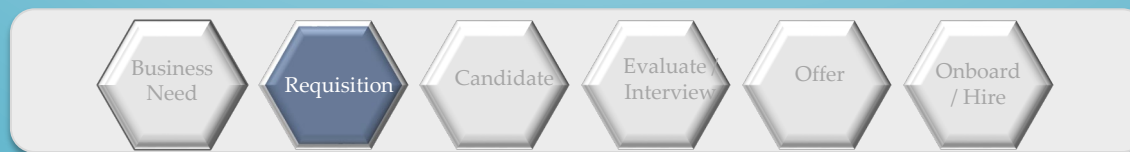
Include E-Signature for Offer Letter  
Evergreen

Job Description | Additional Notes

lblJobReq\_PositionDetails\_PanelHeader

Save Draft | Submit | Cancel | Print

1. Be sure to complete all areas above using the open the selector box and choose the desired selection criteria and then scroll down to complete



# Requisitions: Create a Requisition

**Recruiting - New Job Requisition**

---

**Job Requisition**

**Job Requisition Details**  
Provide details for the new job requisition. Fields marked with an asterisk are required values.

<b>Request Date*</b> 8/16/2021	<b>Reason For Opening</b> Replacement	<b>Justification For Request</b> Replacement	<b>Vacating Employee</b> Rios, Deborah D 11...
<b>Location*</b> 114 - Human Resources - ...	<b>Job Assignment*</b> Manager Recruitment - 1...	<b>Hiring Manager*</b> Rios, Deborah D 11...	<b>Submitter</b> Rios, Deborah D 11...
<b>Job Requisition Title*</b> Manager Recruitment - 1144 Employment		<b>Recruiter</b> Muench, Kathy S 1...	

**Include E-Signature for Offer Letter** Evergreen

Job Description    Additional Notes

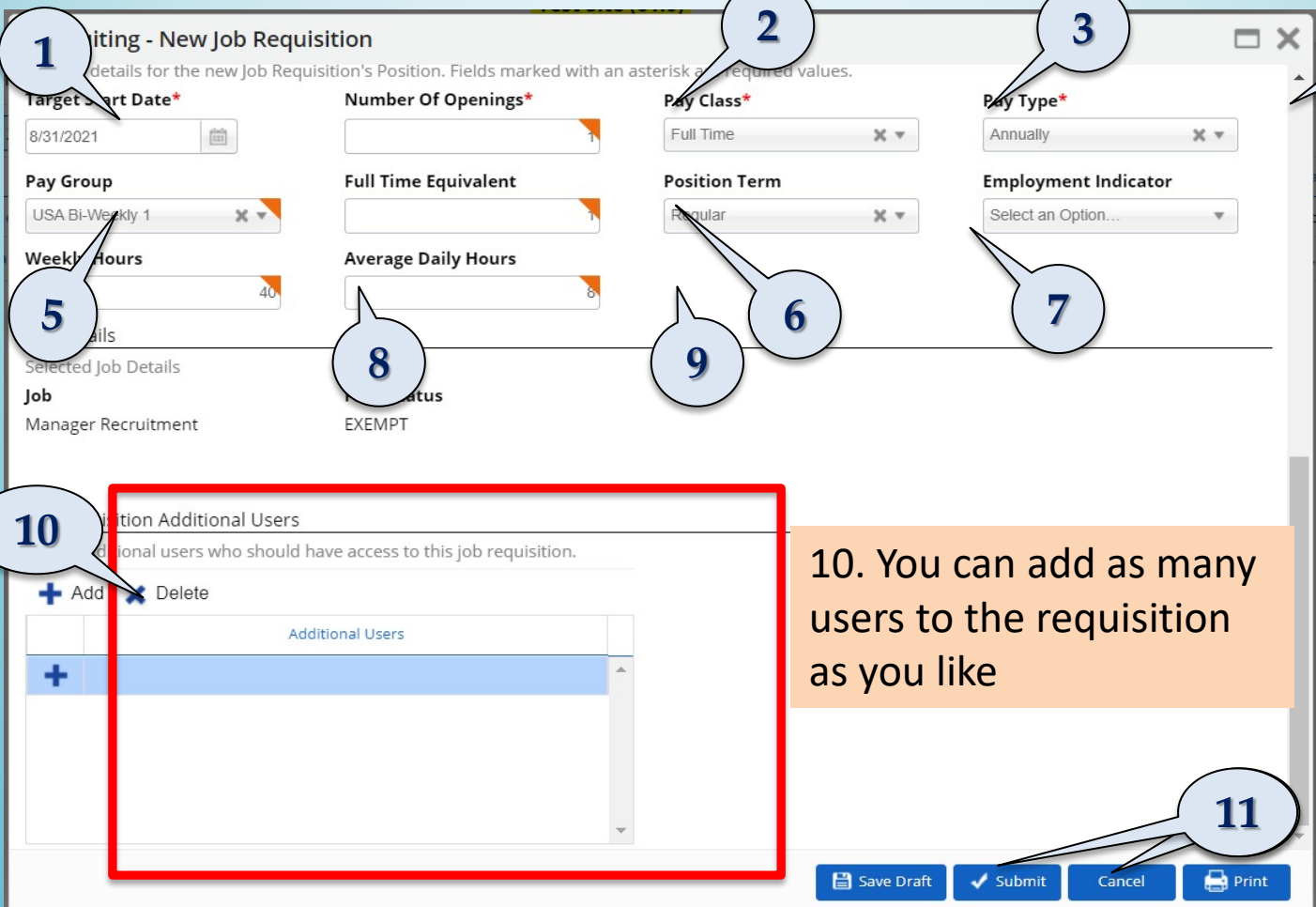
lblJobReq\_PositionDetails\_PanelHeader

Save Draft Submit Cancel Print

1. Review the job description (JEQ)
2. Add any changes under the tab **ADDITIONAL NOTES** to ensure it is updated by COMP and then continue to scroll down to complete



# Requisitions: Create a Requisition



**1** Creating - New Job Requisition  
 details for the new Job Requisition's Position. Fields marked with an asterisk are required values.

**2** Target Start Date\*  
8/31/2021

**3** Number Of Openings\*  
[Empty field]

**4** Pay Class\*  
Full Time

**5** Pay Type\*  
Annually

**6** Pay Group  
USA Bi-Weekly 1

**7** Full Time Equivalent  
[Empty field]

**8** Position Term  
Regular

**9** Employment Indicator  
Select an Option...

**10** Weekly Hours  
40

**11** Average Daily Hours  
8

---

Selected Job Details

**Job**  
Manager Recruitment

**Status**  
EXEMPT

**10** Addition Additional Users  
 Additional users who should have access to this job requisition.

+ Add - Delete

Additional Users	
+ Add	

Save Draft Submit Cancel Print

10. You can add as many users to the requisition as you like

1. Be sure to complete all areas above and then save draft and submit



# Requisitions: Create a Requisition

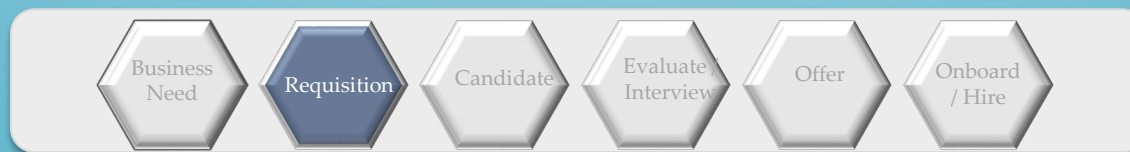
Test Site (61.0) Recruiting

Refresh | Favorites | Filter | View | + New | Reports | Export

All | Open 3 | On Hold | Pending Approval | Filled | Closed | Cancelled | Rejected

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	Assigned Recruiter
Manager Recruitment - 1144 Employment	63		Rios, Deborah ...	0	0	Muench, Kathy ...
Recruitment Analyst - 1144 Employment	57		Rios, Deborah ...	60	2	Vasquez, Rocky...
Accountant 2 - 5041 GMIA- Administration	48		Anderson, Stev...	75	2	Vasquez, Rocky...

1. Once you submit you will see the job requisition and it has kicked off the approval process.



# Requisitions: Email Communication

1

 **ACTION REQ: Auditor - 3741 Audit Services has a Recruiting - New Job Requisition.**

From:  Drummond, Sue A 142093

8/17/21, 9:23 PM

To: Admin: Anderson, Steven L 131433; An, Hongin 131114; Kasali, Mary 131362; Michelson, David C 130216; Minfield, Talisa 148381; Drummond, Sue A 142093; Estrada-Gonzales, Lina S 148762; Spruiell, Valerie 149635; German, Peter J 148388; aayanah@; cen@hrp@agema; cen@hrp@agema; Wright, Diamond E 111082; Lukic, Bja D 111092; cen@amr@haler

Auditor - 3741 Audit Services needs input from you on Recruiting - New Job Requisition. As a BP or MA, your focus should be on ability to hire and completeness of the requisition.

The job requisition ID is: 73.

The job requisition title is: Auditor - 3741 Audit Services.

The manager's name is: Scott Mankie.

The recruiter is: Kathy Muench.

The target start date is: Mon Aug-30-2021.

Please either Accept, Reject, or request Resubmission of the form.

1. The approval process will send an email as seen above to the HRBP and MA for approval.

Business  
Need

Requisition

Candidate

Evaluate  
Interview

Offer

Onboard  
/ Hire

# Requisitions: Email Communication

2

 **ACTION REQ: Auditor - 3741 Audit Services has a Recruiting - New Job Requisition.**

From: Anderson, Steven L (131423)

8/17/21, 3:03 PM

To: Adams, Anderson, Steven L (131423); An, Hongjin (131114); Mickelson, David C (130918); Minfield, Talisa (48381); Oellend, David (48726); azarashahy, carolbeth.hegeman; car/harry.wells; Galic, Ilya D (11092); car/arn.thaler

Auditor - 3741 Audit Services needs input from you on Recruiting - New Job Requisition. As a compensation resource, your focus on the request should be related to pay grades, codes, etc.

The job requisition ID is: 73.

The job requisition title is: Auditor - 3741 Audit Services.

The manager's name is: Scott Hanks.

The recruiter is: Kathy Muench.

The target start date is: Mon Aug-30-2021.

Please either Accept, Reject, or request Resubmission of the form.

1. The after the HRBP or MA approve the requisition it will send an email as seen above to the Compensation team for review and approval.

Business  
Need

Requisition

Candidate

Evaluate  
Interview

Offer

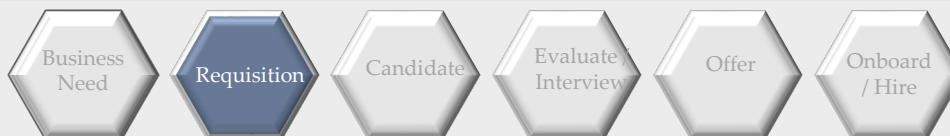
Onboard  
/ Hire

# Requisitions: Email Communication

3



1. The after the Compensation Team confirms and approves the requisition it will send an email as seen above to the Risk Management Team for review and approval.

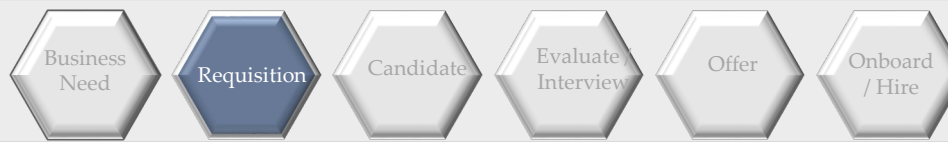


# Requisitions: Email Communication

4



1. The after the Risk Management Team confirms and approves the requisition it will send an email as seen above to the Talent Acquisition Team for review, create or edit the job posting (announcement) and post to internal and external career sites.

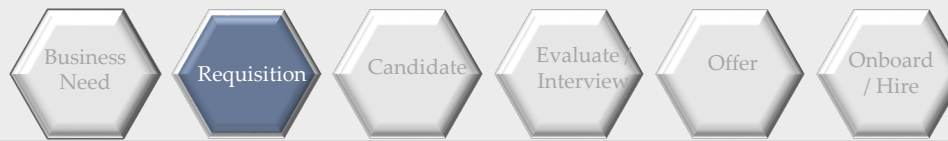


# Requisitions: Email Communication

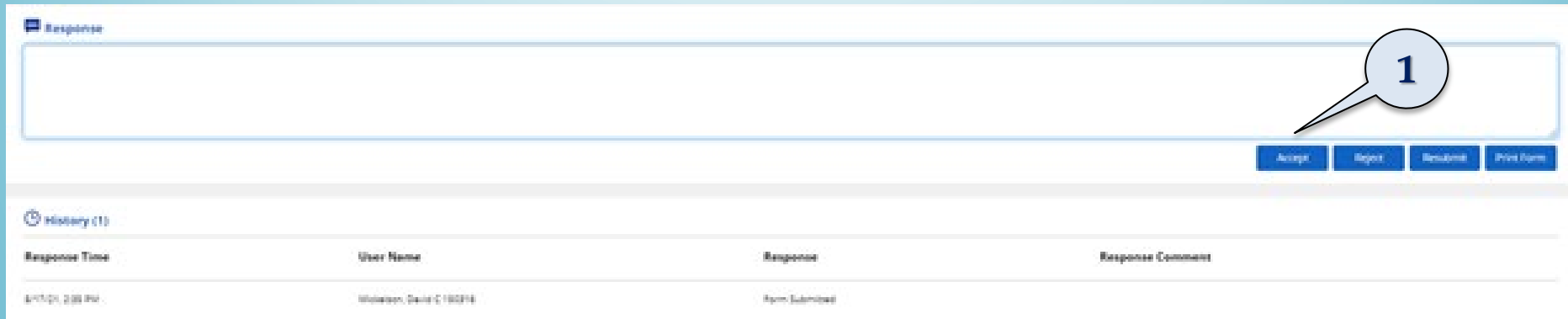
1



1. Once approved you will receive a notification as seen above thru email.



# Requisitions: Email Communication



Response

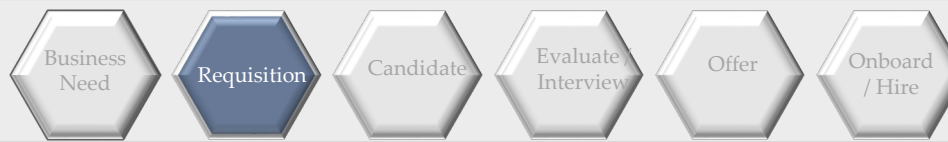
1

Accept Reject Resubmit Print Form

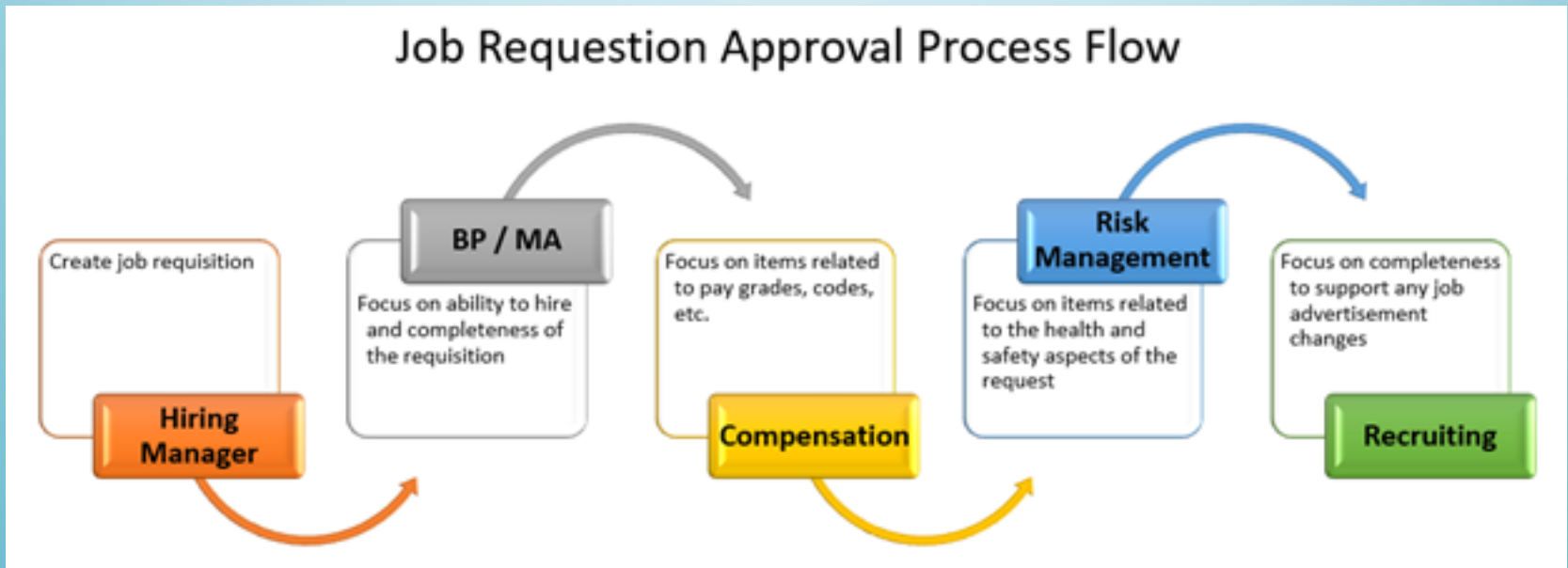
History (1)

Response Time	User Name	Response	Response Comment
6/17/21, 2:08 PM	Wolman, David C 185218	App Submitted	

1. Above is the Accept, Reject or Resubmit buttons for a job requisition.



# Requisitions: Approval Process Flow





**MILWAUKEE  
COUNTY**

# **POSTING A JOB REQUISITION**

Session 2

# Requisitions: Posting a Job Requisition



Job Requisitions

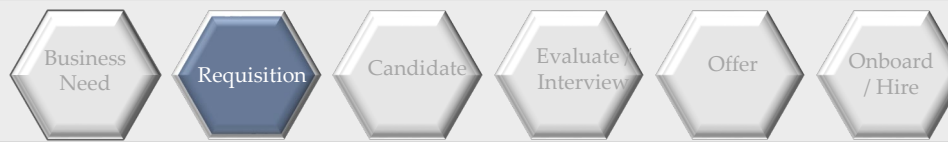
**Manager Recruitment - 1144 Employment** ID 63 Status Open  Openings 1  
114 - Human Resources - 1144 Employment

Candidates Job Description Details Activity Postings

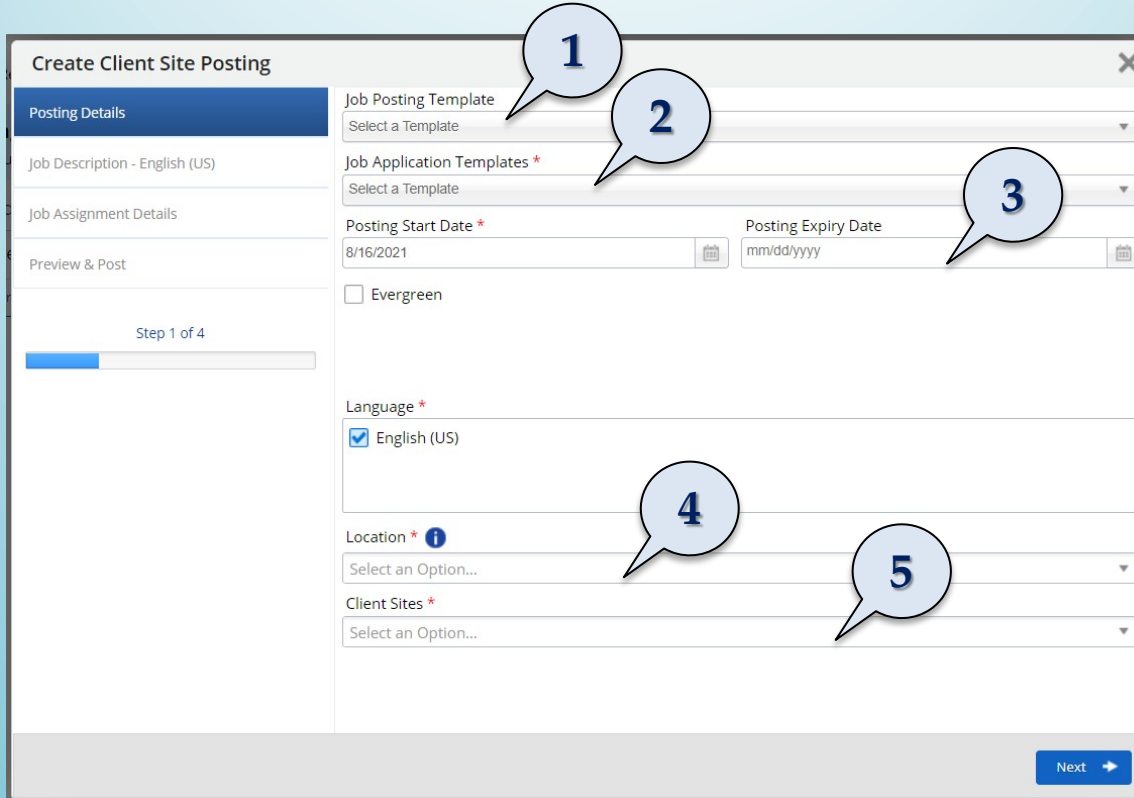
Refresh | Filter | **Post** | Edit

Indicators	Posting Title	Posting ID	External Job B...	Job Board	Status	Posting Date	Expiration Date	Clos
------------	---------------	------------	-------------------	-----------	--------	--------------	-----------------	------

1. Once the requisition is approved by Comp it will then be sent to the recruiter to post the job.



# Requisitions: Posting a Job Requisition

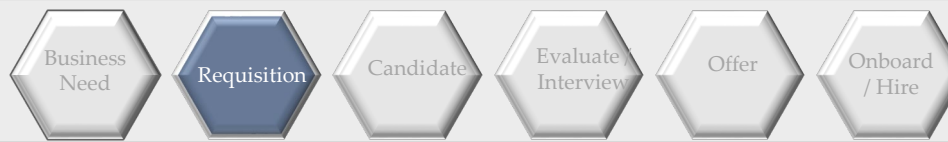


The screenshot shows a web form titled "Create Client Site Posting" with a sidebar on the left and a main form area on the right. The sidebar includes sections for "Posting Details", "Job Description - English (US)", "Job Assignment Details", and "Preview & Post". The main form area contains the following fields:

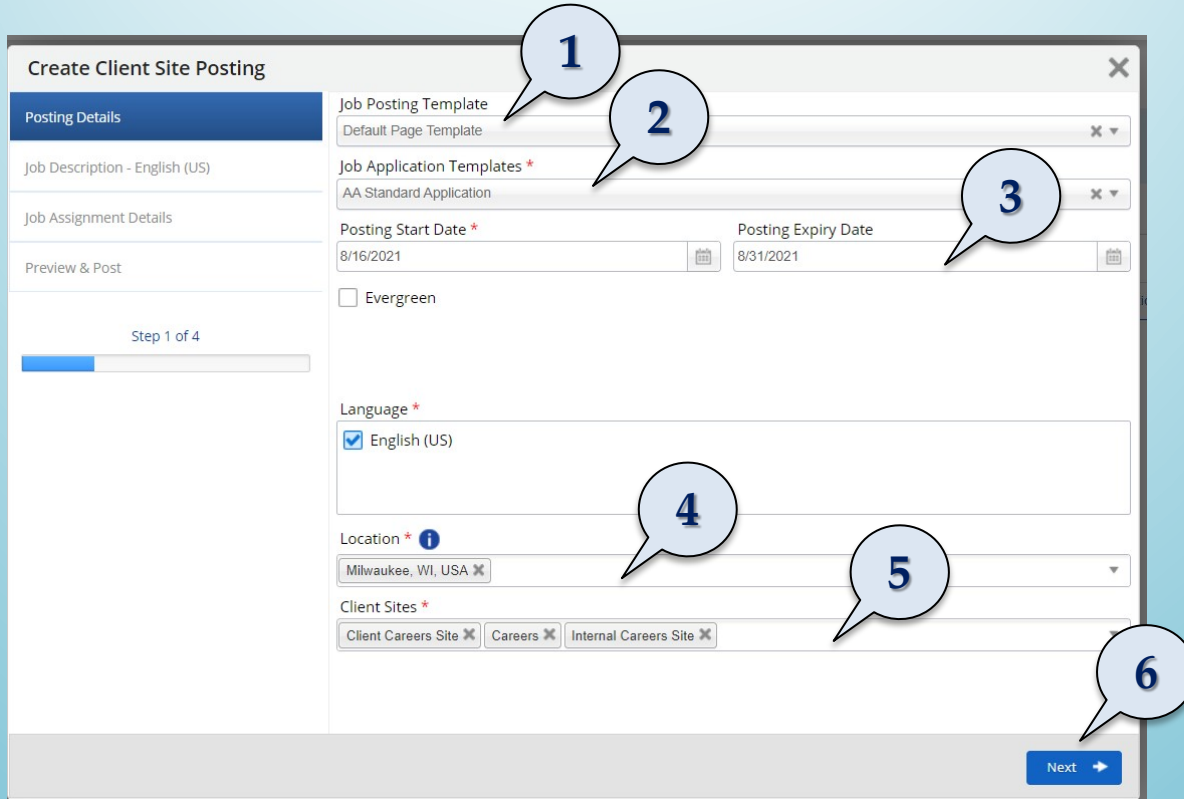
- Job Posting Template**: A dropdown menu with the text "Select a Template". Callout 1 points to this field.
- Job Application Templates \***: A dropdown menu with the text "Select a Template". Callout 2 points to this field.
- Posting Start Date \***: A date input field with the value "8/16/2021" and a calendar icon. Callout 3 points to this field.
- Posting Expiry Date**: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon. Callout 3 also points to this field.
- Evergreen
- Language \***: A checkbox labeled "English (US)" which is checked.
- Location \***: A dropdown menu with the text "Select an Option...". Callout 4 points to this field.
- Client Sites \***: A dropdown menu with the text "Select an Option...". Callout 5 points to this field.

At the bottom right of the form is a blue "Next" button with a right-pointing arrow. A progress bar on the left indicates "Step 1 of 4".

1. Recruiter will complete steps 1 thru 5 to begin the posting process.



# Requisitions: Posting a Job Requisition

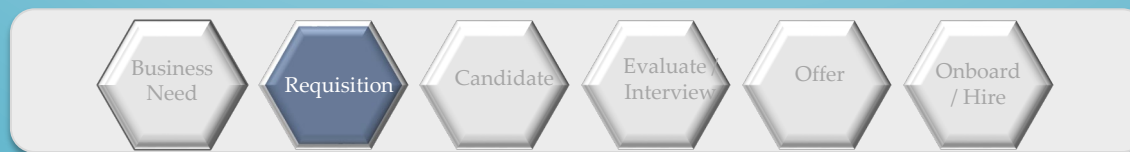


The screenshot shows a web form titled "Create Client Site Posting" with a progress bar indicating "Step 1 of 4". The form is divided into several sections:

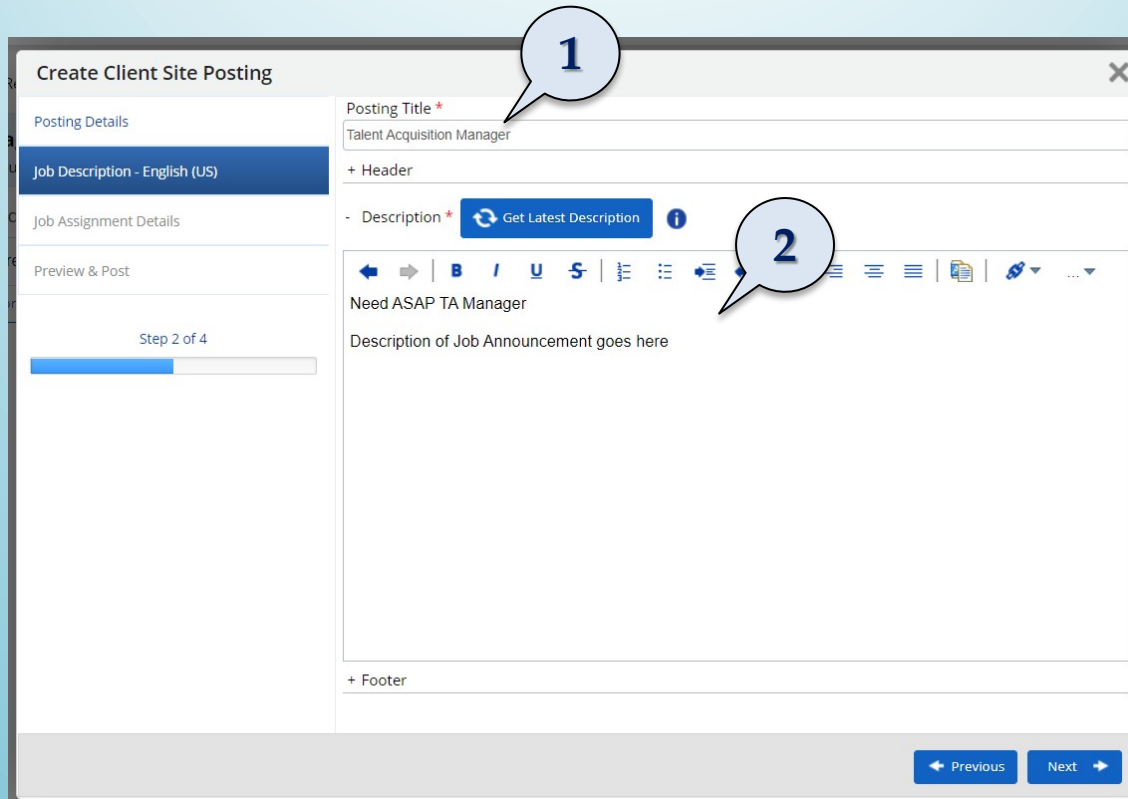
- Posting Details:** Includes "Job Posting Template" (callout 1), "Default Page Template" (callout 2), and "Job Application Templates \*" (callout 3) with "AA Standard Application" selected.
- Job Description - English (US):** A large text area for the job description.
- Job Assignment Details:** Includes "Posting Start Date \*" (8/16/2021) and "Posting Expiry Date" (8/31/2021) (callout 3). There is also an "Evergreen" checkbox.
- Language \*:** A dropdown menu with "English (US)" selected (callout 4).
- Location \*:** A dropdown menu with "Milwaukee, WI, USA" selected (callout 5).
- Client Sites \*:** A multi-select dropdown with "Client Careers Site", "Careers", and "Internal Careers Site" selected (callout 6).

A "Next" button is located at the bottom right of the form.

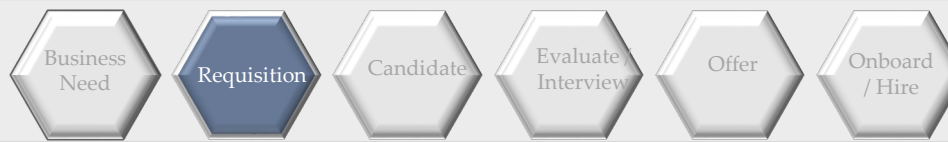
1. Above is the template filled out by Recruiter and will click next to continue



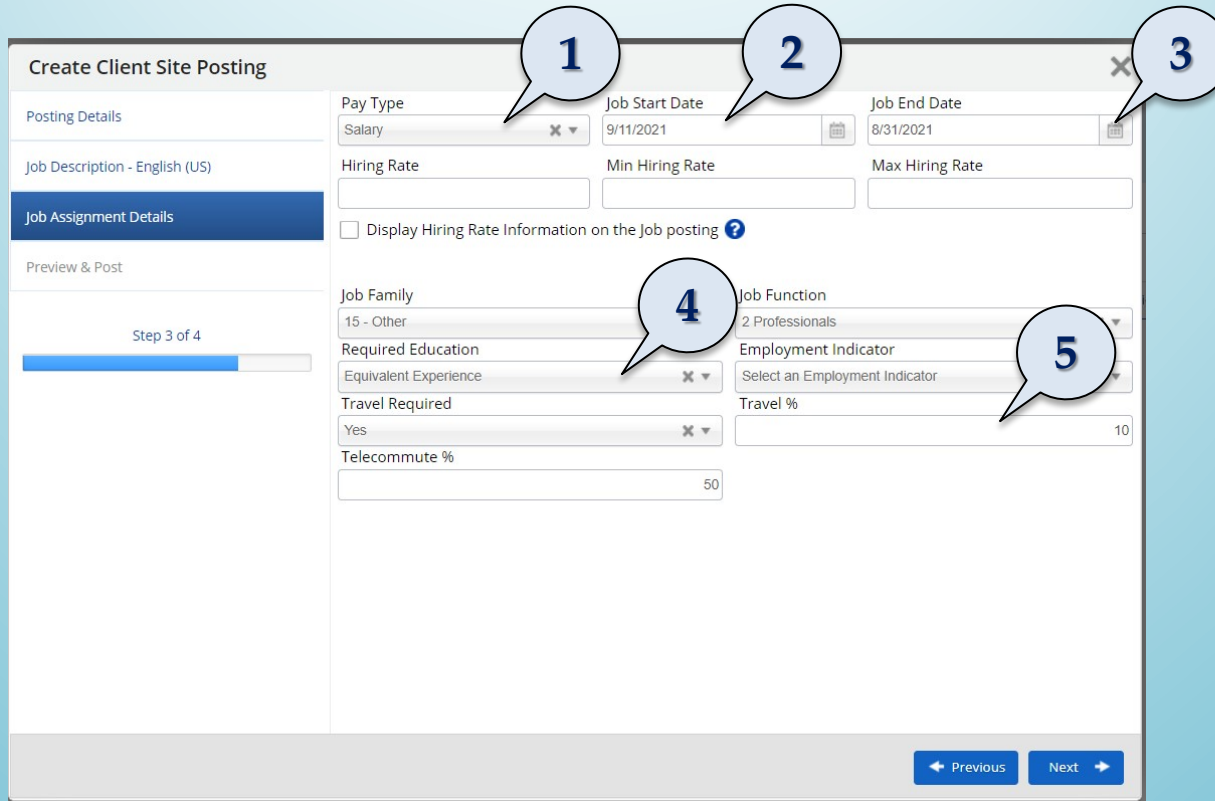
# Requisitions: Posting a Job Requisition



1. Above the recruiter will type in the Job posting title
2. The recruiter will place the Job posting (job announcement)



# Requisitions: Posting a Job Requisition



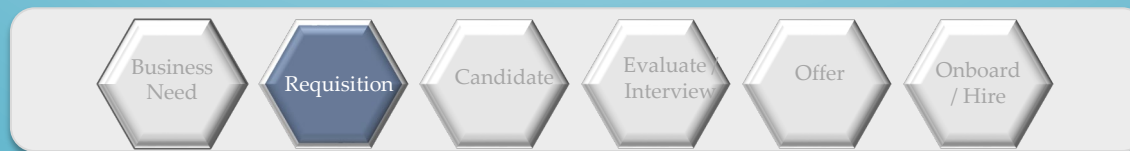
The screenshot shows a web form titled "Create Client Site Posting". On the left, there are navigation tabs: "Posting Details", "Job Description - English (US)", "Job Assignment Details" (which is selected and highlighted in blue), and "Preview & Post". Below these tabs is a progress indicator showing "Step 3 of 4".

The main form area contains several sections:
 

- Pay Type:** A dropdown menu with "Salary" selected. Callout 1 points to this field.
- Job Start Date:** A date field with "9/11/2021" entered. Callout 2 points to this field.
- Job End Date:** A date field with "8/31/2021" entered. Callout 3 points to this field.
- Hiring Rate:** A text input field.
- Min Hiring Rate:** A text input field.
- Max Hiring Rate:** A text input field.
- Display Hiring Rate Information on the job posting** (with a help icon).
- Job Family:** A dropdown menu with "15 - Other" selected. Callout 4 points to this field.
- Job Function:** A dropdown menu with "2 Professionals" selected. Callout 5 points to this field.
- Required Education:** A dropdown menu with "Equivalent Experience" selected.
- Employment Indicator:** A dropdown menu with "Select an Employment Indicator" selected.
- Travel Required:** A dropdown menu with "Yes" selected.
- Travel %:** A text input field with "10" entered.
- Telecommute %:** A text input field with "50" entered.

At the bottom right of the form, there are two buttons: "Previous" (with a left arrow) and "Next" (with a right arrow).

1. Above the recruiter will fill in the template based on the information we would like visible on the posting.





# Requisitions: Posting a Job Requisition

1. Above the recruiter can view the posting before submitting
2. Once viewed the recruiter will click FINISH to post.





# Requisitions: Posting a Job Requisition

1

The screenshot shows the Milwaukee County Career Site. At the top, there is a navigation bar with the Milwaukee County logo, the text "MILWAUKEE COUNTY", and links for "FAQ", "HOW TO APPLY", and "CAREERS". Below this is a "Job Search" section with "Register" and "Sign In" buttons. The main content area features the Milwaukee County logo and the job title "Talent Acquisition Manager". Below the title, it lists the location "Milwaukee, WI, USA", the requisition number "Req #63", and the posting date "Monday, August 16, 2021". A section titled "About Milwaukee County" provides an overview of the county's operations. Below this, there is a section for "Other details" with various filters and dates.

**Talent Acquisition Manager**  
Milwaukee, WI, USA Req #63  
Date Posted: Monday, August 16, 2021

**About Milwaukee County**

Milwaukee County oversees operations from our Airport, Behavioral Health, Child Support Enforcement, Combined Court Operations, Human Services, Parks, Public Safety, Public Works, Fleet Operations, Transportation, and at the Zoo. Our departments are also dedicated to our Seniors in the Department on Aging, those with Disabilities, and Veterans Affairs. Our employees also remain committed to serve the cultural, human, recreational and social needs of the entire community.

Need ASAP TA Manager  
Description of Job Announcement goes here

Milwaukee County offers a wide variety of interesting jobs for people who want to make a difference in our community. Milwaukee County provides a competitive benefit package and is an Equal Opportunity Employer. If disability related accommodations are needed, please contact [414-278-3936](tel:414-278-3936).

**Other details**

Job Family: 15 - Other | Job Function: 2 Professionals | Pay Type: Salary | Travel Required: Yes | Travel %: 10 | Telecommute %: 50

Required Education: Equivalent Experience | Job Start Date: Thursday, August 19, 2021 | Job End Date: Tuesday, August 31, 2021

1. Job is posted on Career Site which will be on Milwaukee County





# Requisitions: Posting a Job Requisition

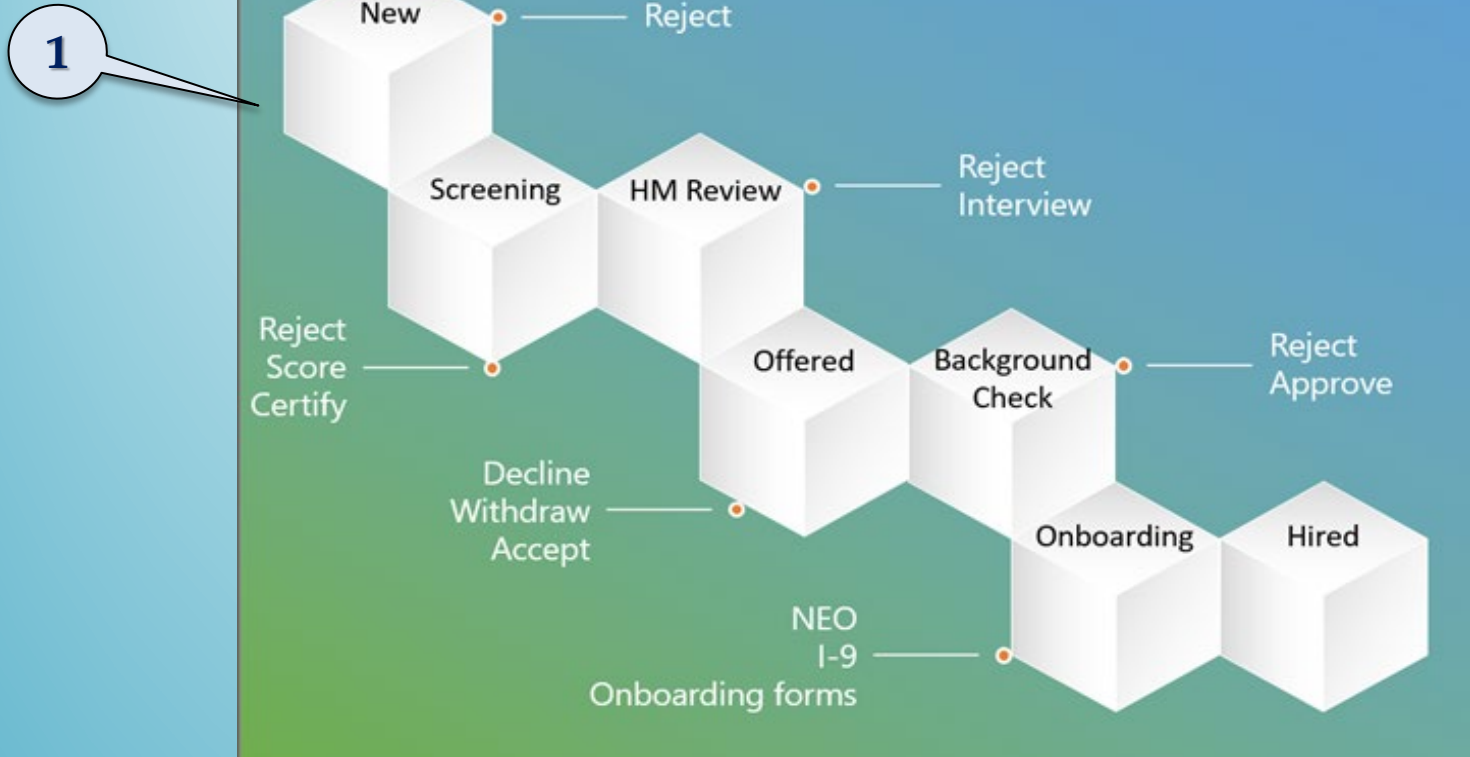
1

The screenshot shows a job requisition page for 'Talent Acquisition Manager' in Milwaukee, WI, USA, with requisition number #63. The page is dated Monday, August 16, 2021. It includes a section 'About Milwaukee County' describing the county's operations and a note that the position is needed ASAP. The 'Other details' section lists: Job Family (15 - Other), Job Function (2 Professionals), Pay Type (Salary), Travel Required (Yes), Travel % (10), Telecommute % (50), Required Education (Equivalent Experience), Job Start Date (Thursday, August 19, 2021), and Job End Date (Tuesday, August 31, 2021). An 'Apply Now' button is visible at the bottom.

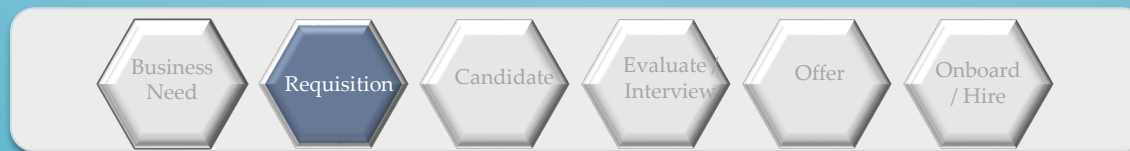
1. Job is posted on Internal Site that will be on County Connect.



# Requisitions: Live Demonstration



## 1. Candidate Experience Workflow



# Requisitions: Fun Game - Quiz

1

Join at **www.kahoot.it**  
or with the **Kahoot! app**

1. Join with either option above to play

Business  
Need

Requisition

Candidate

Evaluate  
Interview

Offer

Onboard  
/ Hire