

Run a Seniority Report

Overview

Within three days of a job posting expiration, HR Shared Services will attach a seniority report to the requisition if internal candidates have applied for the position and the applicable collective agreement identifies seniority as a factor in hiring.

The seniority report identifies which internal candidates are affiliated with the Personnel Sub Area (union) for the vacancy and reflects information based on the last pay period, the dates of which can be found in the report.

Note: Seniority reports will not be provided for Home Care Attendant and Home Support Worker positions in MGEU-HC Support (home care direct service staff).

Org chiefs and their proxies may also run the report on an ad hoc basis if desired.

Note: If Org Chiefs and proxies run the report, the rules regarding seniority as it applies to hiring depend upon the collective agreement the position is covered by, as well as other considerations. **Consult with your site HR** to review the report results, and determine how to proceed with filling your vacancy.

Actions to take:

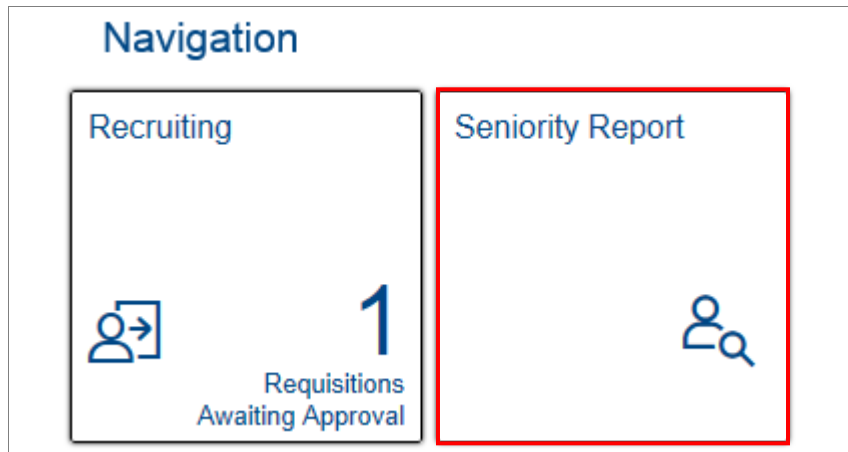
- At the close of the competition (and as close to the closing date as possible), run the seniority report in SuccessFactors and export it to Excel.
- [Attach the report to the requisition](#) so it's available for future reference. If you would like to add notes, create a column in your Excel file for this.
- If you have any questions about how to apply the results of the report to your hiring situation, contact your site HR department for assistance.
- If you believe your seniority report contains incorrect information, contact HR Shared Services at 204.940-8500, option 5.

Run a Seniority Report

Note: Step 1 differs for Org Chiefs and HR Shared Services:

Org Chief

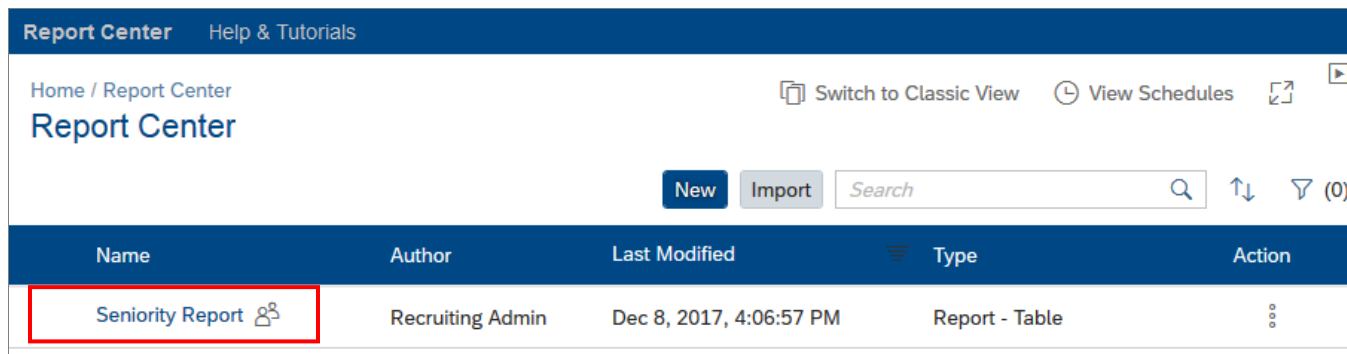
1. Click the **Seniority Report** tile on your **Home** page.



The *Report Center* screen appears.

2. Click **Seniority Report** in the **Name** column.

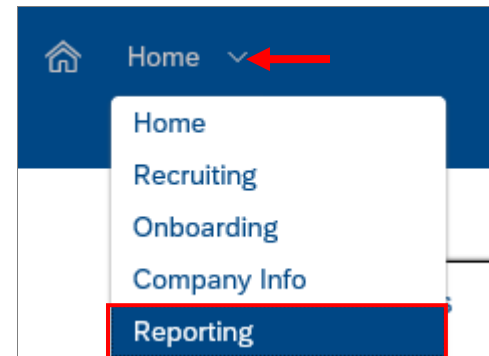
Note: HR Shared Services users must click **Seniority Report (Unsecured)**.



The *Execute Seniority Report* pop-up window opens.

HR Shared Services

1. Click the **Home** menu and select **Reporting** from the drop-down.



3. Click the **Export** radio button and then select **Excel** from the **Format** drop-down menu.

Execute Seniority Report

☐ Run Online

☐ Run Offline

☐ Download (CSV)

☒ Export

Format


Excel

Report Name	Group Name	Column Name	Operator	Value(s)	Actions
Seniority Report	Job Requisition	Job Req ID	In	108;	🔗
Seniority Report	Candidate: Seniority Info...	Personnel Subarea	In	CUPE-1550(204); CUPE-1599 (204);	🔗

Cancel

Generate Report


4. Click  under the **Actions** column next to the **Seniority Report Job Requisition** row, then click **Free-Text** in the menu that appears.

Report Name	Group Name	Column Name	Operator	Value(s)	Actions
Seniority Report	Job Requisition	Job Req ID	In	108;	 Edit
Seniority Report	Candidate: Seniority Info...	Personnel Subarea	In	CUPE-1550; CUPE-1599;	Free-Text

Note: If you select *Edit* from the menu, the *Define "Job Req ID" Filter* window will open and display a list of all requisition IDs in SuccessFactors. You will need to locate your requisition ID number in the Filter Values column and click the check box beside it. Use the < > buttons to navigate through the list page by page, or the << >> buttons to navigate to the first page or last page. Deselect any requisition numbers you don't want to include by clicking the checkbox next to them or next to Deselect All in the Selected Filter Values column.

The *Enter a value* pop-up window opens.

5. Enter the **requisition ID number** you are generating the seniority report for in the field.
6. Click **OK**.

Enter a value 

Cancel

OK

The requisition ID number now appears in the *Value(s)* column and is selected for the report. The next step is to identify the Personnel Subarea for the job requisition.

7. Click  **Actions** column next to the **Seniority Report Candidate: Seniority Info...** row, then click **Edit** in the menu that appears.

Execute Seniority Report



☐ Run Online

☐ Run Offline

☐ Download (CSV)

☒ Export

Format Excel

Report Name	Group Name	Column Name	Operator	Value(s)	Actions
Seniority Report	Job Requisition	Job Req ID	In	2744;	
Seniority Report	Candidate: Seniority Info...	Personnel Subarea	In	CUPE-1550; CUPE-1599;	 <div>Edit Free-Text</div>

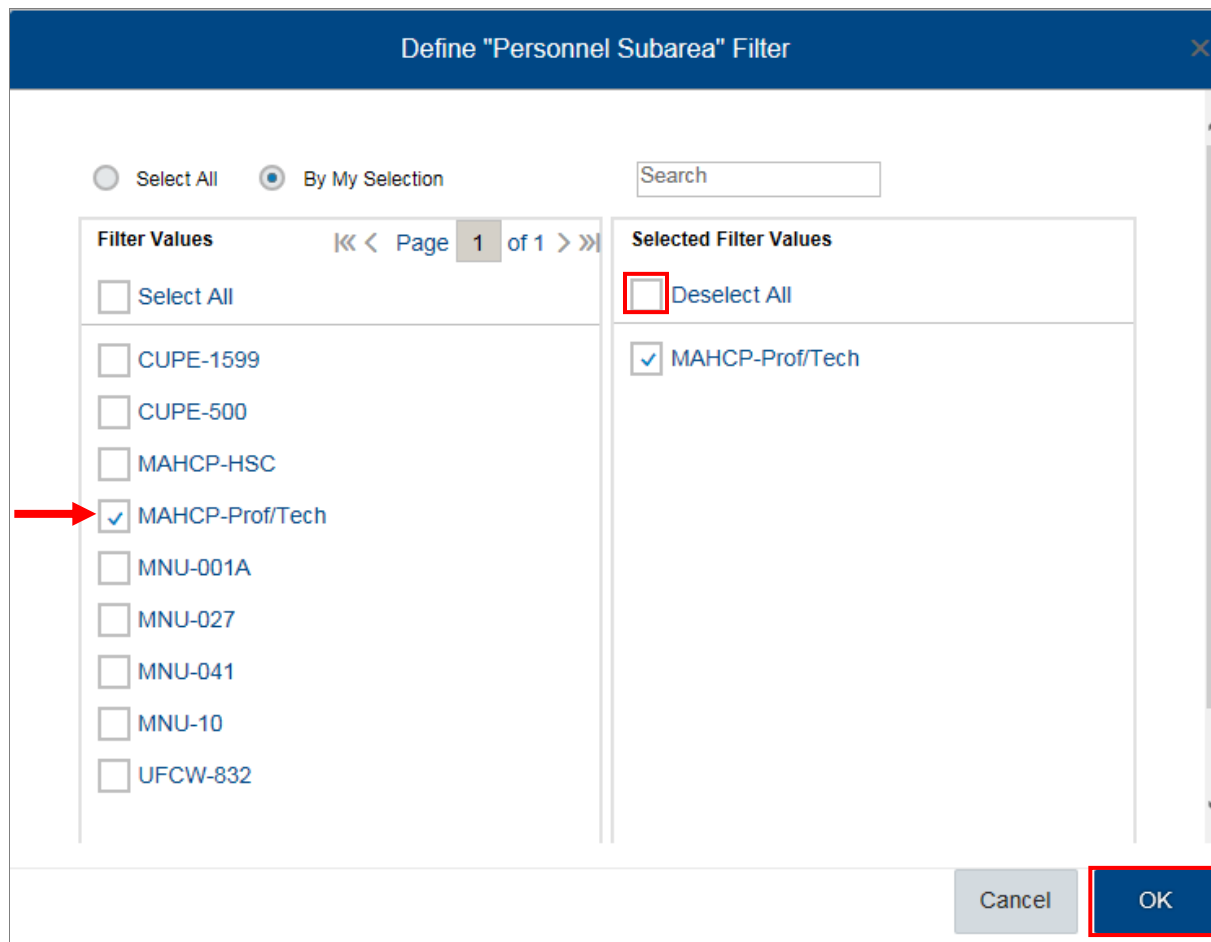
The *Define "Personnel Subarea" Filter* screen appears and displays the list of personnel subareas.

8. Click the **Deselect All** checkbox in the **Selected Filter Values** column to ensure there are no personnel areas selected by default.
9. Click the **checkbox** next to the **applicable personnel subarea for the job requisition**. In this example, MAHCP-Prof/Tech is the personnel subarea.

Note: Review the job requisition to verify the Personnel Area/Personnel Sub Area, and match it with the text found in the [Enterprise Structure](#) diagram to ensure you are selecting the correct Personnel Sub Area.

OK

10. Click .



Define "Personnel Subarea" Filter

☐ Select All ☒ By My Selection

Search

Filter Values	Selected Filter Values
<input type="checkbox"/> Select All	<input type="checkbox"/> Deselect All
<input type="checkbox"/> CUPE-1599	<input checked="" type="checkbox"/> MAHCP-Prof/Tech
<input type="checkbox"/> CUPE-500	
<input type="checkbox"/> MAHCP-HSC	
<input checked="" type="checkbox"/> MAHCP-Prof/Tech	
<input type="checkbox"/> MNU-001A	
<input type="checkbox"/> MNU-027	
<input type="checkbox"/> MNU-041	
<input type="checkbox"/> MNU-10	
<input type="checkbox"/> UFCW-832	

Cancel OK

Note: You can also click the **Select All** checkbox under the **Filter Values** column to include staff from all personnel subareas in the report. When the report is exported into Excel, it can be filtered by personnel subarea, site, etc.

You return to the *Execute Seniority Report* screen and the Value(s) column now displays the selected requisition ID number and personnel subarea.

Generate Report

11. Click

Execute Seniority Report

☐ Run Online☐ Run Offline

☐ Download (CSV)☒ Export

Format Excel

Report Name	Group Name	Column Name	Operator	Value(s)	Actions
Seniority Report	Job Requisition	Job Req ID	In	2744;	🔗
Seniority Report	Candidate: Seniority Info...	Personnel Subarea	In	MAHCP-Prof/Tech;	🔗

CancelGenerate Report

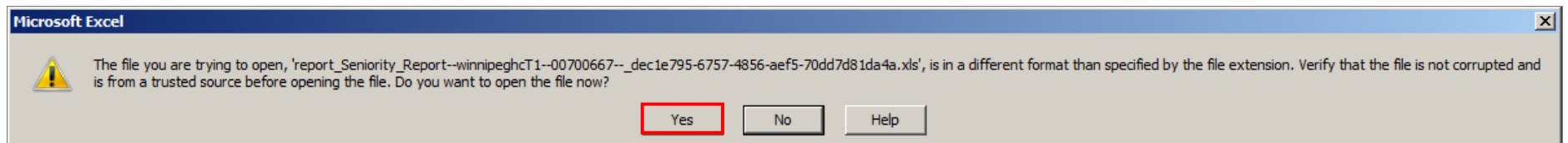
A confirmation pop-up window opens.

12. Click **Open**.



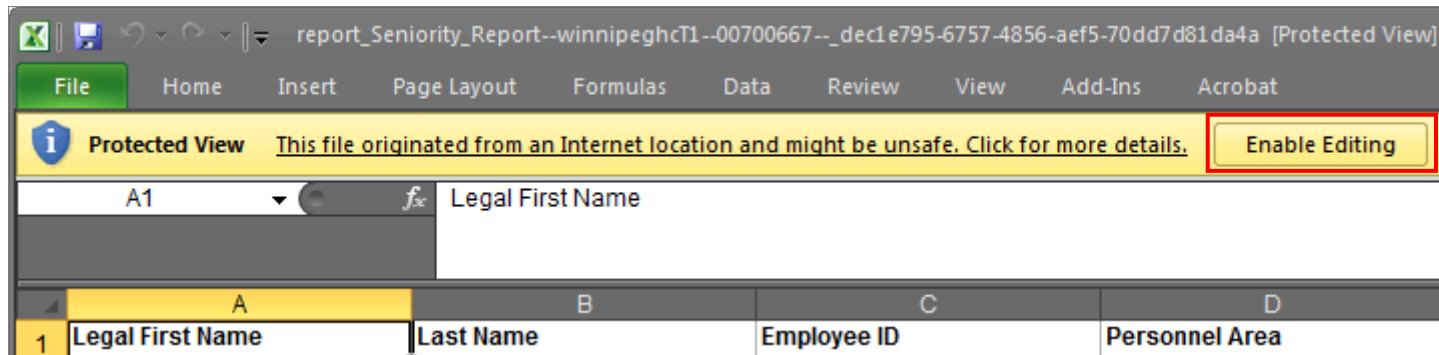
The *Microsoft Excel* pop-up window opens.

13. Click **Yes**.



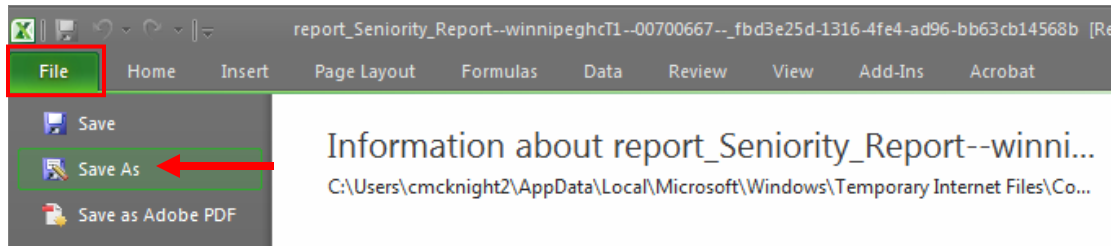
Excel opens and displays *Protected View* at the top of the window.

14. Click **Enable Editing**.



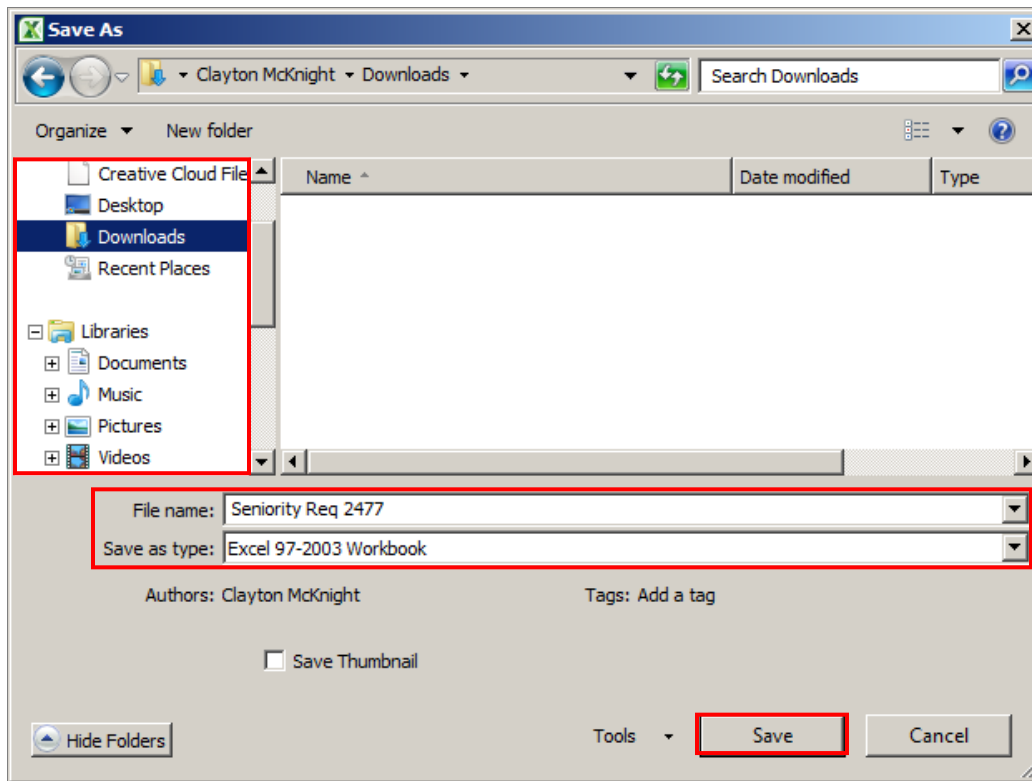
The report is now ready to save.

15. Click the **File** menu and select **Save As** from the drop-down.



16. Choose a location to save the report, name it, and make sure **Excel 97-2003 Workbook** is selected in the **Save as type** field.

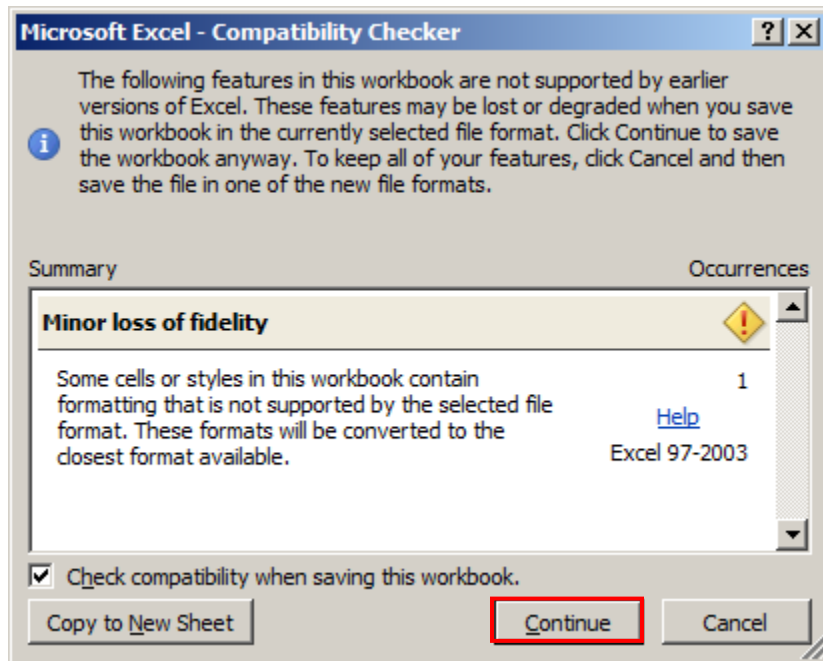
17. Click **Save**.



Note: It is a good idea to include the Requisition ID number in the seniority report file name when you save the file. This will make it easier to select when you upload and attach it to the applicable job requisition.

The *Microsoft Excel - Compatibility Checker* pop-up window opens.

18. Click **Continue**.



The seniority report is saved in the selected location.

Next Steps

After running the report, HR Shared Services emails it to the Org Chief and [uploads and attaches a copy to the applicable job requisition](#) for future reference.

Appendix - Report Columns

Column	Information
Legal First Name	Candidate's legal first name
Last Name	Candidate's legal last name
Employee ID	SAP employee ID
Personnel Area	Site or facility
Personnel Subarea	Union group (e.g. MNU-10)
Time type Desc.	Time Bank (e.g. casual seniority – CUPE; MNU-10)
Seniority Hours	Accrued seniority as of the pay period date
Pay Period Date	Date the report was created
Job Req ID	SuccessFactors job requisition ID number
Job Title	Job title from requisition
Position Number	SAP position number from the requisition
Redeployment Number	Entered by the candidate at the time of application