

# PEOPLE SEARCH USER GUIDE

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## WHAT PROFILES SHOULD BE MANAGED VIA REZPORTAL OR WORKDAY?

All **leased properties** should have all their employees in Workday, regardless of their job level. The above rule excludes interns and/or trainees, who should be managed in People Search.

All **offices and shared service centers** should have all their employees in Workday, regardless of their job level. This excludes interns and/or trainees, who should be managed in People Search.

All **managed properties** should have the General Manager, all Head's of Department and any other MIC eligible team members (e.g. Sales teams) in Workday. There might be some exceptions for managed hotels, as some have chosen to include all employees in Workday.

**Franchise properties** should have not have any employees in Workday and should be managed through People Search.

#### **RADISSON ACADEMY ONLINE**

#### WORKDAY POPULATION

As they have already Workday access, they can login either clicking on the Pineapple or on the Workday icon in Rezportal.

#### NON-WORKDAY POPULATION

All employees not in Workday (see above) need a People Search profile and an assignment in the HR tab to access the Radisson Academy Online clicking on the Pineapple icon. A troubleshooting guide is included at the end of this document.

## WORKDAY POPULATION - HOW TO OBTAIN THE LOGIN DETAILS

#### WORKDAY POPULATION

As soon as an employee gets hired in Workday through our Talent Center powered by harri a profile for the new hire will be created in People Search. There is a 1-hour delay between the successful hire and the creation of the profile in People Search.

Workday will send all information gathered in the hiring process to People Search.

Requesting an **email license** for a corporate email will still happen in People Search.

People Search will send back a unique employee ID to Workday in order for Single Sign On to the system to work for the employees.

It is important to understand that Workday is now the 'source of truth' for all employee related information. In the next topic we will explain which fields should be managed in



Workday and which fields should be managed in People Search.

#### This can only be actioned by the property/location People Search Administrators

- 1. Log in to Rezportal
- Once successfully logged in, click on People Search administration on the home page. A screen will pop up in which you need to authenticate yourself by accepting an SMS on your phone.

You will now have access to administer the new people search profiles which were created as part of the Workday – People Search integration.

By default, the relevant SITA code of your hotel should be chosen in the top left of the administration tool.



- 3. Find the employee by typing her/his name, once found, click on her/his name to find the profile details.
- 4. In case a private email address has been sent from Workday to People Search change it to a RHG one or "hide" the private one for GDPR reasons. Ensure that a mobile phone number is added.
- 5. We will now be looking at the Workday and Rezportal login credentials for this team member. Click on the "Login" tab from the team member's profile.

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eoole Search 60	Welcome Kasper Schultz	WHERE T	LOGOUT	Search		60	CPHZT, Corpor Systems Pulse	ate IT
IOME	CAREERS	DEPARTM	ENTS	LIBRARY			TOOLS	
Directory Administration								
Filter user by:		Profile	Employee Assignments	s Email	Login	SHOP	Workday	MEA
Stacode: CPHZT, Corport   Search by Name: Kasper Schu Search by Email:	Filter: All •			Contact	ate a new pro Details	file please	click the buttor	New Profil
		Title *	Mr. 🔻					
Kasper Schultz		Firstname *	Kasper					
		Lastname *	Schultz					
		Middlename						
		E-mail *	kasper.schultz@radi	ssonhotels.com	m			
		are have	1	0333-1111	roa)			loload Photo 2
				Profile	owner			
		Owned by property	CPHZT Change owner	OPHZT	• 39	lore info		
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		Mobile *	+45 2762 9174		Hide from in	tranet use	5	
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6. On this page we will be able to find the Username of this team member, and we will be able to retrieve the password.

The user name that can be used for logging into Rezportal (hence Workday and the Radisson Academy Online) can either be the profile email address (see below in yellow) or the Intranet Account name (also highlighted in yellow). This typically consist out of some letters and/or some digits.

People Search	60 Welcome Kasper Schultz		LOGOUT	Search		60	CPH2T, Corpo Systems Pulse	rate IT
DME	CAREERS	DEPART	MENTS	LIBRARY			TOOLS	
Directory Administratio	an -							
Filter user by:		Profile	Employee Assignments	Email	Login	SHOP	Workday	MFA
Stacode: CPHZT. Corp	pori ¥ Filter, All ¥		Mr. Sci	hultz Kasper a	plications	access		
earch by Name: Kas	iper Schultz	Rezportal Emp	ployee's ID : 267621					
learch by Email:		Denet over	mantel on Bastisfer confile &	n kanner sch	Arthradian	unhotels co		
Vacnar Schutt		All users	registered to PeopleSearch	h have a Rezi	dor profile o	Ming them	access to their	account
august de lona.		page, to P	Rezidor email ( if they have	any) and to d	ther Rezido	r applicatio	ns.	
		Click h	ere to reset password					
		After you	press the button you as an	administrato	r will receiv	e a tempor	ary password, b	y email.
		if you have	e any questions regarding	this procedu	re, please c	ontact your	IT manager.	
		intranet a	crount in ks. registered at	CPHZT				
		Hara one	ran view what amplication	e a vear has a	contra in a s	neritr no		-
		brand.	carrier macappication			participation (pro-		
		View m	tranet applications this use	er has access	10			
		ReviewPr	o - Enable this employee w	th access to				
		Enable	access					
		TrueView	Brand Audit Platform					
		Users will	gain full access to brand s	standards, LR	A brand aud	it results, N	lanagement Ac	oon Plans
		Contact b	ers. After enabling or delet ueviewsupport@radissoni	hotels.com fo	support.	for user cre	ation to have e	nect.
		Enable	access					
		Recruitm	ent pletform					
		Disable	access					

7. Click on the 'Click here to reset password' to receive a new temporary password for this team member.

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	_	You share have	People Search roldministration - no			_	CONTE Course	Ti ana
eopie Search	GO Welcome Kasper Schultz		LOGOUT	Search		60	Systems Pulse	an //
IOME	CAREERS	DEPART	MENTS	LIBRARY			TOOLS	
Directory Administratic	'n							
Filter user by:		Profile	Employee Assignments	Email	Login	SHOP	Workday	MEA
Sitacode: CPHZT, Corp	xon • Filter: All •		Mr. Sc	hultz Kasper a	pplications	access		
earch by Name: Kas earch by Email:	per Schulz	Responsal Em Reset pa All users page, to catch for this p for this p if you ha intranet a Here on brand. View I	ployees ID : 267621 associet on Realdor public to registrated to Republicator Reador email (if they have and to reader glocostantial) press the botton you as a rothe. Rease follow the fur e any questions regarding account is ks., registered at a can view what application manuel doplications are un-	for kaspersicht h have a Reziz e anyl and to o n administration g this procedur t CPHZT has a user has a et has access	Itz@rediss for profile g ther Rezido r will receiv ns sent to y e, please c ccess in a to	onhotels.co gving them or applicatio ve a tempor- vou by email contact your specific pro	es access to their i ns, ary password, b L ri Timanager, perty, area, cour	account y email, ntry or
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8. You (the PSA administrator) should now receive an email with the new temporary password for this team member.

The team member can now login to Rezportal, Workday and the Workday app with the email address or username and the temporary password. For security reasons, it is **mandatory** that theteam member resets their password to a more secure and personal password after their first login.



What fields should be managed in Rezportal vs Workday

- 1. 'Profile' page will allow you to change the email address of all profiles. It is important to know that any changes to work email addresses **cannot** be changedin Workday and can **only** be managed in Rezportal.
- 2. The possibility to update a photo will remain unchanged as there is no integration with the image a user has in Workday.
- 3. The possibility to hide private email address & mobile phone from other intranet users

All the other changes including the inactivation of a profile should be addressed via Workday using the termination process. This is how the Profile page looks like when managed by Workday:

Contact Detail	S
Title *	Mr. 🗸
Firstname *	Kasper
Lastname *	Schultz
Middlename	
E-mail*	kasper.schultz@radissonhotels.com
Birthdate	1995-03-25 (yyyy-mm-dd) Upload Photo
Profile owner	
Owned by	СРНZТ
property	Change owner CPHZT
Phones	
Mobile *	+45 2762 9174 Hide from intranet users
DID	+45 3234 4046
Fax	
Home	
Extension	4046
Status - here y	you can inactivate the profile
Activate or Inactive *	Active V More info
Profile manag	ed in Workday
This is a profile	that is administrate via Workday. Please contact your HR Manager in case you need to be above disabled fields



4. You will have the possibility to hide the personal email from other intranet users, when the profile registered with a personal email.

This option is only valid when a profile has a Workday profile and the email domain is not one of our corporate domains.

Profile E	Employee Assignments HR Email Login S	SHOP PM System
MFA		
	To create a new profile please clid	k the button:
Contact Details		New Prot
Title *	Mr. 🗸	
Firstname *	Johan	
Lastname *	Sjölund	
Middlename		
E-mail *	u107836@dummyemail.com	
$\sim$	Hide email from intranet users	Upload Photo >

## NON-WORKDAY POPULATION - HOW TO ADD AN ASSIGNMENT

All employees not in Workday need a People Search profile and an assignment in the HR tab to access the Radisson Academy Online. They as well log in by clicking on the Pineapple icon.

It is important that the PS profile is complete and fully up to date.

Click on "New Profile" to create one:

er by:	Profile Assignments HR Email Login Shop MFA Emma Teams
e: FRAZS, RZ CE / 🗸 Filter: All 🗸	Hotel Contact Consent
by Name:	Please select a profile from the left panel in order to view or update profile details.
by Email:	To add a new employee or new email contact please start by creating a profile: New Profile

Click on the **HR** tab to add an assignment.



		You are here: People Search >Adr	inistration - nev	w form			
People Search GO	Welcome Michaela Bailer		OGOUT	Search	GO		
HOME	CAREERS	DEPARTMENTS		LIBRARY	TOOLS		
Directory Administration							
Filter user by: Sitacode: ALL Search by Name: baller Search by Email: Michaela Baller	Filter: All	Profile Assignments Hotel Contact Cons Michaela Bailer - [Job title & Dr This view displays the assignment inside Workday and this prima multiple assignments created i Click here for more information Add assignment	HR ant epartment, U ent(s) manage (d has been y assignmen r rezportal. (User Guide	Email Login	Shop MFA Assignments along with the ones cre ay, the primary assignm y via Workday. An empi naged in People Searc	Emma Team ated via Workday. ent is the same as oyee can have one/ h?	S

Create new Assignment Business Unit Select property  Department Please select a business unit first Subdepartment Please select an upper department first	(
Business Unit         Select property         Department         Please select a business unit first         Subdepartment         Please select an upper department first	•
Select property    Department Please select a business unit first  Subdepartment Please select an upper department first	
Department Please select a business unit first Subdepartment Please select an upper department first	
Subdepartment Please select an upper department first	
Job Title (+ position level)	
Employee's direct manager in this assignment :	
AERZK, RB Rosa V None V	
Submit	

- 1. The Business unit contains the list of properties the administrator has access to. If you have access to multiple properties, you will see all of them and you are able to create assignments to all.
- 2. The department list displays various values based on a property type.



Business   Init		Business Unit	18.0800.00800 (1086 S
BRUZT, RZ CSO	,	BIQZH , RB Biarritz	~
Department		Department	
Select a value	•	Select a value	$\sim$
Select a value		Select a value	
Brand Experience & Quality		Building & Engineering	
Building & Engineering		Finance	
Business Development		Food & Beverage	
Contact Center	h	Hotel Management	
Corporate Operations	μ	Human Resources	
Finance		Information Technology	
Hotel Management		Kitchen	_
Human Resources		Marketing & Digital	
Information Technology		Meeting & Events	
Legal		Procurement & Sourcing	
Marketing & Digital		Personations	
PR & Communications		Reservations	
Procurement & Sourcing		Responsible Business	
Responsible Business		Rooms	
Revenue Management		Sales	
Sales		Spa & Recreation	

3. The sub-department list has various values based on the property type and is dynamically generated each time you change either business unit or department.

Below you can see that are the options for a property hotel in the 'Finance' department:

Business Unit	
BIQZH , RB Blarritz	$\sim$
Department	
Finance	$\sim$
Subdepartment	
Select a value	$\sim$
Select a value	
Accounting	
Audit	
General Finance	

Below are the options for an office property in the same 'Finance' department:



Business Unit	
BRUZT , RZ CSO	~
Department	
Finance	~
Subdepartment	
Select a value	~
Select a value	
Accounting	
Asset Management	
Audit	
Controlling	
ELT - Finance	
Finance Support	
Financial Systems	
General Finance	
Payroll (EMEA)	
Tax & Treasury	

4. The Job title contains a predefined list of approved titles for our organization. You are supposed to choose an existing value.

The job title includes the position level of the assignments, therefore when you decide for on a job title please look at the position level as well.

There might be jobs title with the same value having various position levels. One example you can find below:

Subdepartment	_
Chefs & Cooks ~	
	_
Job Title (+ position level)	
Select a value	
Select a value	]
Executive Chef FS - ( Head of Department )	n Ini
Executive Sous Chef FS - ( Head of Department )	
Sous Chef - ( Manager )	]
Executive Chef SS - ( Manager )	h
Restaurant Chef FS - ( Supervisor )	μ
Breakfast Chef - ( Supervisor )	
Executive Sous Chef FS - ( Supervisor )	
Banquet Chef FS - ( Supervisor )	
Pastry Chef FS - ( Supervisor )	
Cook Supervisor - ( Team Member )	
l	1

5. For customized job title – you can copy the same title as in the job title or write your own value.

For example, we have two job codes for 'General Manager' (both same position with hotel size indication). You can find them under 'Hotel Management', chose the one that apply to your property and write your own title that should be 'General Manager' in both cases:



	Department	
	Hotel Management	$\sim$
	Subdepartment	~
	General Management	~
	Job Title (+ position level)	
	Select a value	$\sim$
	Select a value	
	General Manager SS - ( Senior Director )	7 /
v	Regional General Manager I - ( Senior Director )	
	Regional General Manager II - ( Senior Director )	
	General Manager FS - ( Senior Director )	h
	Asst General Manager SS - ( Manager )	
	Hotel Manager FS - ( Manager )	
	Assistant General Manager SS - ( Supervisor )	

6. As manager you can pick up a name from the same property as the employee or select any person in our organization that has an assignment.

## **IN SCOPE**

This new 'HR' section will soon replace the existing 'Employee assignment' page. For you that means you will need to use this HR tab to create intranet assignments.

## TROUBLESHOOTING GUIDE FOR USERS WHO ARE NOT IN WORKDAY (EXTENDED ENTERPRISE USERS)

