

Quick Guide: Direct Hires & Navigating Your Dashboard.

This guide will show you how to download a copy of the direct hire dashboard. This can be used to track where your temporary or direct hires are in the system.

1. Go to the hiring tab. Then click on Direct Hire Transaction Table.

The screenshot shows the University of Memphis dashboard. At the top, there's a navigation bar with a hamburger menu, the university logo, and user information. Below the navigation bar, there's a greeting "Good afternoon, [user name]". The main navigation area includes tabs for "Me", "My Client Groups", "Hiring" (highlighted with a red box), "Benefits Administration", "Sales", "Procurement", "Tools", and "Others". Under the "Hiring" tab, there are three app icons: "Recruitment and Direct Hires", "Direct Hire Transaction Table" (highlighted with a red box), and "Direct Hire Workspace". Below the apps, there's a "Things to Finish" section with five cards showing tasks assigned to the user, including "Photo Changed for Andra Sherrell Lancaster" and "Changed Personal Information for Shongkour Roy".

2. Click on the Actions button to export the table.

The screenshot shows the "Direct Hire Transaction Table" page. At the top, there's a search bar and a list filter set to "All - Direct Hire Transaction Table". On the right side, there's an "Actions" button (highlighted with a red box) with a dropdown menu that includes an "Export" option. Below the buttons, there's a table with the following columns: Id, Last Name, First Name, Middle Name, Oracle Person Number, Banner Uid Or Faculty OPN, Action, Action Reason, Created By, Creation Date, Semester, GA Work Type, CRN, Assignment Start Date, Projected End Date, Pay Start Date, Pay End Date, and Prc Da. The table contains 15 rows of data, each representing a hire transaction.

Id	Last Name	First Name	Middle Name	Oracle Person Number	Banner Uid Or Faculty OPN	Action	Action Reason	Created By	Creation Date	Semester	GA Work Type	CRN	Assignment Start Date	Projected End Date	Pay Start Date	Pay End Date	Prc Da
EMP-00001-2...	Koirala	Prakriti		1005486	U00905005	ADD_ASSIGN		svc.fscmintegrat...	01/05/2026	202610	Graduate Assist...		2026-01-20	2026-05-07	2026-01-01	2026-04-30	202
EMP-00002-2...	Morgan	Caleb			U00849101	HIRE		svc.fscmintegrat...	01/05/2026				2026-01-05	2026-01-07			202
EMP-00003-2...	Hennings	Monique	Nichelle	1003404	U00748446	ADD_ASSIGN		svc.fscmintegrat...	01/06/2026	202610			2026-01-05	2026-05-15	2026-01-05	2026-05-15	202
EMP-00004-2...	Denton	Hannah	F	1004423	U00841252	ADD_ASSIGN		svc.fscmintegrat...	01/06/2026	202610			2026-01-06	2026-05-15	2026-01-06	2026-05-15	202
EMP-00005-2...	Gibbs	Erica	Danielle	1005001	U00880312	ADD_ASSIGN		svc.fscmintegrat...	01/06/2026	202610			2026-01-06	2026-05-22	2026-01-06	2026-05-22	202
EMP-00006-2...	Hennings	Monique	Nichelle	1003404	U00748446	ADD_ASSIGN		svc.fscmintegrat...	01/06/2026	202610			2026-01-05	2026-05-15	2026-01-05	2026-05-15	202
EMP-00007-2...	Rogers	Rachel	Kittrell	1004157	U00821807	ADD_ASSIGN		svc.fscmintegrat...	01/06/2026	202610			2026-01-06	2026-05-15	2026-01-06	2026-05-15	202
EMP-00008-2...	Wilkerson	Brooklyn	Renee	1006999	U00933404	ADD_ASSIGN		svc.fscmintegrat...	01/06/2026	202610			2026-01-06	2026-05-15	2026-01-06	2026-05-15	202
EMP-00009-2...	Lugo-Pichardo	Yeslin			u00912018	HIRE		svc.fscmintegrat...	01/06/2026	202610			2026-01-06	2026-05-15			202
EMP-00010-2...	Alamawi	Lein		1005596	U00910186	REHIRE		svc.fscmintegrat...	01/06/2026	202610			2026-01-06	2026-05-15	2026-01-06	2026-05-15	202
EMP-00011-2...	Flick	Grady	Parker	1004156	U00821747	ADD_ASSIGN		svc.fscmintegrat...	01/06/2026	202610			2026-01-06	2026-05-15			202
EMP-00012-2...	Havard	Cody	Thomson	1001886	1001886	ADD_ASSIGN		svc.fscmintegrat...	01/06/2026	202610		11900	2026-01-13	2026-05-14	2026-02-01	2026-04-30	202
EMP-00013-2...	Berman	Jeffrey	S	1000223	1000223	ADD_ASSIGN		svc.fscmintegrat...	01/06/2026	202610		11902	2026-01-13	2026-05-14	2026-02-01	2026-04-30	202

3. Under the data tab, use the filter button to make the column headers searchable.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button in the 'Sort & Filter' group is highlighted with a red box. Below the ribbon, a table of employee data is displayed. The first row of the table, which contains the column headers, is highlighted with a red box.

Id	Last Name	First Name	Middle Name	Oracle Person Number	Banner Uid Or Faculty OPM	Action	Action Reason	Created By	Creation Date	Semester	GA Work Type	CRM	Assignment Start Date	Projected End Date	Pay Start Date	Pay End Date
EMP-00001-260105	Koirala	Prakriti		1005486	U00905005	ADD_ASSIGN		svs.fscmintegration	01/05/2026	202610	Graduate Assistant (teaching)		2026-01-20	2026-05-07	2026-01-01	2026-04-30
EMP-00002-260105	Morgan	Caleb			U00849101	HIRE		svs.fscmintegration	01/05/2026				2026-01-05	2026-01-07		
EMP-00003-260106	Hennings	Monique	Nichelle	1003404	U00748446	ADD_ASSIGN		svs.fscmintegration	01/06/2026	202610			2026-01-05	2026-05-15	2026-01-05	2026-05-15
EMP-00004-260106	Denton	Hannah	F	1004423	U00841252	ADD_ASSIGN		svs.fscmintegration	01/06/2026	202610			2026-01-06	2026-05-15	2026-01-06	2026-05-15
EMP-00005-260106	Gibbs	Erica	Danielle	1005001	U00880312	ADD_ASSIGN		svs.fscmintegration	01/06/2026	202610			2026-01-06	2026-05-22	2026-01-06	2026-05-22
EMP-00006-260106	Hennings	Monique	Nichelle	1003404	U00748446	ADD_ASSIGN		svs.fscmintegration	01/06/2026	202610			2026-01-05	2026-05-15	2026-01-05	2026-05-15
EMP-00007-260106	Rogers	Rachel	Kittrell	1004157	U00821807	ADD_ASSIGN		svs.fscmintegration	01/06/2026	202610			2026-01-06	2026-05-15	2026-01-06	2026-05-15
EMP-00008-260106	Wilkinson	Brooklyn	Renee	1005999	U00933404	ADD_ASSIGN		svs.fscmintegration	01/06/2026	202610			2026-01-06	2026-05-15	2026-01-06	2026-05-15

4. There are several columns. Scroll to the right and use the Originator Name column to filter for ones you started.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button in the 'Sort & Filter' group is highlighted with a red box. Below the ribbon, a table of assignment data is displayed. The 'Originator Name' column header is highlighted with a red box.

Assignment Status	Originator Email	Originator Name	Originator Person Number	Originator User Id	Line Manager Approval Comments	Line Manager Approval Status	Line Manager User Id	Line Manager/Supervisor Email
ACTIVE_PROCESS	dmlinton@memphis.edu	Mr Daniel M Linton	1000134	dmlinton	Dr Colin Brett Chapell Comments: null	Dr Colin Brett Chapell: APPROVE	cbchpell	cbchpell@memphis.edu
ACTIVE_PROCESS	dmlinton@memphis.edu	Mr Daniel M Linton	1000134	dmlinton	Lauren F Byrd Comments: null	Lauren F Byrd: APPROVE	lnfarmer	lnfarmer@memphis.edu
ACTIVE_PROCESS	mcozine1@memphis.edu	Michelle Cozine	1006238	mcozine1	Michelle Cozine Comments: null	Michelle Cozine: APPROVE	mcozine1	mcozine1@memphis.edu
ACTIVE_PROCESS	mcozine1@memphis.edu	Michelle Cozine	1006238	mcozine1	Michelle Cozine Comments: Submitted contract before system was fixed.	Michelle Cozine: REJECT	mcozine1	mcozine1@memphis.edu
ACTIVE_PROCESS	ndgomez@memphis.edu	Natalia de Jesus Gomez	1003574	ndgomez	Natalia de Jesus Gomez Comments: null	Natalia de Jesus Gomez: APPROVE	ndgomez	ndgomez@memphis.edu
ACTIVE_PROCESS	mcozine1@memphis.edu	Michelle Cozine	1006238	mcozine1	Michelle Cozine Comments: Submitted before system was fixed.	Michelle Cozine: REJECT	mcozine1	mcozine1@memphis.edu
ACTIVE_PROCESS	mcozine1@memphis.edu	Michelle Cozine	1006238	mcozine1	Michelle Cozine Comments: Submitted before system was fixed.	Michelle Cozine: REJECT	mcozine1	mcozine1@memphis.edu
ACTIVE_PROCESS	mcozine1@memphis.edu	Michelle Cozine	1006238	mcozine1	Michelle Cozine Comments: null	Michelle Cozine: APPROVE	mcozine1	mcozine1@memphis.edu
ACTIVE_PROCESS	mcozine1@memphis.edu	Michelle Cozine	1006238	mcozine1	Michelle Cozine Comments: null	Michelle Cozine: APPROVE	mcozine1	mcozine1@memphis.edu
ACTIVE_PROCESS	mcozine1@memphis.edu	Michelle Cozine	1006238	mcozine1	Michelle Cozine Comments: null	Michelle Cozine: APPROVE	mcozine1	mcozine1@memphis.edu

Important columns to:

Column Header	Description
Originator	Tell you who originated the contract. Allows you to search for specific users.

Employee Approval Status	Tell you the status of your hire. Allows you to prompt the next level of approval if necessary.
Line Manager User ID	Informs you of line manager.
Line Manager Approval Status	If blank, tells you they have not approved.
Line Manager's Manager User ID	Inform you of the second level approval.
Line Manager's Manager Approval Status	If blank, tells you they have not approved.
Employee Creation Status	Tell you if there are any errors. If so, see Employee Creation Detail column.
HR Approver Approval Status	Inform you if HR has approved/finalized the hire.

Note, the data on the spreadsheet is current at the point at which you exported the data. Additional approvals will not be captured until a new copy has been downloaded.

Pro Tips:

- For more information on the University of Memphis hiring process, take **HCM: Direct Hires Training**, which can be found at [Memphis.edu/erp/training](https://memphis.edu/erp/training).
- To learn more about navigating and using Microsoft Excel, take one of the training courses available to all employees in LinkedIn Learning. In myMemphis, under the Employee tab, click on Training Opportunities to login with your single sign on.