Group User Feedback Session

*HR Direct Update Form*

**Intro**

As everyone is aware, we are redesigning the HR Direct Update. The redesign focus is around displaying only relevant fields based on the action being processed. The purpose of this meeting is to get an understanding of how you use the HR Direct Update form so this redesign can be most beneficial to the group.

I’m going to do this in a basic Q&A format.

1. What data do you update the most/What data would you prioritize on this form?
2. What data do you update the least/deemphasize on this form?
3. Of the sections you update – rank in the order most updated to least:
   1. Personal Data
   2. Organizational Assignment
   3. Mailing Address
   4. Emergency Contact
   5. Corporate Function
   6. Additional Personal Data
   7. Residence Status
4. Currently there are approximately 15 options to create or edit in the dropdown --- which of these options would you want to be the default when you first appear? (most used)
5. How much do you update the following?
   1. Update Pers Admin
   2. New/Change/Delimit Virtual EE

I’d like to drill down a bit more on specifics of the form.

1. What does it mean to “create” data? For example, there is an option for “create personal data” – what does this do?
   1. Assumption is this is an update – you aren’t creating a record or adding someone’s name/basic info?
   2. Same for mailing address – isn’t that already in the system – what does “create mailing address” mean?
2. I would like to see if there are sections that relate most to each other. What I mean is – are there updates you make to the certain sections at the same time? For example, currently there are sections such as Personal Data and Additional Personal Data – I would assume that these would go together for updates – any thoughts?
3. Is there a section residence status should live? Where does it live now?

Conclusion

1. How much do you expect this or other forms to be used on mobile (tablet or phone)?
2. Do you have any additional thoughts or feedback?

Thank you for taking the time to give us your feedback.