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**HR-010-010: Establish and Maintain Organization Structure**

Activities required to implement org structure changes, which would be policy or business driven, in the HR system specifically related to organizational unit objects and organizational unit relationships. Org structure changes could include opening, closing, or restructuring a facility, etc. They can also be the creation or update of attributes associated with organizational units (addresses, cost centers, name changes, etc.).
<table>
<thead>
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<th>Process Code</th>
<th>Description</th>
</tr>
</thead>
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<tr>
<td>HR-010-020: Create and Maintain Jobs</td>
<td>Activities required to define the way the organization will be set up and to manage jobs (classifications). Jobs are general classifications of tasks routinely performed together by a position. Manage Job Requirements and Factoring is an input and output to this sub process because many jobs that require evaluation must come back to Create and Maintain Jobs process flow after approvals for processing.</td>
</tr>
<tr>
<td>HR-010-030: Create and Maintain Positions</td>
<td>Activities required to define the way the state will be set up through position management. A position is a “seat” in the state and is a key element that ties together the job information, location, and organizational information for an employee. This process will outline the steps to create and/or maintain a position.</td>
</tr>
<tr>
<td>HR-010-040: Monitor Open Positions</td>
<td>Activities required to maintain positions and to ensure that vacant positions are either being filled, inactivated, or delimited. Monitoring open positions is important in order to ensure that the budgeted headcount and the actual headcount align for the agency/ state.</td>
</tr>
</tbody>
</table>

Elements of the Org Structure may be owned by Finance and would have to be coordinated to be updated/changed/added. e.g. Department
HR-010-010: Establish and Maintain Organization Structure

- **Start**
- Identify Need For Org Structure Creation/Change
- Submit Org Structure Creation/Change Request
- Request Received and Case Automatically Generated
- Review Requirements for Org Structure Creation/Change
- Identify Impacts
- Yes: Notify Stakeholders That Changes Were Processed
- No: Close Case

- **Branch 1**
  - Check with Appropriate Stakeholders as Requested
  - Communicate Reason for Rejection to Key Stakeholders

- **Branch 2**
  - Update Request Based Upon Feedback
  - Review KB to Understand How to Submit Org Struct Req

- **End**
HR-010-020: Create and Maintain Jobs

Diagram showing the process for creating and maintaining jobs with decision points and actions such as:
- Need Identified to Create/Maintain Job
- Review KB to understand how to create/maintain jobs
- Consult with appropriate stakeholders to validate request
- Submit request to create/update job
- Classified?
- Approved?
- Manage Job Requirements and Factoring
- Coordinate with HR to conduct impact assessment
- Create/Update Job & associated attributes
- Requestor Notified of Job create/update
- Requestor Notified of Job create/update
- Create and Maintain Positions
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<th>HR-020-010: Create and Post Job Requisition</th>
<th>Internal approvals and steps necessary to create an open job requisition in the system.</th>
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<td>HR-020-020: Internal Applicants Apply</td>
<td>Activities for internal candidates to create their online profile, review available jobs, and decide whether to apply for any job opening. Internal candidates access this portal through Employee Self-Service.</td>
</tr>
<tr>
<td>HR-020-030: External Applicants Apply</td>
<td>Activities for external candidates to create an online profile, review available jobs, and decide whether to apply to any job opening.</td>
</tr>
<tr>
<td>HR-020-040: Manage Talent Acquisition Events</td>
<td>Manage talent acquisition events includes defining strategy of talent acquisition events.</td>
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<tr>
<td>HR-020-050: Screen Candidates</td>
<td>Preliminary screening of candidates through identification of candidates to be interviewed for the job and well as assessment review/ score.</td>
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<tr>
<td>HR-020-060: Manage Interview Scheduling</td>
<td>Manage interviews and coordinate logistics with candidate and interview team.</td>
</tr>
<tr>
<td>HR-020-070: Interview and Select Candidates</td>
<td>Conduct interviews and schedule / conduct required assessments. Select the most qualified candidate based on the interview and assessment process.</td>
</tr>
<tr>
<td>HR-020-080: Prepare and Extend Job Offer</td>
<td>Prepare the offer letter for selected applicants. Upon receiving the appropriate approvals, the offer or contract is presented to the successful candidate.</td>
</tr>
<tr>
<td>HR-020-090: Perform Pre-Hire Due Diligence</td>
<td>Conduct pre-hire due diligence activities, e.g. background checks, drug testing, medical evaluation, etc. These may vary based on the Position Profile and Requirements.</td>
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<td>HR-020-100: Prepare Rejection Notification</td>
<td>Reject candidates based on testing, screening and interview process. A rejection reason will need to be provided in the system.</td>
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<td>HR-020-110: Manage Job Requisitions</td>
<td>Extend/Update/Close job requisitions as additional information arises and as appropriate.</td>
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<tr>
<td>HR-020-120: Rescind Offer</td>
<td>Manage voluntary/involuntary offer withdrawal.</td>
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HR-020-010: Create and Post Job Requisition

The process flowchart outlines the steps for creating and posting a job requisition. It begins with accessing the hiring toolkit via the knowledge base. The process then checks if a position exists. If not, the requisition is initiated. If the position exists, the budget rules are applied. An exception is allowed, or the process is ended. If an exception is allowed, the requisition is reviewed and approved. If approved, the internal, external, and talent acquisition events are updated. If not approved, the process returns to the budget rules application.
HR-020-030: External Applicants Apply
HR-020-040: Manage Talent Acquisition Events
HR-020-060: Manage Interview Scheduling
HR-020-090: Perform Pre-Hire Due Diligence
HR-020-100: Prepare Rejection Notification
HR-030: Onboarding

**HR-030-010: Conduct Pre-Boarding**
Conduct activities, such as compiling relevant paperwork for new hires, entering any applicable scheduling data into the system and coordinating first day logistics.

**HR-030-020: Manage Day 1 Activities**
Manager greets employee on scheduled first day. Introduce the new hire, rehire, or transfer to the agency, department and team they are joining.
HR-030-010: Conduct Pre-Boarding
HR-030-020: Manage Day 1 Activities

HR-030-020: Manage Day 1 Activities

- Conduct Pre-Boarding
- Meet New Hire
- Arrived as Scheduled?
  - Yes
    - Conduct Day 1 Activities
    - Introduce Employee to Team
  - No
    - Change in Start Date?
      - Yes
        - Contact HR to Update Start Date
        - Validate Documentation Requirements (I-9, etc.)
      - No
        - Separation Due to Hire and No Start
- Update Start Date
### HR-040-010: Conduct Assessment of Learning Needs

Conduct Assessment of Learning Needs involves assessing at a high level a whole library of content for the state, a specific agency, or a specific role. The assessment is supposed to identify gaps in learning content and attempts to address those gaps through new course development. The gap could either be identified by an individual or through new learning requests.

### HR-040-020: Assess Existing Learning Programs/Courses

Assess Existing Learning Programs/Courses involves the assessment of learning programs or courses based on need. Generally, it focuses on specific programs/ courses to determine whether new development is needed, content needs to be updated, new content relevant to the course, or a variety of other course specific factors. The assessment evaluates whether the current course is relevant or if new development activity needs to take place even if that new development activity is updating a current course.

### HR-040-030: Design and Develop Learning Program/Course

Design and Develop Learning Program/Course involves creating and/or buying the materials for a course. This subprocess involves the “what” of a course or what will be covered.

### HR-040-040: Manage Course Offerings

Manage Offerings of Courses involves the where and when for a course. The content has already been developed. The offering will either have a time and a place if in person or may be an on-demand offering.
HR-040-050: Manage Employee Course Enrollments
Manage Employee Course Enrollments involves employees signing up for offerings of courses. The employees may have to obtain approval from their managers. The process also captures a waitlist if one exists.

HR-040-060: Deliver Learning
Deliver Learning involves delivering the content to the learner as well as the assessment of the content.

HR-040-070: Document Employee Learning Results
Document Employee Learning Results involves scoring exams and documenting the learning program/course in the employee's learning record.

HR-040-010: Conduct Assessment of Learning Needs

![Flowchart Diagram](image-url)
HR-040-020: Assess Existing Learning Programs/Courses

1-30-2020
HR-040-030: Design and Develop Learning Program/Course
HR-040-040: Manage Course Offerings
HR-040-050: Manage Employee Course Enrollments

1. Start
   - Receive Notice to Approve Registration & Payment
   - Approve Registration

2. XOR
   - Approve Registration
     - Yes
       - Start
       - Register EE for Course
     - No
       - XOR
         - Submit Request for Course
           - Yes
             - Conduct Assessment of Learning Needs
           - No
             - Start
             - Register EE for Course
             - XOR
               - Space Available?
                 - Yes
                   - Enrollment Confirmed and Relevant Costs Accounted For
                   - XOR
                     - End
                       - Receive Notification that Course is Full
                     - No
                       - Deliver Learning
                     - XOR
                       - HR-040-050-060
                         - No
                           - End
                           - Receive Notification that Course is Full
                         - Yes
                           - End
                           - End
                         - XOR
                           - End
HR-040-070: Document Employee Learning Results
HR-050: Integrated Talent

<p>| HR-050-010: Create and Maintain Competency Models | Activities related to creating and maintaining competency models across the organization. |</p>
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<th>HR-050-020: Assign Objectives</th>
<th>Activities related to defining and cascading state and agency objectives to influence team and individual objective setting. The objectives could be both statewide and agencywide objectives.</th>
</tr>
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<td>HR-050-030: Assign Team Objectives</td>
<td>Activities related to defining and cascading team objectives to influence individual objective setting.</td>
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<td>HR-050-040: Set Performance and Development Objectives</td>
<td>Activities related to defining both individual performance and development objectives.</td>
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<td>HR-050-050: Create and Maintain Employee Talent Profiles</td>
<td>Activities related to updating an individual’s talent profile within the HCM system.</td>
</tr>
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<td>HR-050-060: Conduct Ongoing and Frequent Feedback</td>
<td>Activities related to conduct ongoing and frequent performance conversation to promote transparency and encourage development.</td>
</tr>
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<td>HR-050-070: Complete 360 Feedback</td>
<td>Activities related to gathering 360 feedback from feedback providers and develop feedback summary for the employee to inform his / her developmental progress and needs.</td>
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<td>HR-050-080: Conduct Performance Evaluation</td>
<td>Activities related to conducting a year-end performance evaluation for an employee.</td>
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<tr>
<td>HR-050-090: Create and Execute Performance Improvement Plan</td>
<td>Activities related to administering a performance improvement plan for an employee for which performance issues have been identified and need to be formally addressed and monitored.</td>
</tr>
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<td>HR-050-100: Identify Critical Workforce Segments</td>
<td>Activities related to identifying critical roles across the organization and determine the skills and competencies required for those roles.</td>
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</table>
HR-050-030: Assign Team Objectives
HR-050-040: Set Performance and Development Objectives
HR-050-080: Conduct Performance Evaluation
HR-050-090: Create and Execute Performance Improvement Plan
HR-050-100: Identify Critical Workforce Segments
HR-060-010: Personal Data Changes

Change(s) in employee personal data, in which an employee initiates a change to personal data such as demographic and contact information required for HR purposes.
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<th>HR-060-020: Work Data Changes</th>
<th>Manager initiates an update to work data on behalf of a direct report, which does not require a change in position.</th>
</tr>
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<td>HR-060-030: Employee Movement</td>
<td>Manager initiation of Employee movement within or across an agency/state that requires a change in position (e.g. promotion, demotion, transfer, etc.) and may or may not be pay impacting.</td>
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<td>HR-060-040: Resource Contract Management</td>
<td>This process reviews an existing resource's contract to determine if an extension or renewal is appropriate.</td>
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<td>HR-060-050: Employee File Management</td>
<td>This process identifies how to action requests for files attached to an employee's record that can not be viewed by the requestor.</td>
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<td>HR-060-060: Employment Verification</td>
<td>This process reviews how a third-party employment verification is actioned. Examples: hire dates, salary, work history.</td>
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<td>HR-060-070: Mass Data Change</td>
<td>The process of mass data changes occurs when updates to the system consist of multiple entries. Examples include, but are not limited to, multiple hires, rehires, terminations, promotions, transfers, and pay rate changes.</td>
</tr>
<tr>
<td>HR-060-080: Data Quality/Corrections</td>
<td>This process corrects any data in the system that cannot be modified by an employee. Examples include, but are not limited to, incorrect SSN, birthdate, pay rate, etc.</td>
</tr>
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</table>
HR-060-020: Work Data Changes

HR-060-030: Employee Movement
HR-060-040: Resource Contract Management
HR-060-050: Employee File Management
HR-060-060: Employment Verification
HR-060-070: Mass Data Change
HR-060-080: Data Quality/ Corrections

Start
Identify data quality issues
Review process support content on portal
Submit request to correct data

Start
Run periodic data audits and record results

No
Yes
XOR

Mass Data Change

No
Valid request?

Send denial to requestor and provide guidance on next steps
Cancel case

End

End

Manually create case to track issue to resolution

Investigate requirements and determine extent of quality issue
Share results with requestor and develop correction plan
Complete data correction based on guidelines
Close case
HR-070: Manage Compensation

HR-070-010: Conduct Compensation Analysis/Comparisons
Agencies or DHR identify the need to update the salary structure, and provides a proposal to be reviewed and approved by DHR. Once approved, DHR updates the salary structure and communicates the salary structure to all Agencies.

HR-070-020: Manage Job Requirements and Factoring
Manager or Agency HR identifies the need to update or create a job, and provides the job details to the Compensation Specialist to use when determining the salary for the job. The Compensation
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<th>Description</th>
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</thead>
<tbody>
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<td>HR-070-040: Change in Employee Compensation</td>
<td>An agency will implement an legislatively approved Change in Employee Compensation (CEC).</td>
</tr>
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<td>HR-070-050: Manage Bonuses for Employees</td>
<td>With administration executed by Agency HR team, the Agency manages the bonus calculation and payout process.</td>
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<tr>
<td>HR-070-060: Manage AdHoc Compensation Adjustment</td>
<td>Managers partner with Agency HR to determine salary adjustments in alignment with established compensation guidelines provided by DHR.</td>
</tr>
<tr>
<td>HR-070-070: Notify Employee of Salary Decision</td>
<td>Activity outlines communication of Salary decisions to their direct reports. This process covers adjustments, annual merit and bonuses, if applicable.</td>
</tr>
<tr>
<td>HR-070-080: Monitor Internal Compliance</td>
<td>Activities to insure compliance is maintained across the State.</td>
</tr>
</tbody>
</table>
HR-070-010: Conduct Compensation Analysis/Comparisons

HR-070-020: Manage Job Requirements and Factoring
HR-070-040: Change in Employee Compensation
HR-070-050: Manage Bonuses for Employees
HR-070-070: Notify Employee of Salary Decision

1. Plan and Process Market Adjustments
2. Change in Employee Compensation
3. Manage Bonuses for Employees
4. Manage Advisor Compensation Adjustment
5. Reviews Report for Change(s) in Salary
6. Communicates Change(s) to Employee(s)
7. Review Changes and Ask Questions
8. End
HR-070-080: Monitor Internal Compliance
HR-080: Benefits Administration

HR-080-010: Manage Compliance Programs

This process outlines the activities related to auditing group insurance benefit programs to insure compliance across the State.
<table>
<thead>
<tr>
<th>HR-080-020: Maintain Eligibility</th>
<th>Monitor employees eligibility to ensure they maintain their eligible status. This is done through a combination of reports that identify changes in eligibility or conflicts between participation and eligibility.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR-080-030: Manage Group Insurance Enrollment</td>
<td>Manage the on-going process of Benefits Enrollment, including annual, and new hire elections. Provide employee information regarding the enrollment process, open enrollment dates, distribute benefit enrollment instructions and materials.</td>
</tr>
<tr>
<td>HR-080-040: Manage Enrollment Changes</td>
<td>Process Employee requests for changes to benefits elections.</td>
</tr>
<tr>
<td>HR-080-050: Manage Retirement Plans</td>
<td>Manage the enrollments and deductions for retirement plans, along with the transmission of deductions to providers.</td>
</tr>
<tr>
<td>HR-080-060: Initiate Affordable Care Act</td>
<td>Monitor hours worked and unworked for eligibility for medical coverage under Affordable Care Act. Complete and submit year end reports (1094 and 1095 forms).</td>
</tr>
<tr>
<td>HR-080-070: Process Benefits Termination</td>
<td>Define and execute process for termination of benefits participation. Benefits may be terminated due to termination of employment (voluntary or involuntary), unpaid leave of absence without benefit deduction prepayment, retirement, death, or failure to maintain eligibility.</td>
</tr>
<tr>
<td>HR-080-080: Data Transmission to External Vendors</td>
<td>Transmission of employee data to vendors for processing of eligibility/claims/payments/collections.</td>
</tr>
</tbody>
</table>
HR-080-020: Maintain Eligibility
HR-080-040: Manage Enrollment Changes
HR-080-050: Manage Retirement Plans
HR-080-060: Initiate Affordable Care Act
HR-080-070: Process Benefits Termination

HR-140-020
Manage Voluntary Separation

HR-140-030
Manage Involuntary Separation

HR-140-040
Manage Reduction in Workforce

HR-000-070-010
Receive notification of Separation

HR-000-070-020
Terminate benefits & stop deductions based on end date

HR-000-070-030
Send notification of benefits termination to EE, if applicable

HR-000-070-040
Receive notification of benefits termination

End
## HR-090: Leave of Absence

### HR-090-010: Manage Leave Requests
This process outlines the steps the employee and/or Manager will follow to request a Leave of Absence request. Request types include: Military Leave, Personal Leave, Medical Leave (Paid/Unpaid), etc.

### HR-090-020: FMLA Leave Request
This process outlines the steps to request a continuous or intermittent Family Medical Leave Act (FMLA). FMLA entitles eligible employees to take job-protected leave for specified family and medical reasons for up to 12 weeks.

### HR-090-030: Manage Return From Leave
Activities required to return an employee from a Leave of Absence. Indicates documentation required.

### HR-090-040: Manage Alternative Duty
This process outlines the activities to put an employee on Alternative Duty, whether it's a short term or long term period.
HR-090-020: FMLA Leave Request

Start

- Initial discussion with Employee regarding potential leave options
- Submit FMLA Leave Request & Attach Required Documents

Yes

Need more information? No

Yes

- Validate FMLA Leave Eligibility and Applicability

XOR

- Review Request and Decide if Exception Needed

XOR

- Consult and obtain approval for FMLA leave if needed

XOR

- Schedule and Track of EIC: Automatically Updated

Yes

- Employee notified of approval

End

- Employee notified of denial

- Employee notified of denial to return to work

- Employee notified of denial with suggested return date

- Employee notified of denial with suggested return date
HR-100: Manage Employee Engagement

<table>
<thead>
<tr>
<th>Process Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR-100-010: Manage Organization Wide Surveys</td>
<td>This sub-process outlines the steps necessary to develop, distribute, and analyze the results of an organization-wide pulse survey.</td>
</tr>
<tr>
<td>HR-100-020: Manage Team Specific Surveys</td>
<td>This sub-process outlines the steps necessary to develop, distribute, and analyze the results of a team-specific pulse survey. This is most frequently used by managers during or after large team events / projects.</td>
</tr>
</tbody>
</table>
HR-110: Workforce Management

**HR-110-010: Basic Scheduling**
Agency Time Administrator creates and validates if a new shift or schedule is needed; the Manager assigns the applicable schedule to Employees. This process should be completed every time a need for a schedule is identified and prior to allocating a work schedule to an Employee.

**HR-110-020: MVS Scheduling with Staffing Office**
Agency Scheduler is responsible for managing schedules for employees. This acts as a control to ensure that the schedules align with client business needs and policies, and that any exceptions are correctly identified and handled. This process should be completed every time a need for a schedule is identified and prior to allocating a work schedule to an Employee.

**HR-110-030: Setup Holiday Calendar**
The State Controller’s Office (SCO) maintains the holiday calendar for payroll based upon state statute.
<table>
<thead>
<tr>
<th>HR-110-040: Manage Luma WFM System Access</th>
<th>Time Administrator makes changes to system access, which could include delegations, increasing access to WFM system, or decreasing access to WFM system after receiving and confirming a request.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR-110-050: Time Capture and Approval</td>
<td>Employee enters worked time and attests to their timecard. Time is approved by the employee’s supervisor and Agency HR.</td>
</tr>
<tr>
<td>HR-110-060: Time Off Request</td>
<td>Employee requests time off (paid leave, sick, etc.) through self-service in the system and their Manager approves or denies requests according to business needs.</td>
</tr>
<tr>
<td>HR-110-070: Donate/Receive Time</td>
<td>The requestor initiates the process to receive vacation time via employee donation which requires approval/review at the Agency level for both the requestor and donor representative agencies.</td>
</tr>
<tr>
<td>HR-110-080: Time Corrections</td>
<td>HR Agencies/Managers continuously monitors their Employees’ timecards and take action on any alerts and exceptions in the WFM system. This ensures that all time data is accurate and free from system errors, and that any exceptions have been approved. After time data has been reviewed and approved, it is sent to payroll processing.</td>
</tr>
<tr>
<td>HR-110-090: On-Cycle Payroll Process</td>
<td>Agency Time Administrator reviews, validates, and approves timecards during the regular pay period. If edits are needed to timecards, they will remove the approval and make the necessary changes before re-approving. The processed data is then sent to the payroll system.</td>
</tr>
<tr>
<td>HR-110-100: Process Historical Corrections</td>
<td>Manager/Timekeeper and Agency Payroll makes edits to timecards that have already been processed through payroll after being initiated from Employee’s Manager or Employee. The corrected data is then sent to payroll and paid to the Employee as an on-cycle or off-cycle pay check as per internal State of Idaho business processes.</td>
</tr>
<tr>
<td>HR-110-120: Prior Comp Time Payout: Covered: Auto</td>
<td>The Payroll Division processes the semi annual prior comp payout process for covered employees with results sent to HR Agency and Agency Budget and processed in payroll.</td>
</tr>
<tr>
<td>HR-110-130: Comp Time Payout: Covered: Ad Hoc</td>
<td>Employees or Agencies can initiate a one-time request for comp time pay out with approvals by Agency Budget and Agency Approving Authority. The comp time will be submitted in WFM and processed in payroll.</td>
</tr>
</tbody>
</table>
HR-110-010: Basic Scheduling

Start

Is an Advance Schedule Requested?

No

Yes

HR-110-010-001

Create Daily shift Templates and Shift Pattern templates

Does the new Shift Pattern currently exist in the System?

No

Yes

HR-110-010-002

Create new Daily Shifts and/or Shift Pattern templates

Will the new Shift Pattern apply to many employees?

No

Yes

HR-110-010-003

Assign each employee a Shift Pattern

Need to change or update an Employee’s schedule?

No

Yes

HR-110-010-004

Assign existing Shift Pattern to employee

HR-110-010-005

Manually adjust employees schedule for a one-time change

Assign the employee the new Shift Pattern

Save Changes

End
HR-110-020: MVS Scheduling with Staffing Office

HR-110-030: Setup Holiday Calendar
HR-110-040: Manage Luma WFM System Access

Start
- Receive request for change in system access
- Select user whose access will be changed
- Update level of system access
- Add a date range for system access if necessary
- Confirm changes in system access
- Test change in system access
- Change in system access successful?
  - Yes
  - End
  - Receive notification of system access change
  - XOR
  - No
- Is request confirmed?
  - Yes
  - XOR
  - No
- Appropriate Stakeholders Notified
HR-110-070: Donate/Receive Time
HR-110-080: Time Corrections

Start

Agency Review

XOR

Are there exceptions or edits needed to employee timecards? Is this for a pay period adjustment?

Yes

No

End

Process Historical Corrections

HR-110-100

Enter and Approve Time Corrections

On-Cycle Payroll Process

HR-110-000

Employee notified of correction to timesheet

Employee acknowledges corrected timesheet

HR-110-000-110

End

HR-110-000-090

End
HR-110-100: Process Historical Corrections

Start -> HR-110-100-010
HR-110-100-010 -> HR-110-100-020
HR-110-100-020 -> XOR (Valid Request?)
XOR -> HR-110-100-020 (Valid Request?)
XOR -> HR-110-100-030
HR-110-100-030 -> HR-110-100-030 (Deny Request and Validate Reason)
HR-110-100-030 -> HR-110-100-040
HR-110-100-040 -> XOR (Valid Request?)
XOR -> HR-110-100-040 (Valid Request?)
XOR -> HR-110-100-050
HR-110-100-050 -> HR-110-100-050 (Submit timecard with changes)
HR-110-100-050 -> XOR (Unlock and Edit Employee Timecard)
XOR -> HR-110-100-060
HR-110-100-060 -> HR-110-100-060 (Notify of Denied Request)
HR-110-100-060 -> HR-110-100-070
HR-110-100-070 -> End
End -> HR-110-100-080
HR-110-100-080 -> Notification Sent to Acknowledge Historical Pay Adjustment

Notes:
- Time Capture and Approval
- Request Historical Timecard Adjustment
- Notified of Denied Request
- End
- Notification Sent to Acknowledge Historical Pay Adjustment
HR-110-120: Prior Comp Time Payout: Covered: Auto
HR-110-130: Comp Time Payout: Covered: Ad Hoc
HR-120: Manage Employee Relations

HR-120-010: Complaint
Process for managing complaints filed by employees.

HR-120-020: Investigations
A formal systematic process conducted in an attempt to learn the facts about something complex.

HR-120-030: Problem Solving
Process outlines the process for managing issues not specifically reserved for the due process procedure which are typically non-disciplinary but job related. Problem Solving decisions may not be appealed to the Idaho Personnel Commission except as authorized by Section 67-5316, Idaho Code.

HR-120-040: Disciplinary Actions
Process outlines the process for a disciplinary matter set forth in Section 67-5315, Idaho Code. Dismissals, demotion or suspension without pay, and all involuntary transfers. Due process requires the employee receive notice and an opportunity to respond before a disciplinary decision or involuntary transfer is made by the agency.
<table>
<thead>
<tr>
<th><strong>HR-120-050: Mediation</strong></th>
<th>An interactive process where an impartial third party assists disputing parties in resolving conflict through the use of specialized communication and negotiation techniques.</th>
</tr>
</thead>
</table>
HR-120-030: Problem Solving
HR-125: Monitor Employee Health and Safety

**HR-125-010: Manage & Monitor Employee Health Records**
This process outlines the steps for employees to obtain required medical screenings and immunizations based upon their position held. Agency HR will be able to track the employee’s record and monitor when a test or immunization needs to be renewed.

**HR-125-020: First Report of Injury**
Activities required to report an injury and/or illness that occurred on the job.
HR-140: Manage Employee Separation

HR-140-010: Separation Due to Hire and No Start
If the separation is due to No Start, meaning if the candidate accepted the offer to join the state, however failed to join on first day then process the separation as "hire, no start." The Recruiter performs due diligence, acknowledges the terms of the separation and communicates to all concerned parties and maintains/retains documentation regarding the separation and the underlying reasons / motivations.

HR-140-020: Manage Voluntary Separation
This process defines how to manage a separation where exiting the company is voluntary. For example, if an Employee resigns or retires. The Employee will receive and acknowledge the terms of the
| **HR-140-030: Manage Involuntary Separation** | An involuntary separation is defined as a separation which is initiated by the State. Agency HR will define the terms of the separation and communicate to the employee and all other concerned parties. Agency HR will also maintain/retain documentation regarding the separation and the underlying reasons/causes for it. |
| **HR-140-040: Manage Reduction in Workforce** | Manage Reduction in Workforce (RIF) includes job eliminations, displacements, and reorganizations of staff. This does not include instances where the employee was terminated and the position remained active. |
| **HR-140-050: Separation Due to Death** | This process includes activities related to processing a separation of employee due to death. The Manager or Agency HR may be notified of the death of an employee. Guidelines and standards exist to support validating separation details. Calculation of final pay happens in the payroll process. |
| **HR-140-060: Collect Organization Property** | Review assigned property and ensure that items are returned (e.g., security identification badge, computer / laptop, cell phone, etc.). Update property list upon return/acknowledgement. Ascertain if the property can be reused. |
HR-140-010: Separation Due to Hire and No Start
HR-140-020: Manage Voluntary Separation

HR-140-030: Manage Involuntary Separation
HR-140-060: Collect Organization Property

HR-140-060: Collect Organization Property

Separation Due to Hire and No Start

Manage Voluntary Separation

Involuntary Separation

Manager

Separation Due to Death

Employee

HR-140-060

Receive Notification & List of State Property Due

HR-140-060

Return State Property to Manager

Follow-up with EE about State Property

No

All State Property Returned?

Yes

End

Generate List of State Property Due

Distribute List of State Property Due

Receive State Property

XOR
HR-170: Contingent Worker

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR-170-010: Non-Paid Contingent Worker Request</td>
<td>A non-paid contingent worker does not receive his pay through the payroll process. Examples include volunteers, interns, etc.</td>
</tr>
<tr>
<td>HR-170-020: Paid Contingent Worker Request</td>
<td>A paid contingent worker will receive payroll directly from the State via payroll.</td>
</tr>
<tr>
<td>HR-170-030: Create Worker Tracking Record</td>
<td>This process identifies if a contingent worker record exists in the system. If the record does not exist, the agency will create a record for tracking purposes.</td>
</tr>
<tr>
<td>HR-170-040: Contingent Worker On-Boarding</td>
<td>This process describes the on-boarding process for a contingent worker.</td>
</tr>
<tr>
<td>HR-170-050: Contingent Worker Off-boarding</td>
<td>This process reviews the off-boarding process of a contingent worker once the assignment is complete.</td>
</tr>
</tbody>
</table>
HR-170-010: Non-Paid Contingent Worker Request
HR-170-030: Create Worker Tracking Record
HR-170-040: Contingent Worker On-Boarding

- Create Worker Tracking Record
- Complete and Upload Onboarding Documents
- Attend Orientation as applicable
- Meet with Manager/Team Member to review work assignment
- End