<table>
<thead>
<tr>
<th>HR-010</th>
<th><strong>Organizational Relationships</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Organizational Relationships process includes the activities required for the creation and maintenance of the key foundational elements that make up the organizational structure.</td>
</tr>
<tr>
<td></td>
<td>• Establish and maintain the organizational structure</td>
</tr>
<tr>
<td></td>
<td>• Identify those jobs to be performed within the organization and the positions to be created to perform the jobs</td>
</tr>
<tr>
<td></td>
<td>• Review positions on a periodic basis to ensure validity and consistency and identify any excess positions</td>
</tr>
<tr>
<td></td>
<td>• Identify positions to be delimited or consolidated</td>
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</tbody>
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<thead>
<tr>
<th>HR-010-010</th>
<th><strong>Establish and Update Organization Structure</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>• Org structure changes could include opening, closing, or restructuring a facility, etc.</td>
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<tr>
<td></td>
<td>• They can also be the creation or update of attributes associated with organizational units (addresses, name changes, etc.).</td>
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<td></td>
<td>• Elements of the Org Structure may be owned by Finance and would have to be coordinated to be updated/changed/added, such as Department.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>HR-010-020</th>
<th><strong>Create and Update Jobs</strong></th>
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<tbody>
<tr>
<td></td>
<td>Activities required to define the way the organization will be set up and to manage jobs.</td>
</tr>
<tr>
<td></td>
<td>• Jobs are general classifications of tasks routinely performed together by a position.</td>
</tr>
<tr>
<td></td>
<td>• Evaluate Jobs is an output to this sub process because any jobs that require evaluation must come back to Create and Maintain Jobs process flow after approvals for processing by HR Business.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>HR-010-030</th>
<th><strong>Create and Update Positions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activities required to define the way the organization will be set up through position management.</td>
</tr>
<tr>
<td></td>
<td>• A position is a “seat” in the organization and is a key element that ties together the job information, location, and organizational information for an employee.</td>
</tr>
<tr>
<td></td>
<td>• This process will outline the steps to create and/or maintain (i.e., refill, reclass) a position.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>HR-010-040</th>
<th><strong>Monitor Vacant Positions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activities required to maintain positions and to ensure that vacant positions are either being filled or inactivated.</td>
</tr>
<tr>
<td></td>
<td>• Monitoring vacant positions is important in order to ensure that the budgeted headcount and the actual headcount align for the organization.</td>
</tr>
</tbody>
</table>
Business Process Map Legend

- **Start**
- **Event (e.g., Start, End)**
- **Subprocess**
- **Swimlane**
- **Process Interface/Link**
- **Task/Activity**
- **AND Rule**
- **OR Rule**
- **Task Connector**
- **XOR Rule**
- **Document**
- **MTM**
- **Moment That Matters**
- **Infor system-enabled task / step**

Refer to the page for detailed visual representations and descriptions of each symbol.
HR-010-010 Establish and Update Organization Structure

Start

Identify Need For Org Structure Creation / Update

Consult with Appropriate Stakeholders as Required

Review HR Knowledgebase to Understand how to Submit Org Structure Request

Submit Org Structure Creation / Update Request

Update Request Based Upon Feedback

Request Received and Case Automatically Generated

Review Requirements for Org Structure Creation / Update

Identify Impacts

Notify Stakeholders of Reason for non-approval

Approve?

XOR

XOR

Perform Org Changes based on Approved Requirements

Notify Stakeholders that Changes Were Processed

Yes

No

End

Update Request Based Upon Feedback

Identify Impacts

XOR

Approve?

Perform Org Changes based on Approved Requirements

Notify Stakeholders that Changes Were Processed

Yes

No

Close Case

Create and Update Positions

Close Case
HR-010-020 Create and Update Jobs

1. Review HR Knowledgebase to understand how to create/update jobs.
2. Consult with appropriate stakeholders to validate request.
3. Submit request to create/update job.
4. Evaluate Job?
   - Yes: Conduct Impact Assessment and consult with appropriate stakeholders.
   - No: Requestor Notified of Job create/update.
5. Manage Job Requirements and Factoring.
6. Event:
   - Yes: Create/Update Positions
   - No: End
HR-010-030: Create and Update Positions

Identify Need to Create / Update Position

Consult with Appropriate Stakeholders to Validate Request

Review Position Creation / Update Request

Approve?

Yes

End

XOR

Revise?

No

Yes

End

XOR

Revise?

End

Routed to Appropriate Stakeholders for Approval

Yes

Discuss Rejection and Action on Next Steps

XOR

Revise?

No

Yes

MTM

Position Creation / Update Rejection

Approve?

Yes

End

XOR

Revise?

No

Yes

XOR

Revise?

End

No

Yes

XOR

Revise?

End

Yes

Discuss Rejection and Action on Next Steps

XOR

Revise?

No

Yes

XOR

Revise?

End

No

Yes

XOR

Revise?

End

Yes

Discuss Rejection and Action on Next Steps

XOR

Revise?

No

Yes

XOR

Revise?

End

No