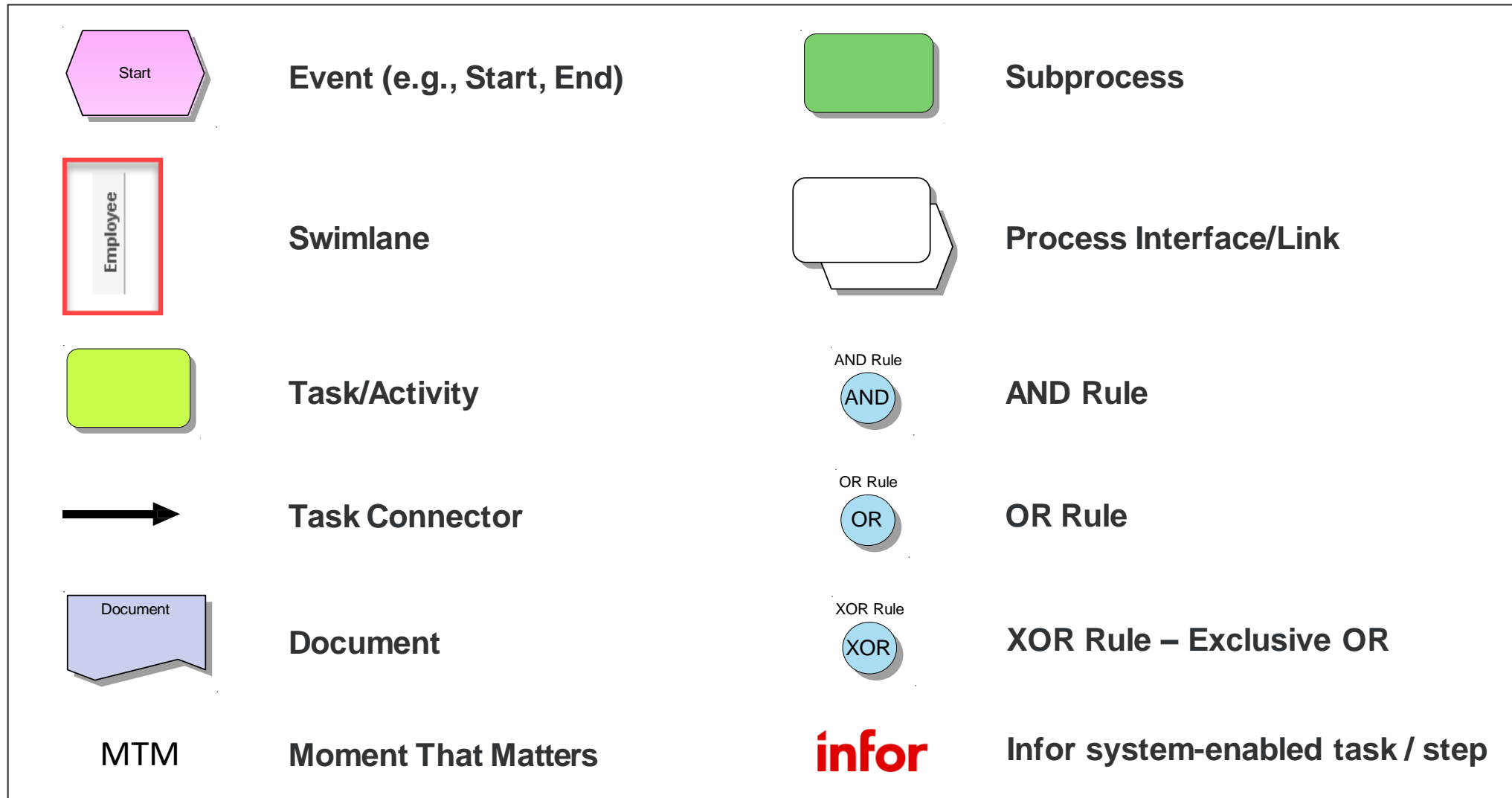


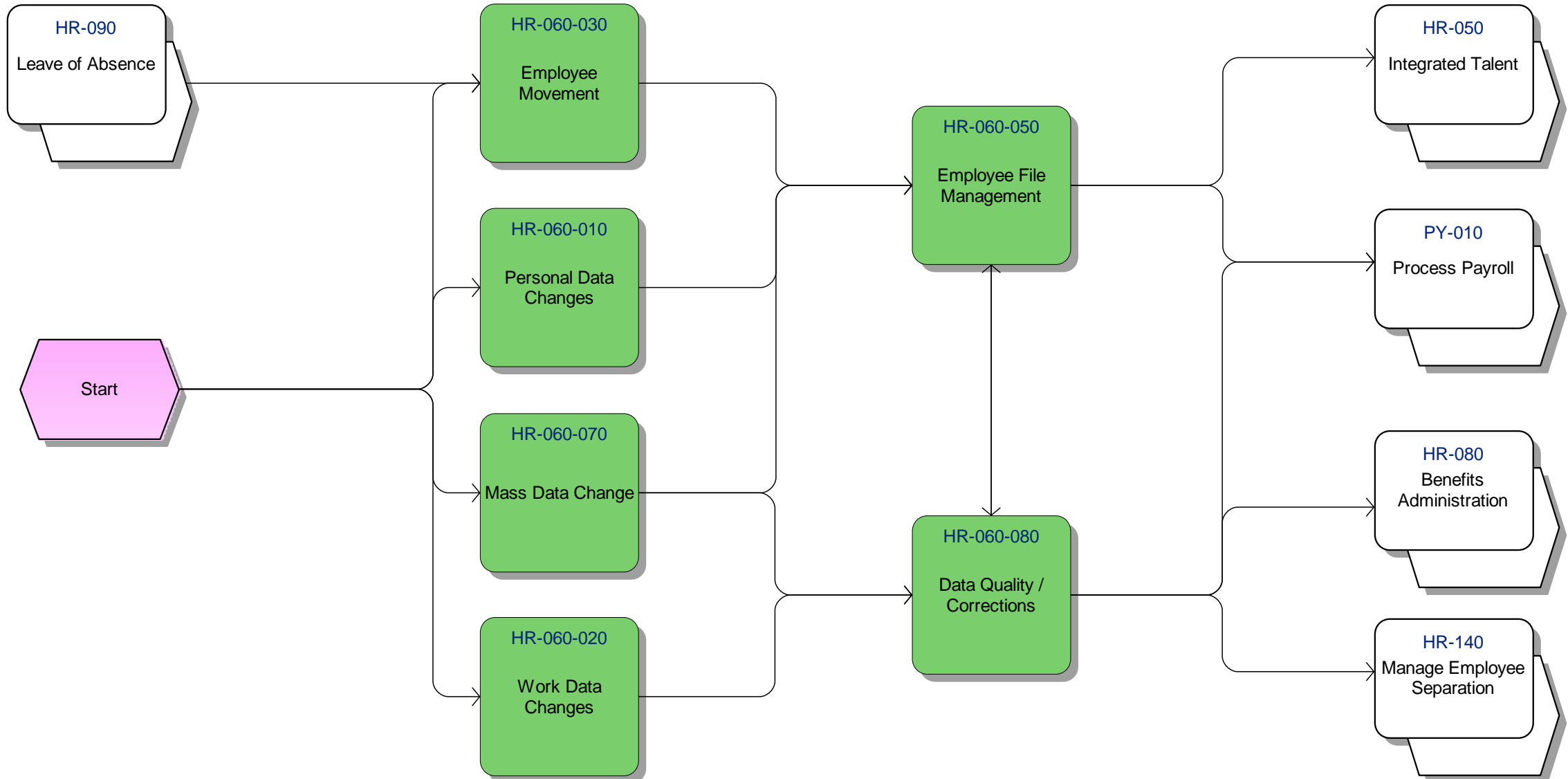
HR-060 Employee Data Administration

HR-060	<u>Employee Data Administration</u>	Activities included in the standard maintenance and correction of employee data (both personal and employment related) and employment related documents. This also includes activities to initiate and process Employee movements, such as employee promotions, demotions and transfers both within or across a agencies.
HR-060-010	<u>Personal Data Changes</u>	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.
HR-060-020	<u>Work Data Changes</u>	Manager initiates an update to work data on behalf of a reporting employee, which does not require a change in position.
HR-060-030	<u>Employee Movement</u>	Manager initiation of Employee Movement across agencies (e.g., agency consolidation) or within an agency that is not accomplished through a Talent Acquisition event and may or may not be pay impacting (e.g., reclassification, demotion, completion of underfill, lateral transfer, reinstatement*, and involuntary transfer). *Some reinstatements are managed through the Employee Movement process, while some reinstatements are cared for through Talent Acquisition.
HR-060-050	<u>Employee File Management</u>	Ad hoc requests to submit or retrieve electronic or physical employee files managed by DHR / Agency. *Electronic record storage required as part of another process will be included in those maps (i.e., New Hire)
HR-060-070	<u>Mass Data Change</u>	Authorized requestor initiates the process to update multiple records at the same time through a mass upload managed by DHR / Agency. *Reduction In Force is covered in the Manage Employee Separation process area.
HR-060-080	<u>Data Quality / Corrections</u>	Identification and resolution of data quality issues through DHR / Agency.

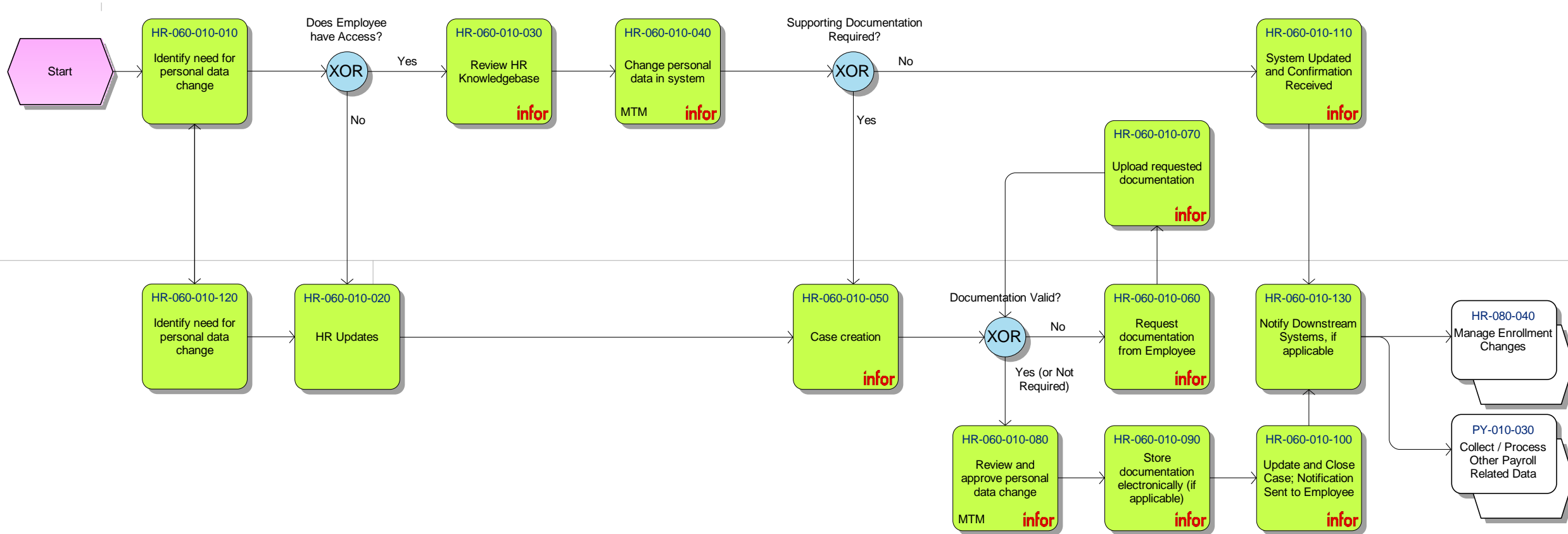
Business Process Map Legend



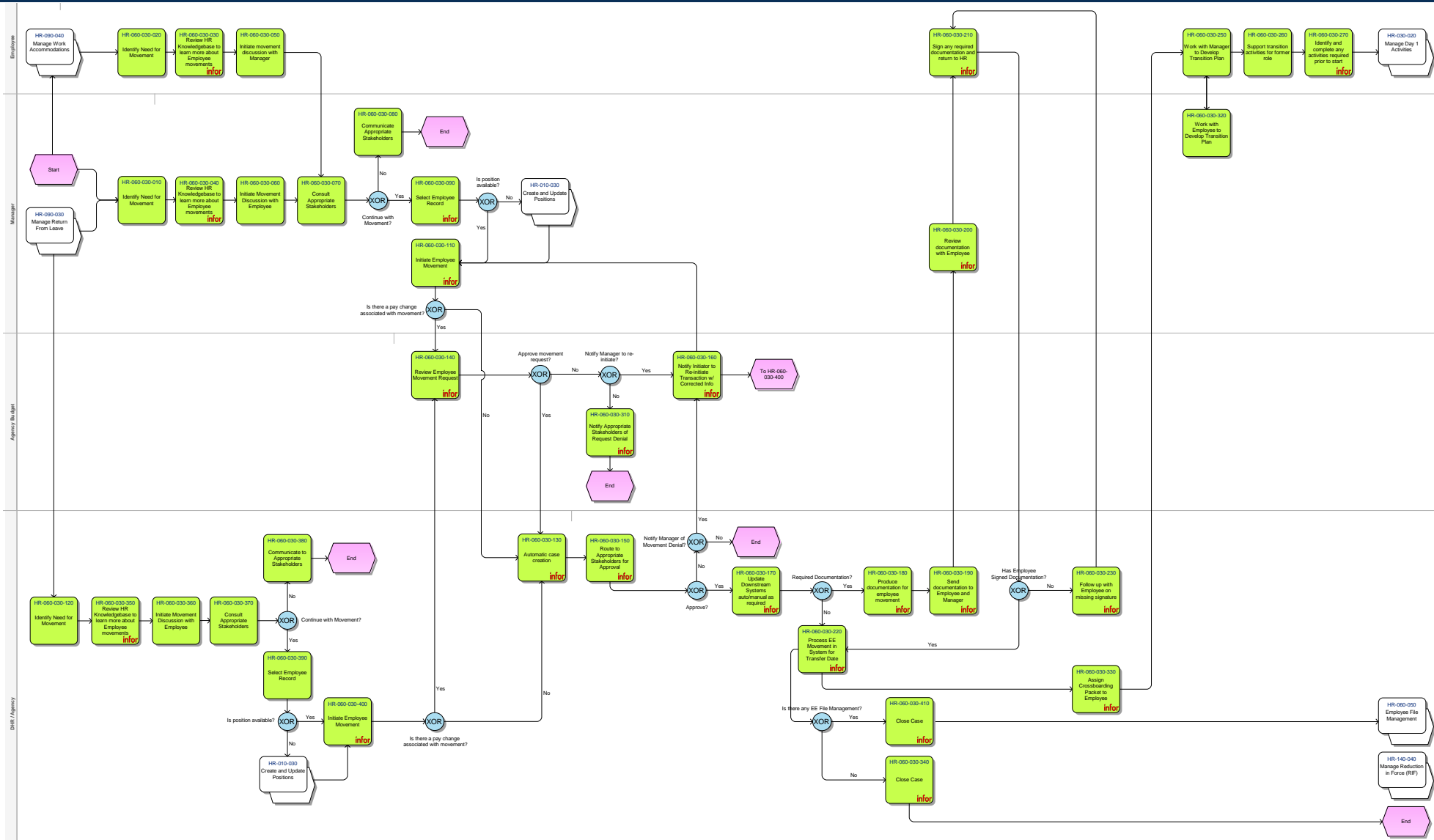
HR-060 Employee Data Administration



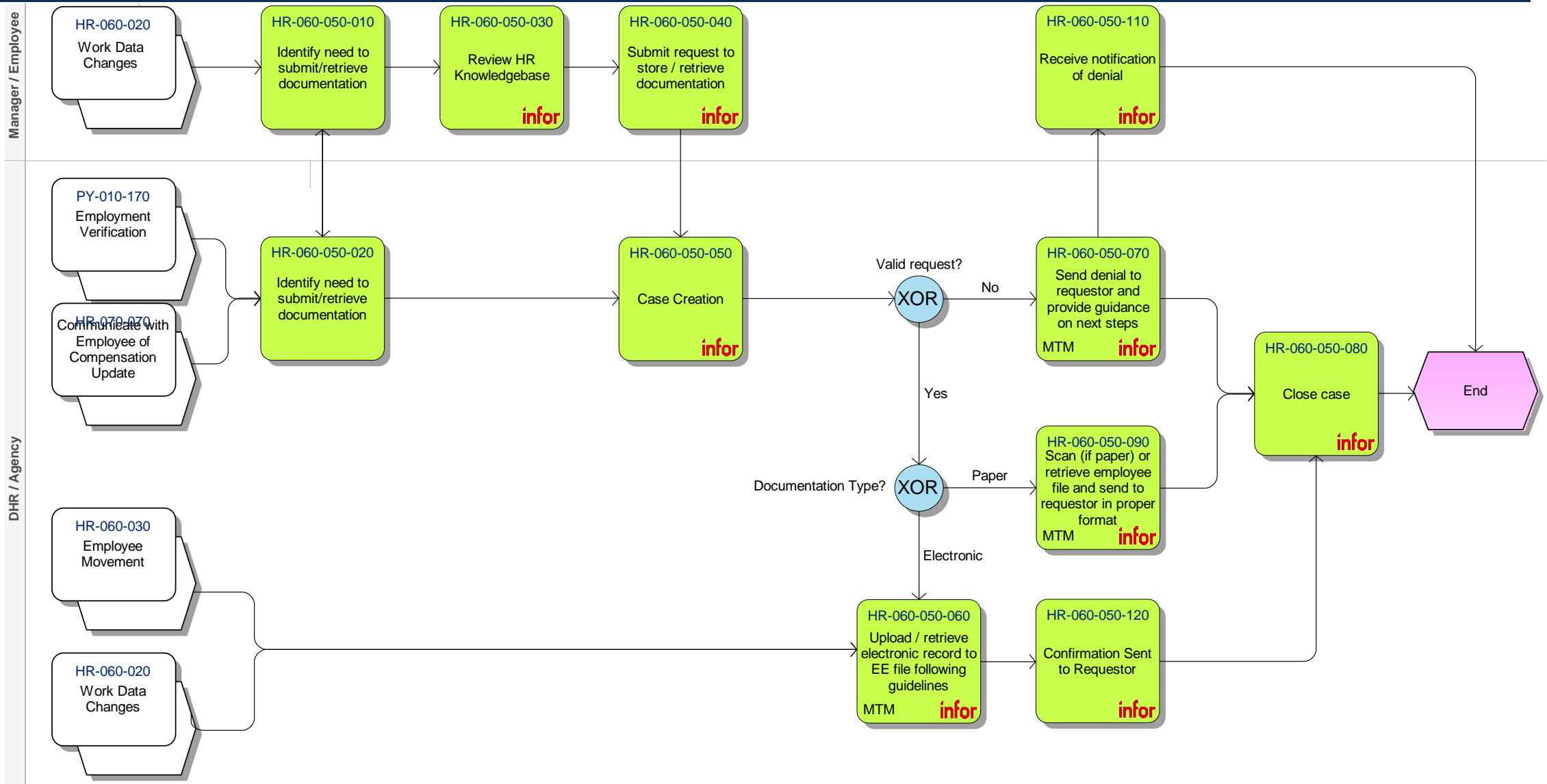
HR-060-010 Personal Data Changes



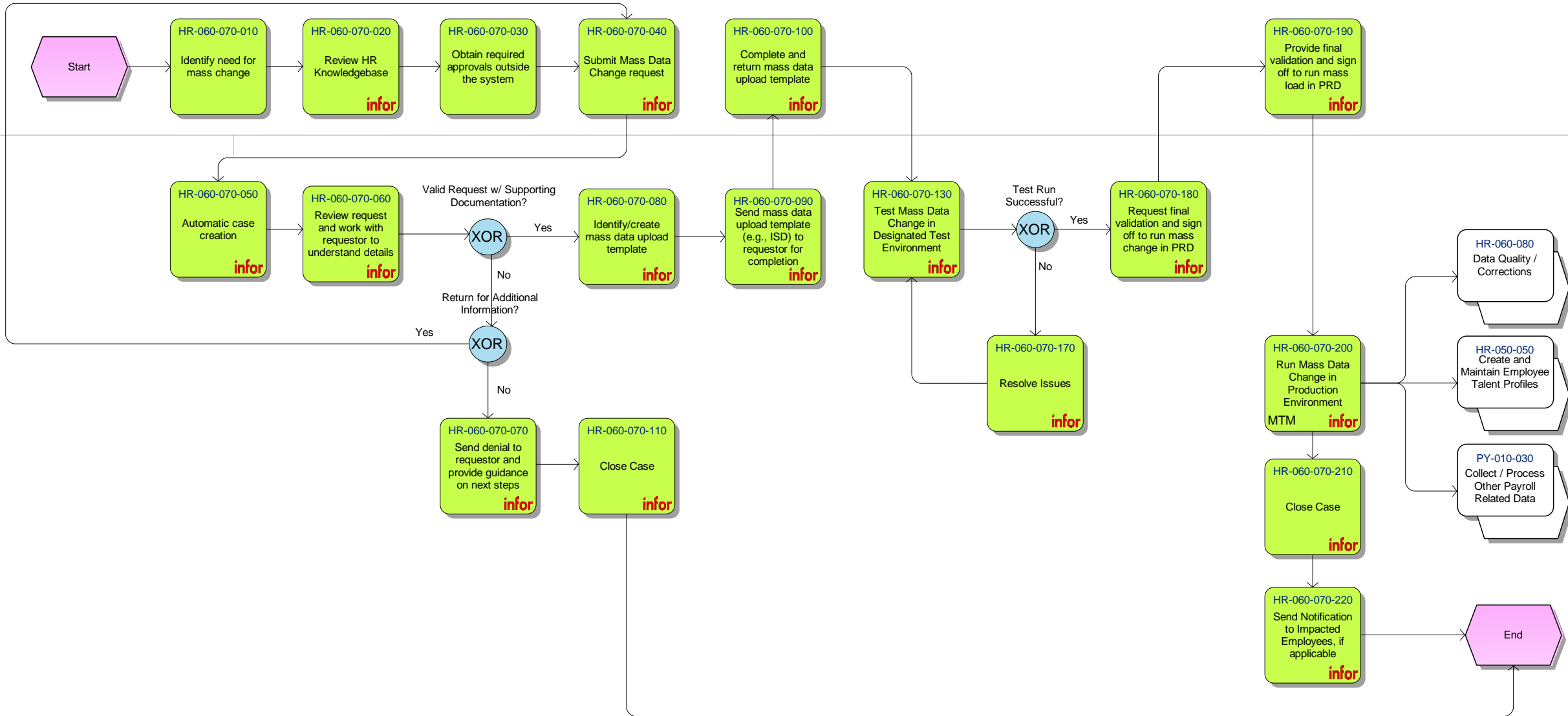
HR-060-030 Employee Movement



HR-060-050 Employee File Management



HR-060-070 Mass Data Change



Requestor

DHR / Agency

HR-060-080 Data Quality / Corrections

