<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR-060</td>
<td>Employee Data Administration</td>
<td>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 agencies.</td>
</tr>
<tr>
<td>HR-060-010</td>
<td>Personal Data Changes</td>
<td>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.</td>
</tr>
<tr>
<td>HR-060-020</td>
<td>Work Data Changes</td>
<td>Manager initiates an update to work data on behalf of a reporting employee, which does not require a change in position.</td>
</tr>
<tr>
<td>HR-060-030</td>
<td>Employee Movement</td>
<td>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.</td>
</tr>
<tr>
<td>HR-060-050</td>
<td>Employee File Management</td>
<td>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)</td>
</tr>
<tr>
<td>HR-060-070</td>
<td>Mass Data Change</td>
<td>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.</td>
</tr>
<tr>
<td>HR-060-080</td>
<td>Data Quality / Corrections</td>
<td>Identification and resolution of data quality issues through DHR / Agency.</td>
</tr>
</tbody>
</table>
Business Process Map Legend

- Start
- Event (e.g., Start, End)
- Subprocess
- Swimlane
- XOR Rule
- XOR
- XOR Rule – Exclusive OR
- Task/Activity
- AND Rule
- AND
- OR Rule
- OR
- Task Connector
- Document
- MTM
- Moment That Matters
- Process Interface/Link
- COE Solution Specialist
- HR Functional Specialist
- Employee
- Infor system-enabled task/step
HR-060 Employee Data Administration

Start

HR-060-010
Personal Data Changes

HR-060-020
Work Data Changes

HR-060-070
Mass Data Change

HR-060-030
Employee Movement

HR-060-040
Employee File Management

HR-060-050
Data Quality / Corrections

HR-060-080
Employee File Management

HR-090
Leave of Absence

HR-050
Integrated Talent

PY-010
Process Payroll

HR-080
Benefits Administration

HR-140
Manage Employee Separation
HR-060-010: Personal Data Changes

1. **Start**
   - Identify need for personal data change

2. **XOR**
   - Does Employee have Access?
   - **Yes**
     - Review HR Knowledgebase
   - **No**
     - Identify need for personal data change

3. **HR-060-010-020**
   - HR Updates

4. **HR-060-010-030**
   - Change personal data in system

5. **XOR**
   - Supporting Documentation Required?
   - **Yes**
     - Upload requested documentation
   - **No**
     - Request documentation from Employee

6. **HR-060-010-050**
   - Case creation

7. **XOR**
   - Documentation Valid?
     - **Yes** (or Not Required)
       - Review and approve personal data change
     - **No**
       - Documentation not valid

8. **HR-060-010-060**
   - Update and Close Case; Notification Sent to Employee

9. **HR-060-010-110**
   - System Updated and Confirmation Received

10. **HR-060-010-120**
    - Identify need for personal data change

11. **HR-060-010-130**
    - Notify Downstream Systems, if applicable

12. **HR-080-040**
    - Manage Enrollment Changes

13. **PY-010-030**
    - Collect / Process Other Payroll Related Data
HR-060-020 Work Data Changes

1. Identify Need for Work Data Change
2. Review HR Knowledgebase
3. Participate in Discussion with Manager and/or DHR / Agency on Work Data Change
4. Initiate Discussion with Employee on Work Data Change
5. Solicit Any Required Approvals for Data Change(s) and Submit Request
6. Create applicable EE documentation and send to EE
7. Review Checklist of Activities
8. Complete and Return Documentation (If applicable)
9. Is all required documentation complete?
10. Approve, Return, Reject?

11. FMLA Leave Request
12. Manage Leave Requests
13. Manage Work Accommodations
14. Interface for downstream systems?
15. Automatically Update Systems
16. Update System with relevant work data change
17. Manually update & notify appropriate stakeholders
18. Collect / Process Other Payroll Related Data
19. Manage Group Insurance Enrollment
20. Maintain Eligibility
21. Manage Group Insurance Enrollment
22. Employee File Management
23. PY-010-030 Collect / Process Other Payroll Related Data
24. HR-080-020 Employee Eligibility
25. HR-080-030 Manage Group Insurance Enrollment
HR-060-020 Work Data Changes

HR-060-050-020 Identify need to submit/retrieve documentation

HR-060-050-030 Submit request to store/retrieve documentation

HR-060-050-050 Case Creation

HR-060-050-060 Upload/retrieve electronic record to EE file following guidelines

HR-060-050-090 Scan (if paper) or retrieve employee file and send to requestor in proper format

HR-060-050-100 Receive notification of denial

HR-060-050-110 Send denial to requestor and provide guidance on next steps

HR-060-050-120 Confirmation sent to Requestor

HR-060-050-130 End

Manager/Employee

DHR/Agency

PY-010-170 Employment Verification

HR-060-030 Employee Movement

HR-060-050-020 Identify need to submit/retrieve documentation

HR-060-050-090 Send denial to requestor and provide guidance on next steps

HR-060-050-070 MTM

HR-060-050-080 MTM

HR-060-030 Work Data Changes

Case Creation

XOR Valid request?

Yes

Send denial to requestor and provide guidance on next steps

MTM

No

XOR Documentation Type?

Paper

Electronic

Send denial to requestor and provide guidance on next steps

MTM

Close case

Confirmation Sent to Requestor

End

Communicate with Employee of Compensation Update

MTM

MTM

MTM
HR-060-070 Mass Data Change

Start
- Identify need for mass change (HR-060-070-010)
- Review HR Knowledgebase (HR-060-070-020)
- Obtain required approvals outside the system (HR-060-070-030)
- Submit Mass Data Change request (HR-060-070-040)
- Complete and return mass data upload template (HR-060-070-100)
- Automatic case creation (HR-060-070-050)
- Review request and work with requestor to understand details (HR-060-070-060)
- Identify/note mass data upload template (HR-060-070-080)
- Send mass data upload template (e.g., ISD) to requestor for completion (HR-060-070-090)
- Close Case (HR-060-070-110)
- Test Mass Data Change in Designated Test Environment (HR-060-070-130)
- XOR Valid Request w/ Supporting Documentation?
- Yes
  - Test Run Successful?
    - Yes
      - Provide final validation and sign off to run mass load in PRD (HR-060-070-190)
    - No
      - Request final validation and sign off to run mass change in PRD (HR-060-070-180)
  - No
    - Resolve Issues (HR-060-070-170)
    - XOR Test Run Successful?
      - Yes
      - Provide final validation and sign off to run mass load in PRD (HR-060-070-190)
      - No
      - Resolve Issues (HR-060-070-170)
    - Send notification to impacted employees, if applicable (HR-060-070-220)
    - Close Case (MTM)
- MTM
- End
HR-060-080 Data Quality / Corrections

Start
- Identify data quality issues

Review HR Knowledgebase

Submit request to correct data

Case Creation

Case Creation

XOR

Valid request?

Yes
- Investigate requirements and determine extent of quality issue
  MTM

No
- Yes
- Send denial to requestor and provide guidance on next steps

No
- Close case

Yes
- Notify Impacted Stakeholders
  MTM

Quality issues identified?

Yes
- Notify Requestor or Notify Impacted EE (if applicable) and Develop Correction Plan

No
- Close case

Downstream Impacts?

Yes
- Notify Impacted Stakeholders

No
- Close case

Mass Data Change

Run periodic data audits and record results

XOR

HR-060-060-010 Identify data quality issues

HR-060-060-020 Review HR Knowledgebase

HR-060-060-030 Submit request to correct data

HR-060-060-040 Run periodic data audits and record results

HR-060-060-050 Manually create case to track issue to resolution

HR-060-060-060 Investigate requirements and determine extent of quality issue

HR-060-060-070 Case Creation

HR-060-060-080 Validate request?

HR-060-060-090 Complete Data Correction Based on Guidelines and Notify Requestor

HR-060-060-100 Close case

HR-060-060-110 Send denial to requestor and provide guidance on next steps

HR-060-060-120 Close case

HR-060-060-130 Identify data quality issues

HR-060-060-140 Notify Impacted Stakeholders

HR-060-060-150 Close case