

HR-060-010 Personal Data Changes

As Employee, I want

- To be notified if I identify data that is still in draft
- To be able to upload documentation via a mobile app or my phone
- To be able to see my current profile
- To be able to update parts of my profile
- To be able to submit request for parts of my profile to be updated
- To receive notification when the data has been updated
- To receive notification when a document has been sent back
- To be able to see the status of my request
- To be able to withdraw my case request
- To be able to submit/attach documents to my request
- To know what documents, I need to submit
- To know how long I have to submit documents
- To know that my documents were submitted successfully

As DHR/Agency, I want

- To send employee reminders when waiting for documentation
- To be able to initiate/update/complete an employee's personal data change
- To return request to employee for additional information
- To close the case
- To be able to upload documents for the employee
- To be able to add comments to the request
- To update for a separated employee
- To run a report to see the status of personal data changes (how many are pending)
- To notify or update downstream systems of changes

As the Manager, I want

- To be able to view employee contact information/emergency contact information

As Benefits, I want

- To receive notification when employee changes impact items

As a Separated Employee, I want

- To access certain data after separation (W2, Pay Stub, etc.)

HR-060-020 Work Data Changes

As Employee, I want

- To complete and return documentation, if applicable
- To review checklist of activities

- To see contact information if they have questions on required documentation or checklist activities
- To be able to attach documentation, if applicable

As Manager, I want

- To view checklist of activities
- To complete and return documentation, if applicable
- To be able to attach documentation, if applicable
- To be able to pull reports on work data fields
- To be able to identify and modify standard hours
- To be able to identify if employee is telecommuting
- To be able to identify if employee is willing to relocate
- To be able to pull reports on work data fields
- To request a change an employee's role to the organization (Part-time, Full-time, Seasonal, Temporary, etc...)
- To be able to submit request to DHR/Agency for work data change
- To see status of request to agency and be notified when request is approved, rejected, or returned
- To be able to comment on request for work data change

As DHR/Agency, I want

- To transfer an employee to another state agency and trigger the deactivation of their security accounts when applicable.
- To be able to reinstate a past employee and utilize their profile to save time/configuration to get their employee account set back up.
- To temporarily pause or suspend an account
- To separate an employee from one agency while they are still employed at a second
- To determine system access based on leave type
- To create applicable documentation and send to employee
- To update system with relevant work data changes
- To automatically update systems
- To be able to mark an employee's profile as confidential
- To be able to change an employee's role to the organization (Part-time, Full-time, Seasonal, Temporary, etc...)
- To be able to identify and modify standard hours
- To be able to identify if employee is telecommuting
- To be able to identify if employee is willing to relocate
- To be able to pull reports on work data fields
- To be able to change FTEs
- To be able approve, return, or reject work data change request
- To be able to comment on work data change request

HR-060-030 Employee Movement

As Employee, I want

- To review knowledgebase to know how to request a movement
- To be able to review and sign any documentation for movement
- To complete any required activities prior to the start of my new position
- To see the status of my movement
- To be notified when the movement is completed
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As Manager, I want

- To initiate an employee movement
- To update employee details or a request
- To view available positions
- To view comparable positions by pay grade
- To review employee alternative duty requirements
- To receive notifications if the case has been denied or returned
- To review the documentation requirements
- To review knowledgebase to know how to initiate employee movement
- To view comp reports
- To review documentation with employee
- To edit movement request/details
- To be able to upload attachments with movement requests

As Agency Budget, I want

- To be able to review the employee movement request
- To approve, deny, or return the movement request
- To add notes to the request
- To notify stakeholders of denials, edits, or approvals
- To see past and future funding sources
- To pull reports of all current position pay rates
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As DHR/Agency, I want

- To be able to route the movement request to appropriate stakeholders for approval (Determine approval workflow)
- To be able to review comp reports to identify possible compression and equity issues
- To be able to initiate, update, and complete employee movement
- To approve, return or deny movement request
- To add comments to requests
- To assign cross boarding packet
- To be able to close the case
- To produce, send, and follow-up on documentation sent to employee

- To view all comments made on the movement request
- To update downstream systems
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HR-060-050 Employee File Movement

As Manager/Employee, I want

- To submit a request to store or receive documentation
- To receive notification that request is completed or denied
- To receive the requested documentation
- To upload documentation
- To access the Knowledgebase
- To modify or cancel request
- To see my current files
- To review the audit trail of file edits
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As DHR/Agency, I want

- To be able to add/upload documentation after an employee terms
- To remove files when necessary
- To restrict access to outside HR staff to certain documents
- To manage day one documents
- To override automatic archive
- To review audit trail of file edits
- To view all documents in employee file
- To close the case and send notification

As Agency Leadership, I want

- To request or submit documentation

HR-060-070 Mass Data Change

As Requestor, I want

- To submit a request for a mass data change
- To complete and return the mass data template
- Validate and sign off to run mass update
- To receive notification that the mass update was completed
- To access the Knowledgebase
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As DHR/Agency, I want

- To review the mass data request

- To approve, deny or return the request
- To set effective date for current, future or retroactive date
- To test the environment (sandbox)
- To request final validation after testing
- To resolve issues upon testing
- To run the mass data change in production
- To create the template
- To review past templates used
- To send notification to impacted employees if applicable
- To notify requestors
- To store documentation
- To be able to test the mass changes of the testing environment
- To close case

HR-060-080 Data Quality/Corrections

As Requestor, I want

- To submit a request
- To access the knowledgebase (KB)
- To know the status of the request
- To add comments to the request
- To be notified when it's closed or denied
- To be able to withdraw/cancel
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As DHR/Agency, I want

- To pull a report on outstanding requests
- To be able to open and close a case
- To run periodic data audits and record results
- To change downstream systems
- To notify downstream systems
- To be able to modify an open case
- To be able to send a denial and results to the requestor
- To be able to add comments
- To be able to complete the data correction and notify the requestor
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