| HR-140 | Manage Employee Separation | • Manage voluntary and involuntary employee separations  
• Provide counseling  
• Performing exit activities  
• Record separation data |
| HR-140-010 | Separation Due to Hire and No Start | Activities required to process a separation when an Employee is hired but is subsequently a no-show on their first day. |
| HR-140-020 | Manage Voluntary Separation | Activities required to process a voluntary separation when an Employee willingly leaves the company (e.g., resignation, quit without notice, completion of a contract). |
| HR-140-030 | Manage Involuntary Separation | Activities required to process an involuntary separation when an Employee unwillingly leaves the company (e.g., disciplinary action, lack of improvement during performance plan, violation of policy, change in business needs). |
| HR-140-040 | Manage Reduction in Force (RIF) | • Activities required to identify, initiate, manage and process a reduction in force, or redundancy, for a group of Employees or individual Employee due to the elimination of jobs/positions.  
• Reductions in Force may occur due to reorganization, mergers & acquisitions, business strategy, or other business reasons.  
• This activity often results in engagement of 3rd party providers’ onsite to support the organization changes.  
• Jobs/positions eliminated in this process are not back-filled in the future. |
| HR-140-050 | Separation Due to Death | Activities required when someone is notified of an Employee’s death, including communicating relevant information to other third parties and downstream systems. |
| HR-140-060 | Collect Organization Property | Activities required to collect State of Idaho property (e.g., computer, ID badge, cell phone, etc.) following notification of an employee separation. |
HR-140-020 Manage Voluntary Separation
HR-140-050 Separation Due to Death

Start

HR-140-050-010 Receive Communication of Death

Communicate with Manager of Employee

HR-140-050-020

XOR

Job-related Death?

Yes

HR-125-020 First Report of Injury

No

HR-140-050-020

Communicate with Manager of Employee

MTM

HR-140-050-050 Gather Separation Details and Documents

XOR

Approve, Return, Reject?

Approve

HR-140-050-150 Initiate Separation

Gather Separation Details and Documents

HR-140-050-170

XOR

Job-related Death?

Yes

End

No

HR-125-020 First Report of Injury

HR-140-150-070 Update Employee Record

MTM

HM-140-050-080 Generate Separation Packet

HR-140-050-090 Separation Packet sent to Beneficiary

MTM

HR-140-050-100 Notification sent to Manager

MTM

HR-140-050-110 Complete Separation Checklist

Send Personal Effects to Beneficiary

HR-140-050-130

MTM

Approve

Collect / Process Other Payroll Related Data

PY-010-030

XOR

Process Benefits Termination

HR-080-070

Collect / Process Organization Property

HR-140-050

First Report of Injury

HR-125-020

XOR

Job-related Death?

Yes

No

XOR

Job-related Death?

Yes

No

XOR

Job-related Death?