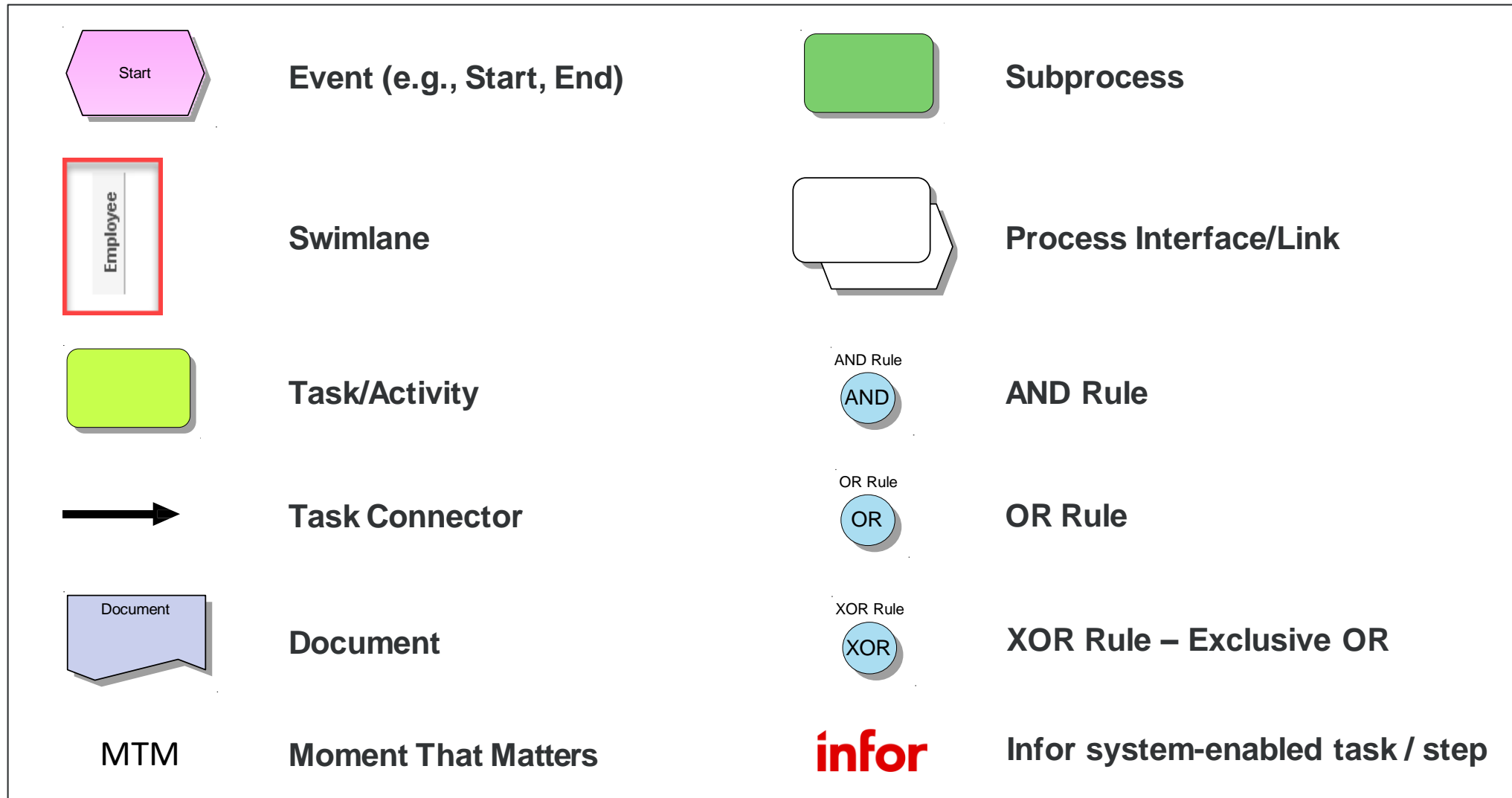


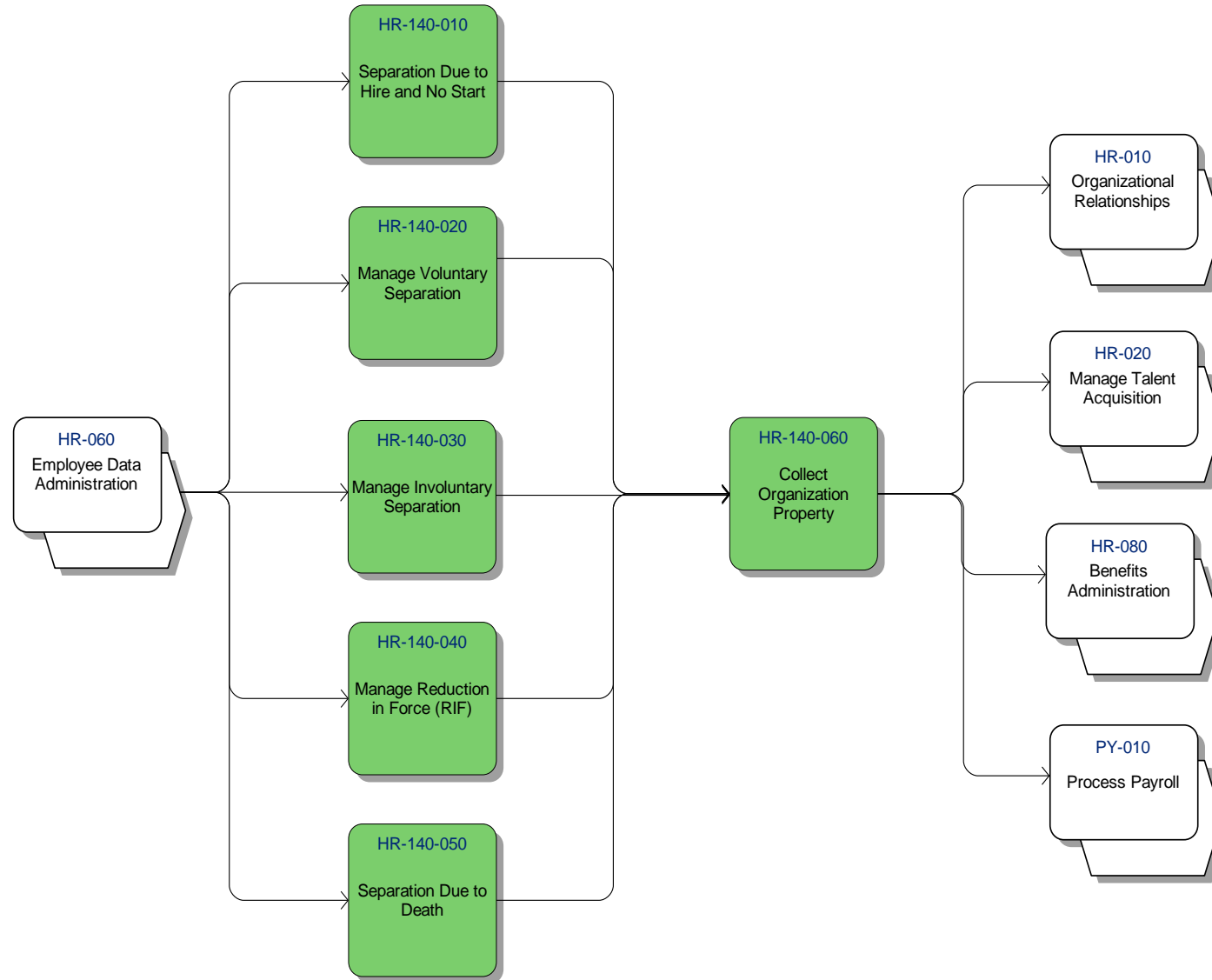
HR-140 Manage Employee Separation

HR-140	<u>Manage Employee Separation</u>	<ul style="list-style-type: none">• Manage voluntary and involuntary employee separations• Provide counseling• Performing exit activities• Record separation data
HR-140-010	<u>Separation Due to Hire and No Start</u>	Activities required to process a separation when an Employee is hired but is subsequently a no-show on their first day.
HR-140-020	<u>Manage Voluntary Separation</u>	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	<u>Manage Involuntary Separation</u>	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	<u>Manage Reduction in Force (RIF)</u>	<ul style="list-style-type: none">• 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	<u>Separation Due to Death</u>	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	<u>Collect Organization Property</u>	Activities required to collect State of Idaho property (e.g., computer, ID badge, cell phone, etc.) following notification of an employee separation.

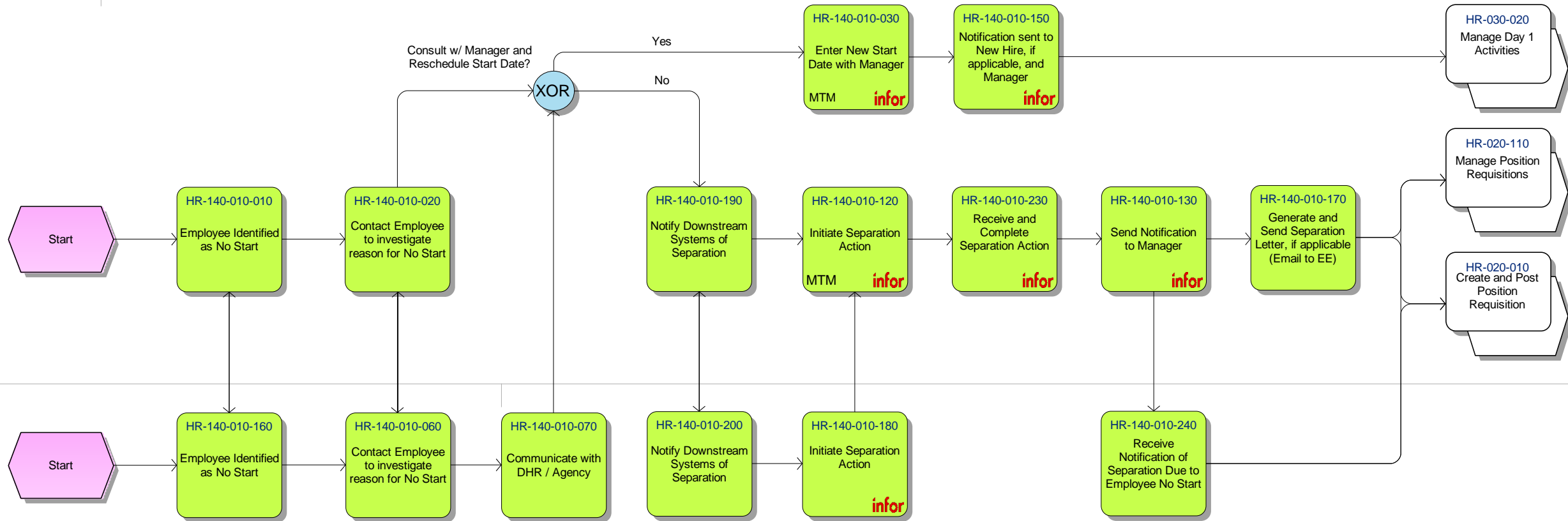
Business Process Map Legend



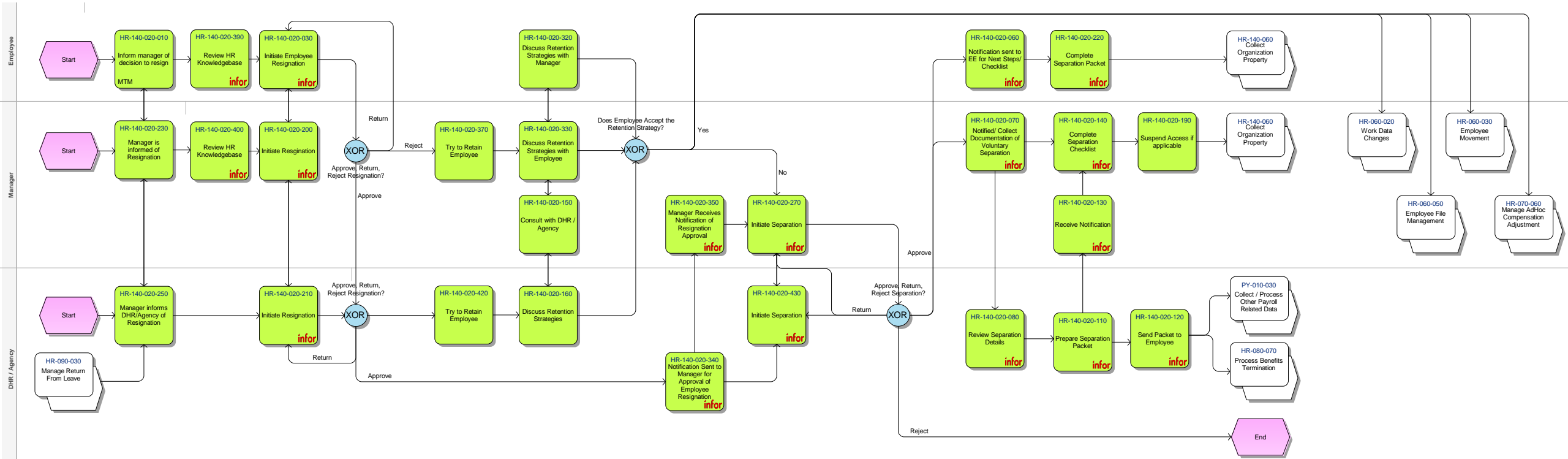
HR-140 Manage Employee Separation



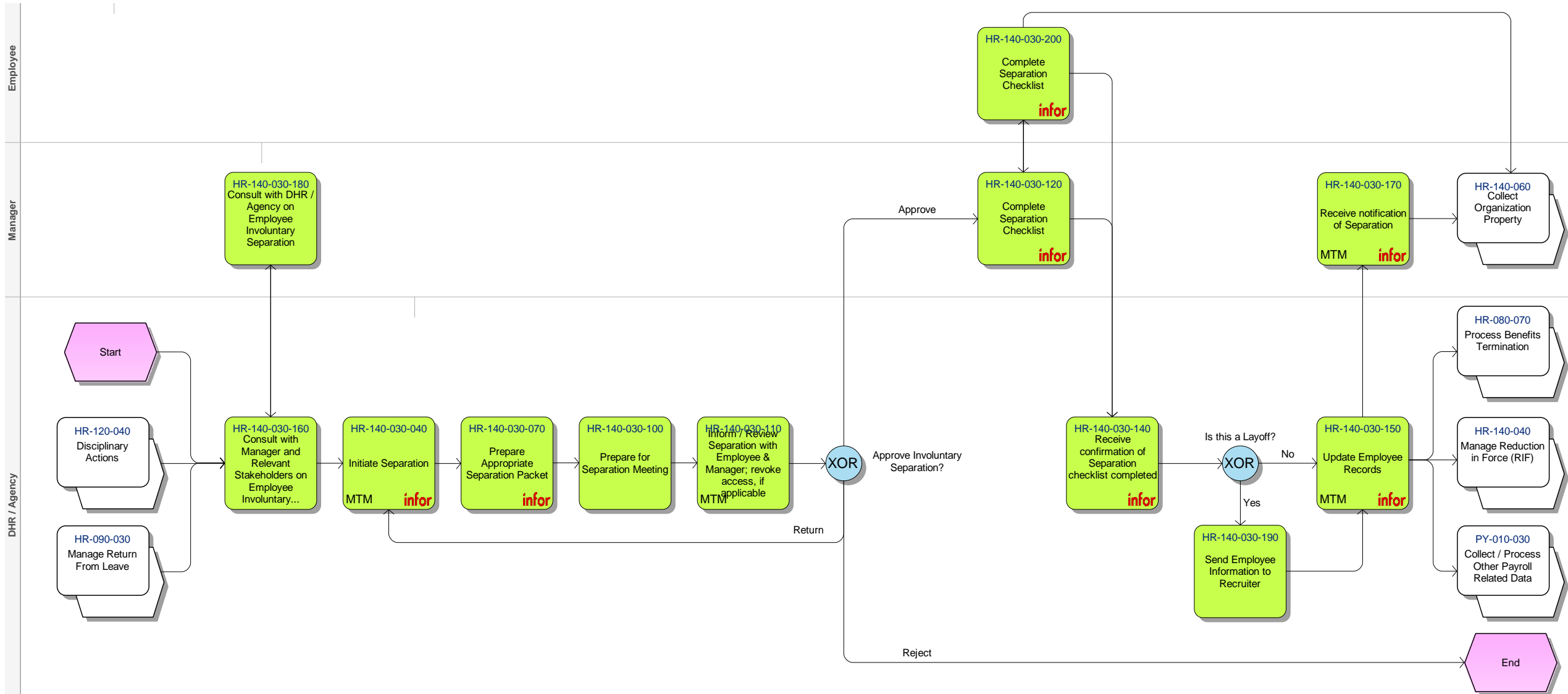
HR-140-010 Separation Due to Hire and No Start



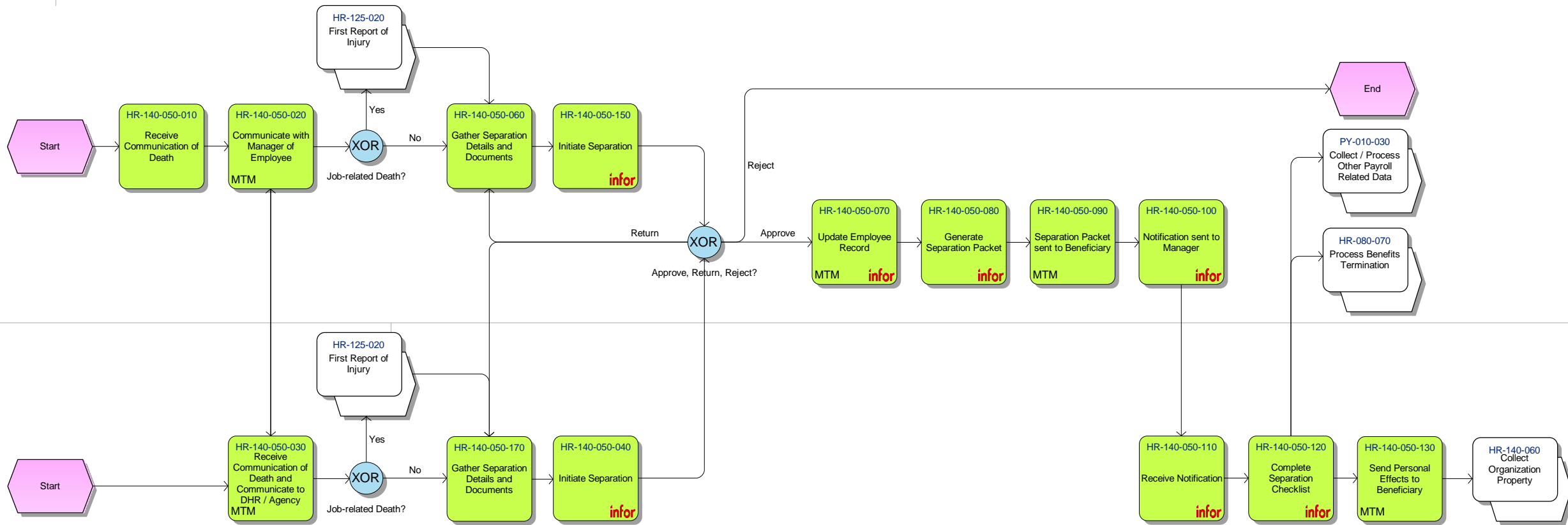
HR-140-020 Manage Voluntary Separation



HR-140-030 Manage Involuntary Separation



HR-140-050 Separation Due to Death



HR-140-060 Collect Organization Property

