

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

As DHR / Agency, I want to:

1. To add comments in the system as to why a New Hire Date was rescheduled
2. To add a comment to the Candidate's Profile they the Candidate was a No Show
3. To notify downstream systems to remove any access to systems or facilities
4. To initiate, complete and notify of the Separation
5. To enter a new start date and notify the Manager and Employee
6. To create and send a letter reflecting new Start Date
7. To be able to add comments of attempted contact with Employee

As Manager, I want to:

1. To be able to initiate the separation
2. To be able to receive notification once Separation is complete
3. To notify downstream systems to remove any access to systems or facilities
4. To be able to add comments of attempted contact with Employee

HR-140-020 Manage Voluntary Separation

As Employee, I want to:

1. To access the HR Knowledgebase to understand how to initiate a Voluntary Separation
2. To be able to initiate a resignation and attach document(s)
3. To be able to rescind or modify my resignation prior to the Separation action being completed
4. To receive notification of next steps and receive the Separation Checklist
5. To receive notification of any approvals, returns or rejections for the Separation action
6. To be able to access my personal information and payroll (e.g., historic evaluations, W2, etc.)

As Manager, I want to:

1. To access the HR Knowledgebase to understand how to initiate a Voluntary Separation
2. To be able to receive and complete Separation Checklist
3. To be able to initiate a resignation and attach document(s)
4. To be able to return or reject an Employee resignation, as well as add comments
5. To receive notification of any approvals, returns or rejections for the Separation action
6. To be able to add / update comments related to retention efforts
7. To be able to suspend system and/or facilities access, if applicable

As DHR / Agency, I want to:

1. To be able to initiate the exit survey
2. To be able to initiate a resignation and separation, and attach document(s)
3. To be able to return or reject an Employee resignation, as well as add comments
4. To be able to send Separation Packet via email and/or print and mail
5. To be able to initiate process to collect money owed and make deductions via Payroll when an MOU is on file

6. To be able to manually update Separation details, such as type of separation, Separation Date, Separation Reason
7. Make sure the employee's time sheet is coded properly if they are using the rest of their vacation time before their final day of employment.

HR-140-030 Manage Involuntary Separation

As Employee, I want to:

1. To be able to receive and complete Separation Checklist

As Manager, I want to:

1. To be able to extract and review turnover and vacancy rate data
2. To be able to receive and complete Separation Checklist
3. To receive notification of any approvals, returns or rejections for the Separation action

As DHR / Agency, I want to:

1. To be able to manually update Separation details, such as type of separation, Separation Date, Separation Reason
2. To be able to extract and review turnover and vacancy rate data
3. To be able to suspend system and/or facilities access, if applicable
4. To be able to attach documents, as needed
5. To be able to send Separation Packet via email and/or print and mail
6. To be able to restrict possible higher level security roles in Infor
7. To be able to distinguish if the separation is a layoff
8. To be able to complete a mass separation not due to RIF, such as temp, seasonal, project, etc.
9. To receive notification of any approvals, returns or rejections for the Separation action
10. To be able to Approve, Return or Reject a separation, as well as add comments
11. View the employee's probationary hours if on entrance/promotional/voluntary probation.

HR-140-040 Reduction in Force (RIF)

As Employee, I want to:

1. To be able to receive and complete Separation Checklist

As Manager, I want to:

1. To be able to complete the Separation Checklist

As DHR / Agency, I want to:

1. To be able to extract required data to complete retention point calculations (i.e., ISD)
2. To be able to prepare and review Separation Packet
3. To be able to send Separation Packet via email and/or print and mail

HR-140-050 Separation Due to Death

As DHR / Agency, I want to:

1. To be able to notify other agencies where the Employee has worked
2. To be able to select from list of Separation Packets, and to be able to customize a Packet based on Employee
3. To be able to upload / attach documents to the Separation action
4. To be able to Approve, Return or Reject a separation, as well as add comments
5. To be able to notify the Manager of the Separation Due to Death, if needed
6. To be able to update the Employee record
7. To be able to identify if it is a job-related death or not

As Manager, I want to:

1. To be able to initiate Separation Due to Death
2. To be able to receive notification of the Separation action
3. To be able to complete the Separation checklist
4. To be able to identify if it is a job-related death or not

HR-140-060 Collect Organization Property

As Employee, I want to:

1. To be able to receive a list of my outstanding State property

As Manager / DHR / Agency, I want to:

1. To be able to email and/or print and mail the Employee's list of outstanding State property
2. To be able to add comments related to the condition of the returned property (e.g., not functioning)
3. To be able to access contact information for the Employee or other point(s) of contact (e.g., beneficiary)