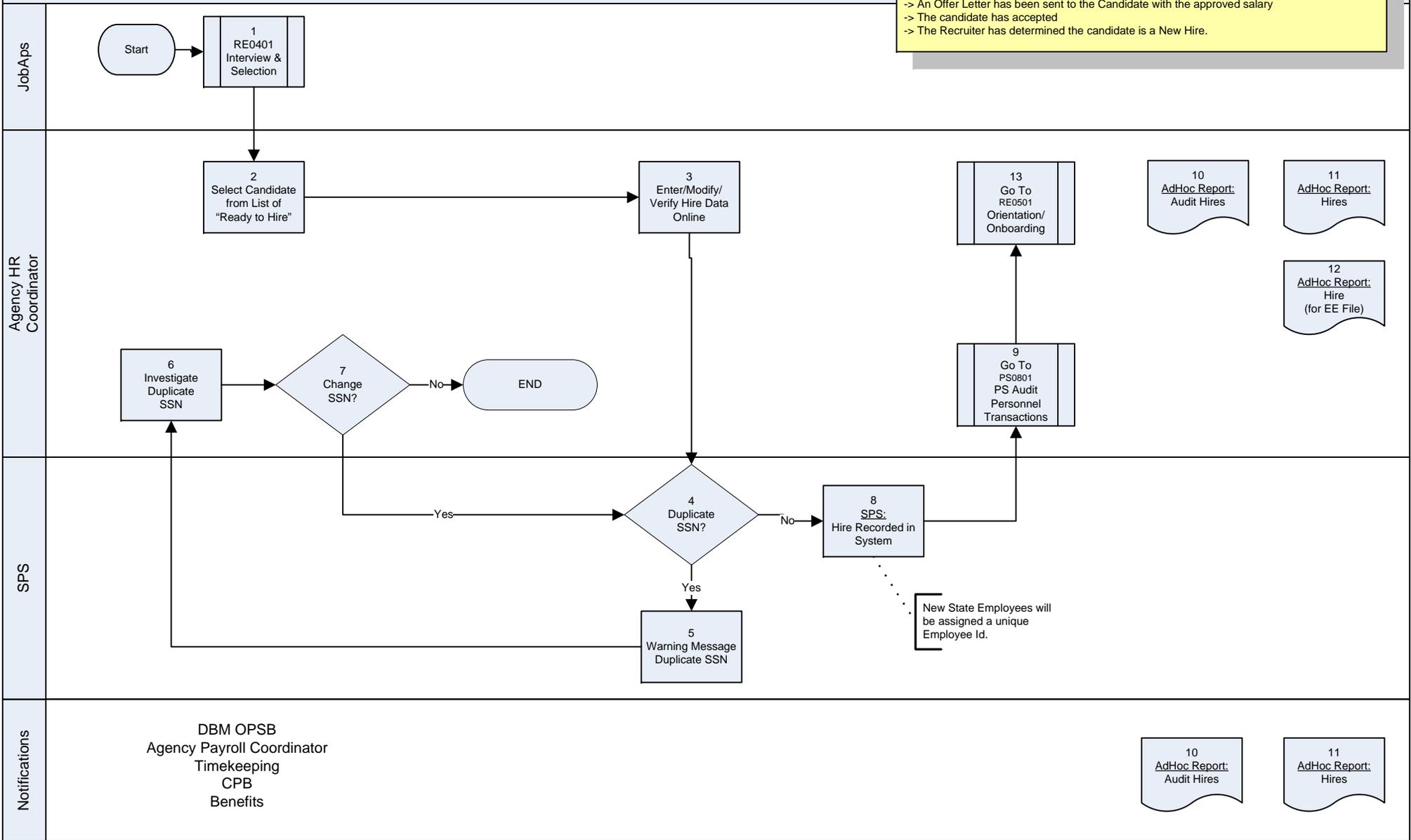


PS0101 - Process a Hire from JobAps

(Action = Hire + Reason = New Hire)

At this point...

- > The candidate has been selected
- > The Salary and Start Date has been determined
- > Any required salary budget approval has been completed
- > An Offer Letter has been sent to the Candidate with the approved salary
- > The candidate has accepted
- > The Recruiter has determined the candidate is a New Hire.

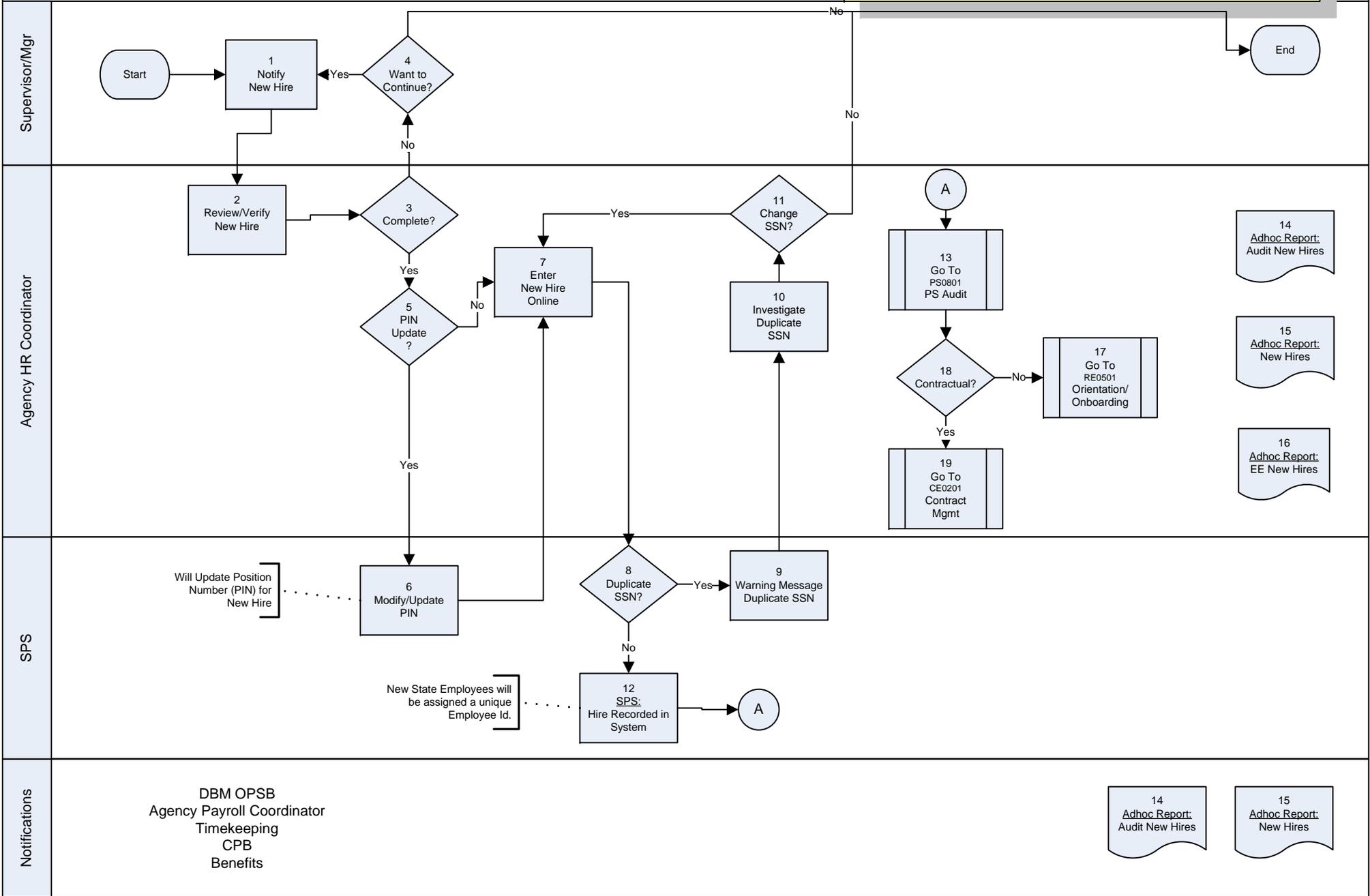


PS0102 - Process a Hire Not From JobAps

(Action = Hire + Reason = New Hire)

At this point...

- > The candidate has been selected
- > The Salary and Start Date has been determined
- > Any required salary budget approval has been completed
- > An Offer Letter has been sent to the Candidate with the approved salary
- > The candidate has accepted
- > The HR Agency Coordinator has determined candidate is a New Hire.
- > All required approvals obtained outside of the system.

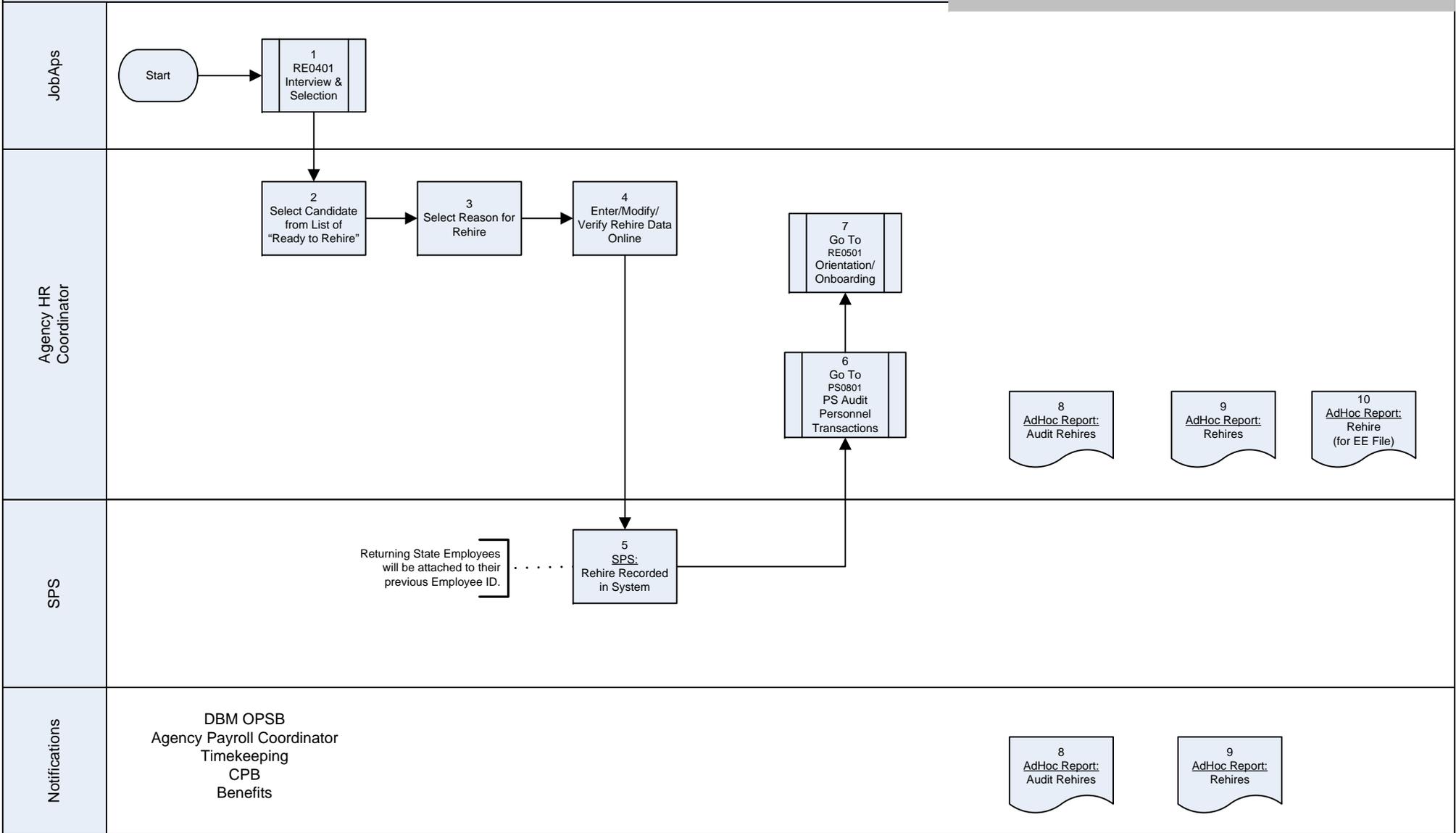


PS0103 - Process a Rehire from JobAps

(Action = Rehire + Reason = 1) Reinstatement 2) Non-Reinstatement

At this point...

- > The candidate has been selected
- > The Salary and Start Date has been determined
- > Any required salary budget approval has been completed
- > An Offer Letter has been sent to the Candidate with the approved salary
- > The candidate has accepted
- > The Recruiter has determined the candidate is a Rehire

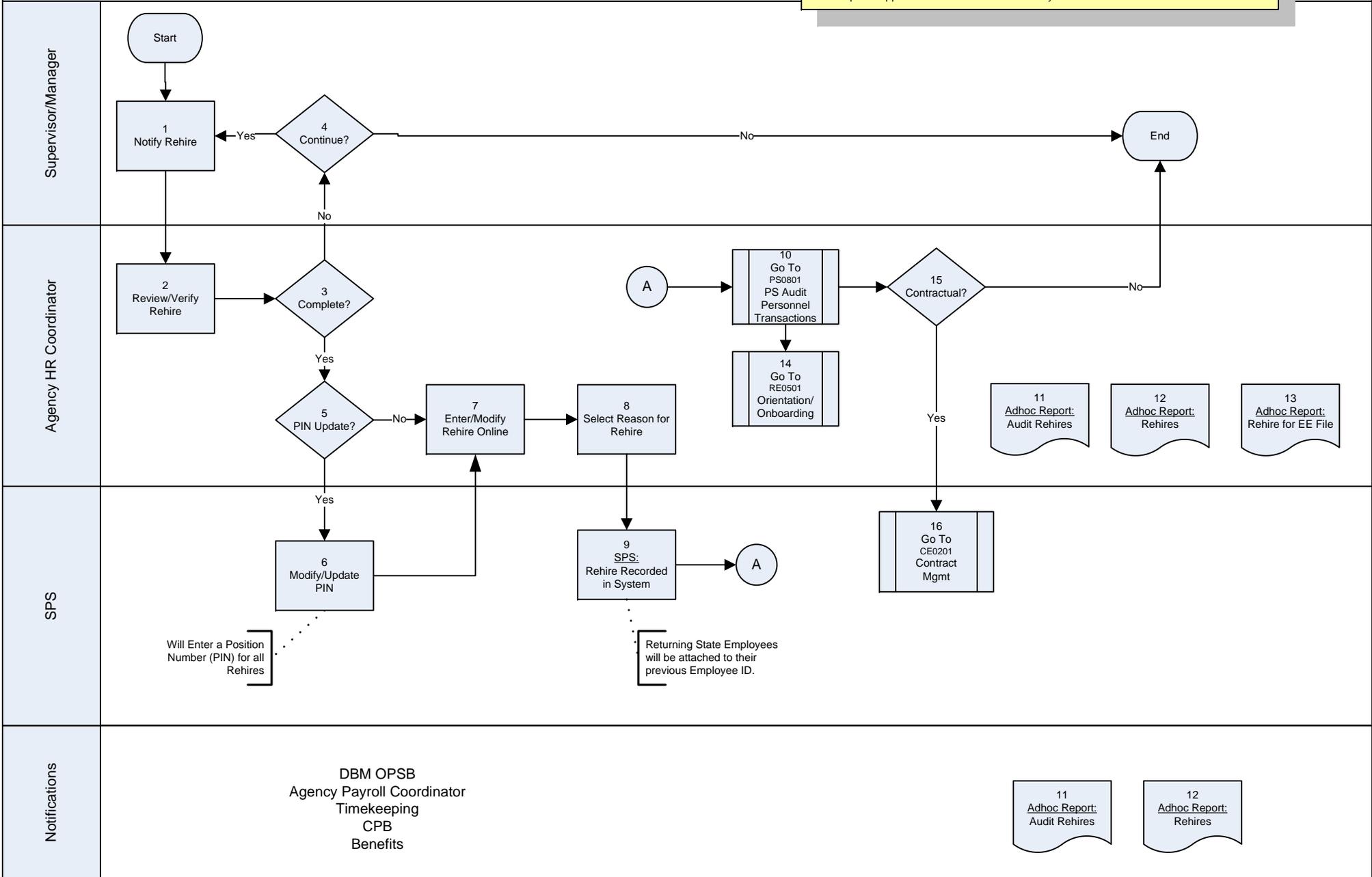


PS0104 - Process a Rehire Not From JobAps

(Action = Rehire + Reason = 1) Reinstatement 2) Non-Reinstatement)

At this point...

- > The candidate has been selected
- > The Salary and Start Date has been determined
- > Any required salary budget approval has been completed
- > An Offer Letter has been sent to the Candidate with the approved salary
- > The candidate has accepted
- > The Agency HR Coordinator has determined the candidate is a Rehire
- > All required approvals obtained outside of the system.

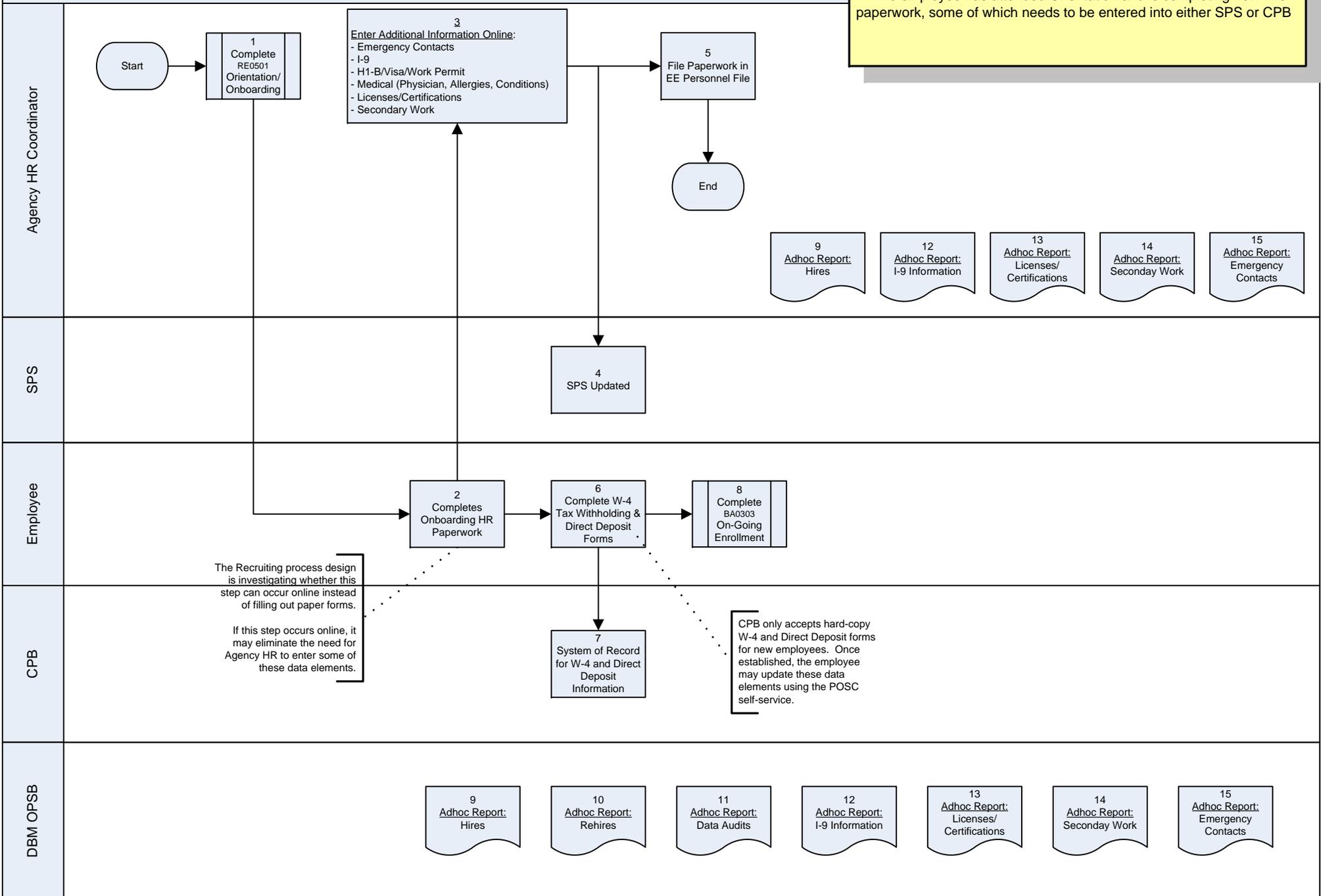


PS0105 – Complete the Hire or Rehire

(This step will be completed on the employees first day as an outcome of Orientation & Onboarding)

At this point...

- > The employee has been entered into the system
- > The employee has shown up for their first day of work
- > The employee has attended Orientation and is completing new hire paperwork, some of which needs to be entered into either SPS or CPB

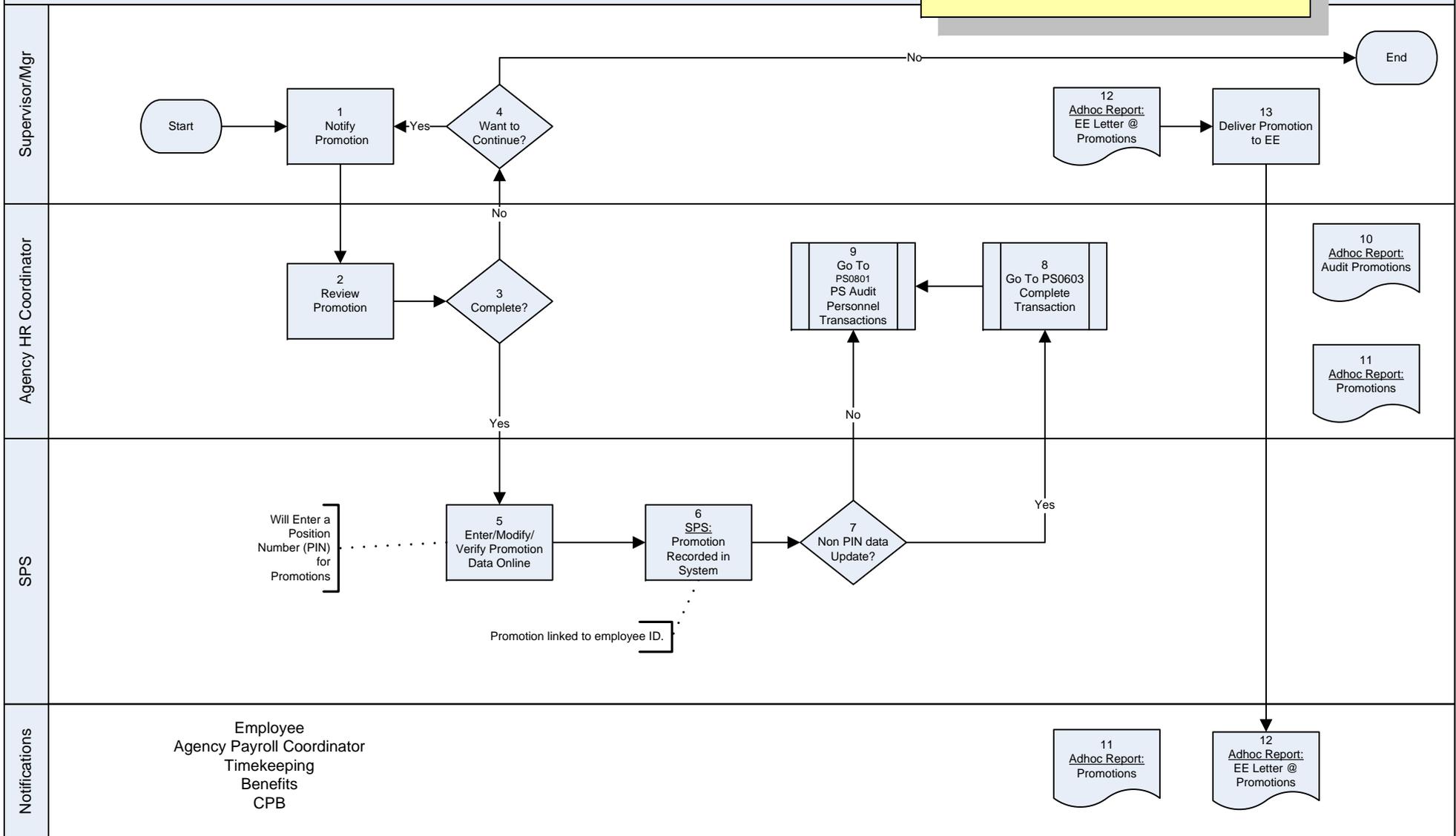


PS0201 - Process a Promotion Not From JobAps

(Action = Promotion)

At this point...

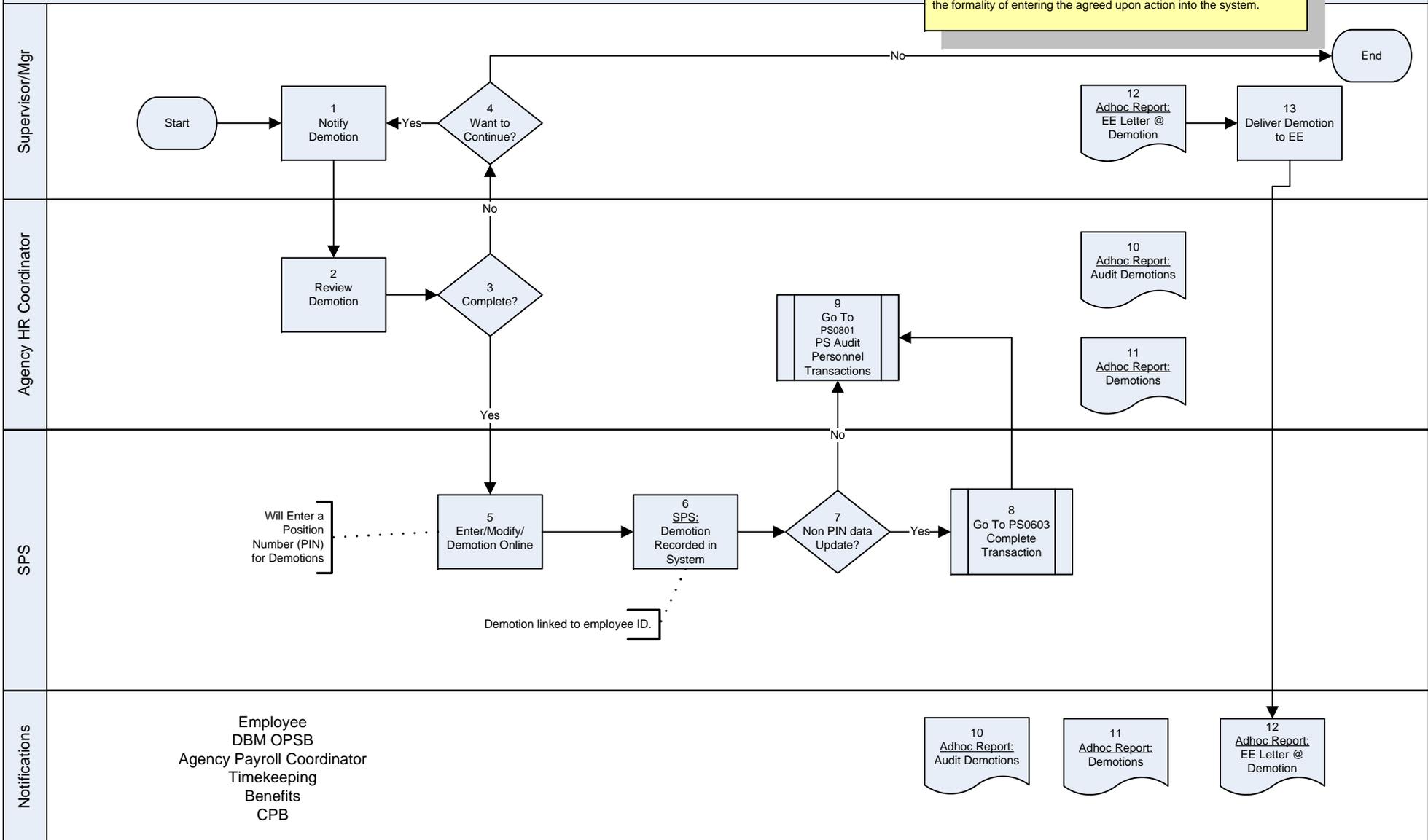
-> Conversations have occurred at a minimum between the Supervisor/ Mgr and the 2nd Level Manager that a Promotion action is appropriate.
 -> Required Approval obtained outside of the system. This process is the formality of entering the agreed upon action into the system.



PS0301 - Process a Demotion Not From JobAps

(Action = Demotion + Reason = 1) Voluntary 2) Career Change)

At this point...
 -> Conversations have occurred at a minimum between the Supervisor/ Mgr and the 2nd Level Manager that a Promotion action is appropriate.
 -> Required Approval obtained outside of the system. This process is the formality of entering the agreed upon action into the system.

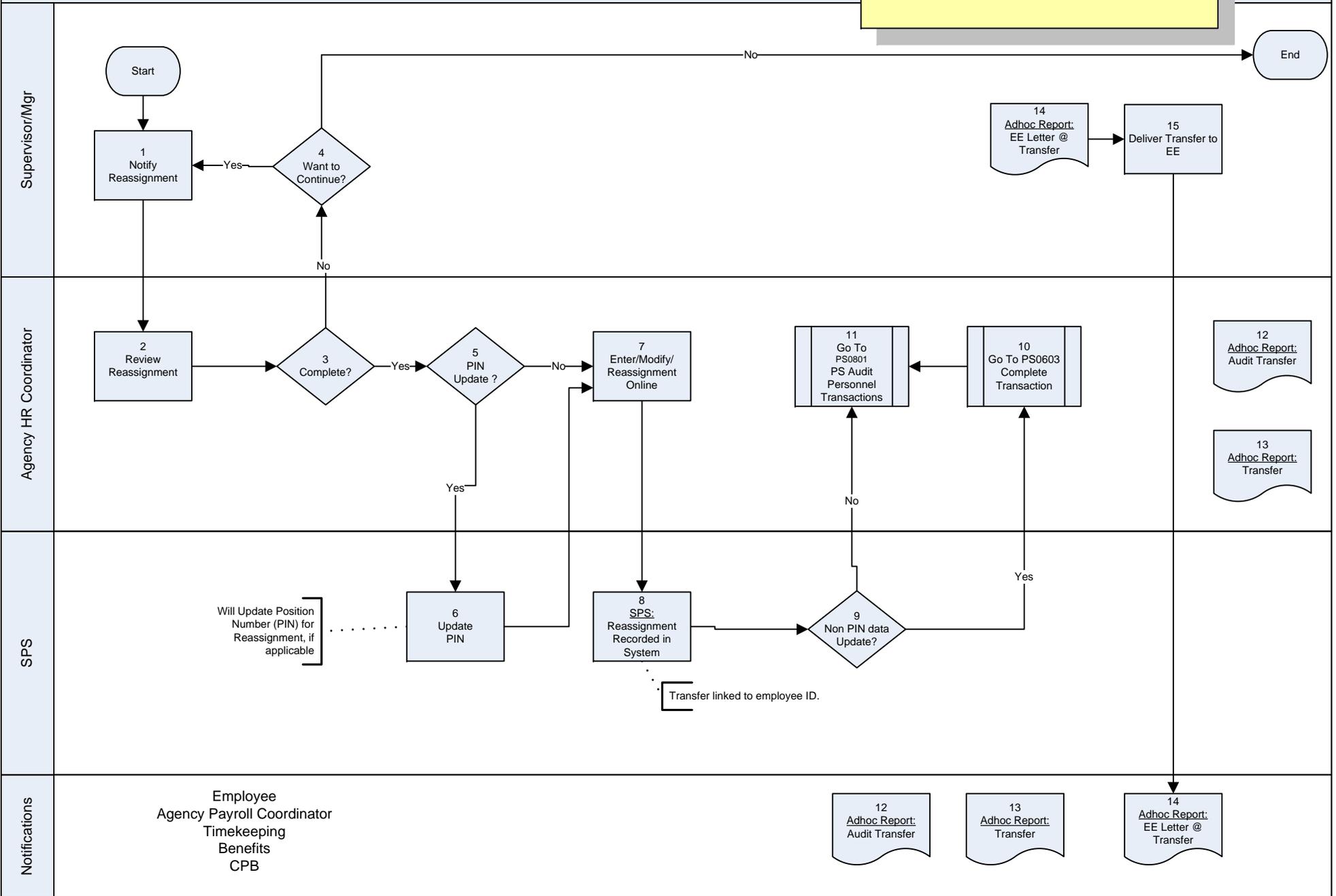


PS0401 – Transfer – Reassignment in Same Agency

(Action = Transfer + Reason = Reassignment in Same Agency)

At this point...

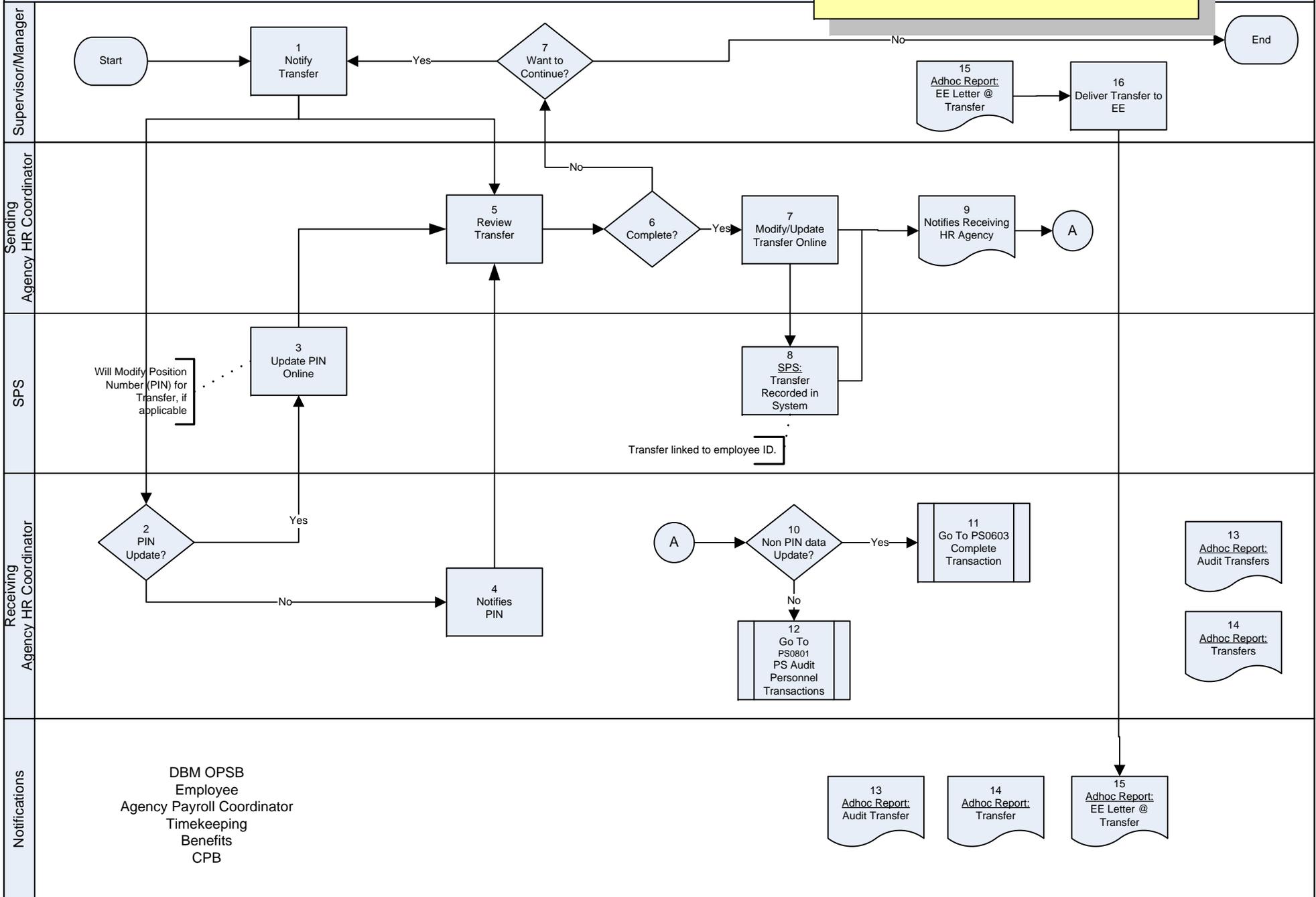
-> Required Approval obtained outside of the system. This process is the formality of entering the agreed upon action into the system.



PS0402 – Transfer – Intra-Agency or Other Agency Not From JobAps

(Action = Transfer + Reason = Intra-Agency or Other Agency)

Assumptions:
 -> Both of the agencies involved in this transaction use the SPS system for personnel transactions.
At this point...
 -> Required Approval obtained outside of the system. This process is the formality of entering the agreed upon action into the system.

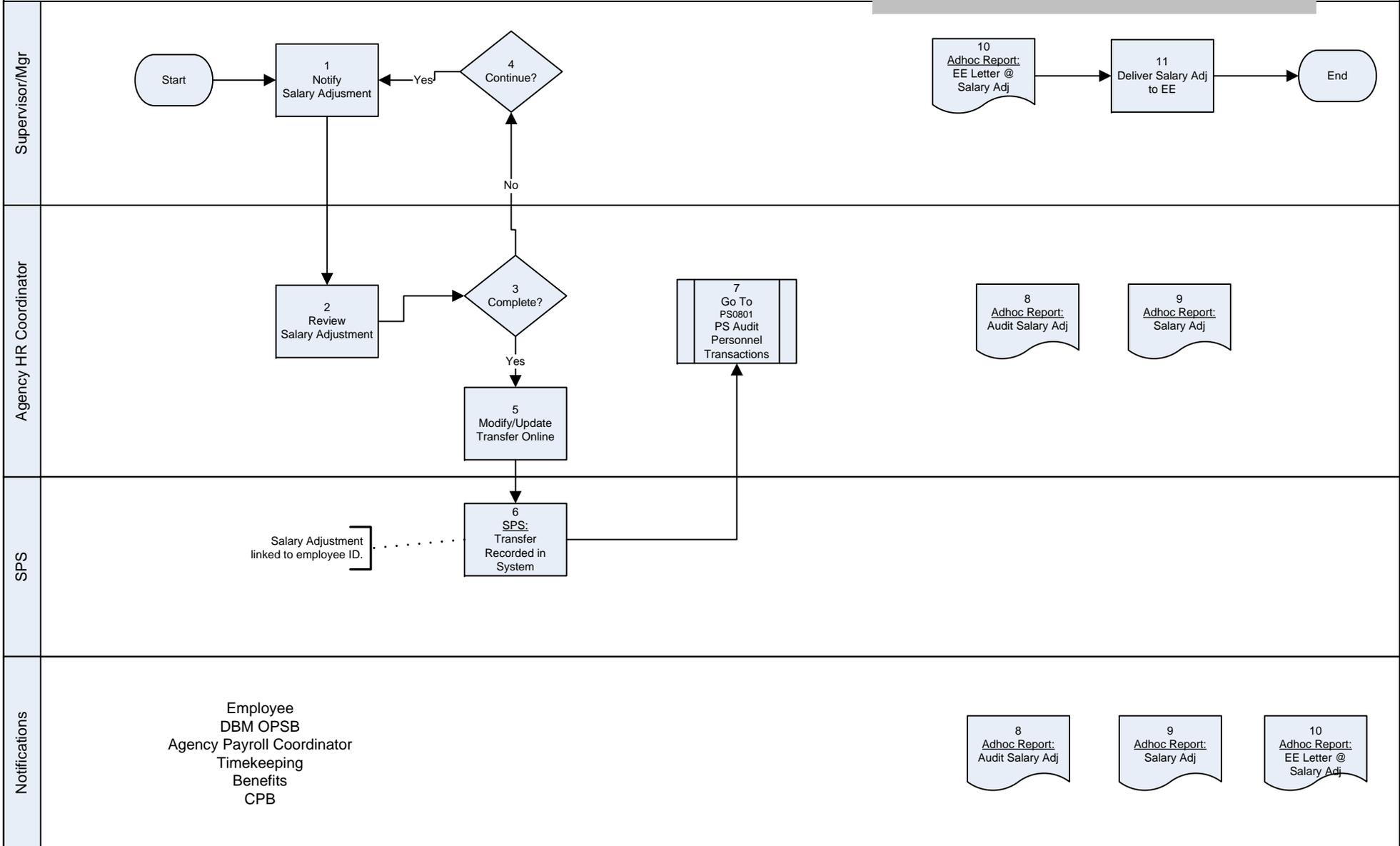


PS0501 - Process a Salary Adjustment

(Action = Salary Adjustment + Reason = 1) Advanced Step 2) Misc. Adjustment)

At this point...

- > Conversations have occurred at a minimum between the Supervisor/Mgr and the 2nd Level Manager that a Salary Adjustment action is appropriate.
- > Required Approval obtained outside of the system. This process is the formality of entering the agreed upon action into the system. This process is the formality of entering the agreed upon action into the system.



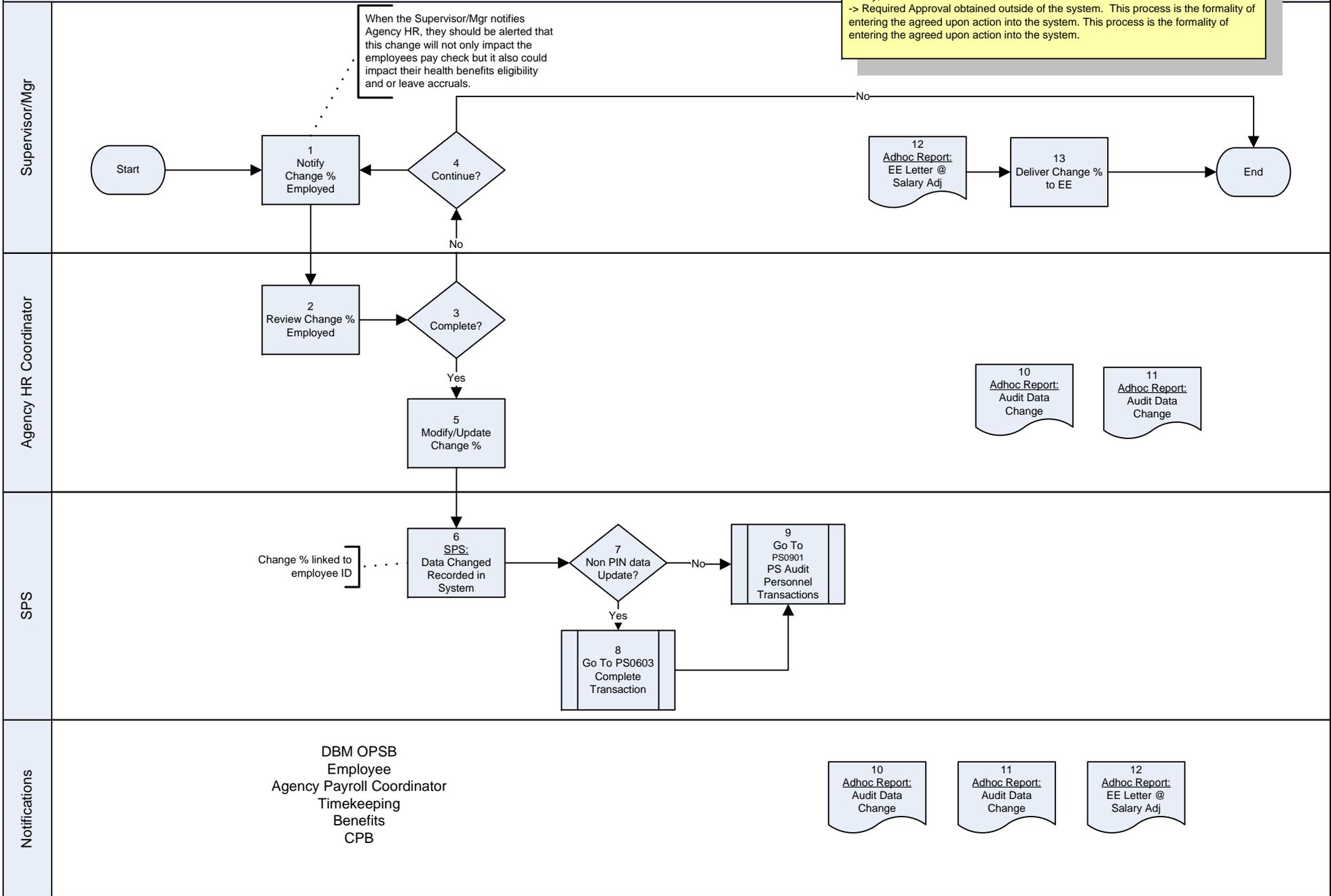
PS0601 - Process a Data Change – Change % Employed

(Action = Data Change + Reason = Change % Employed)

At this point...

-> The employee has been counseled on the impact this change may have on their salary, health benefits and leave accruals.
 -> Required Approval obtained outside of the system. This process is the formality of entering the agreed upon action into the system. This process is the formality of entering the agreed upon action into the system.

When the Supervisor/Mgr notifies Agency HR, they should be alerted that this change will not only impact the employees pay check but it also could impact their health benefits eligibility and or leave accruals.



PS0602 - Process a Data Change – Administrative Change

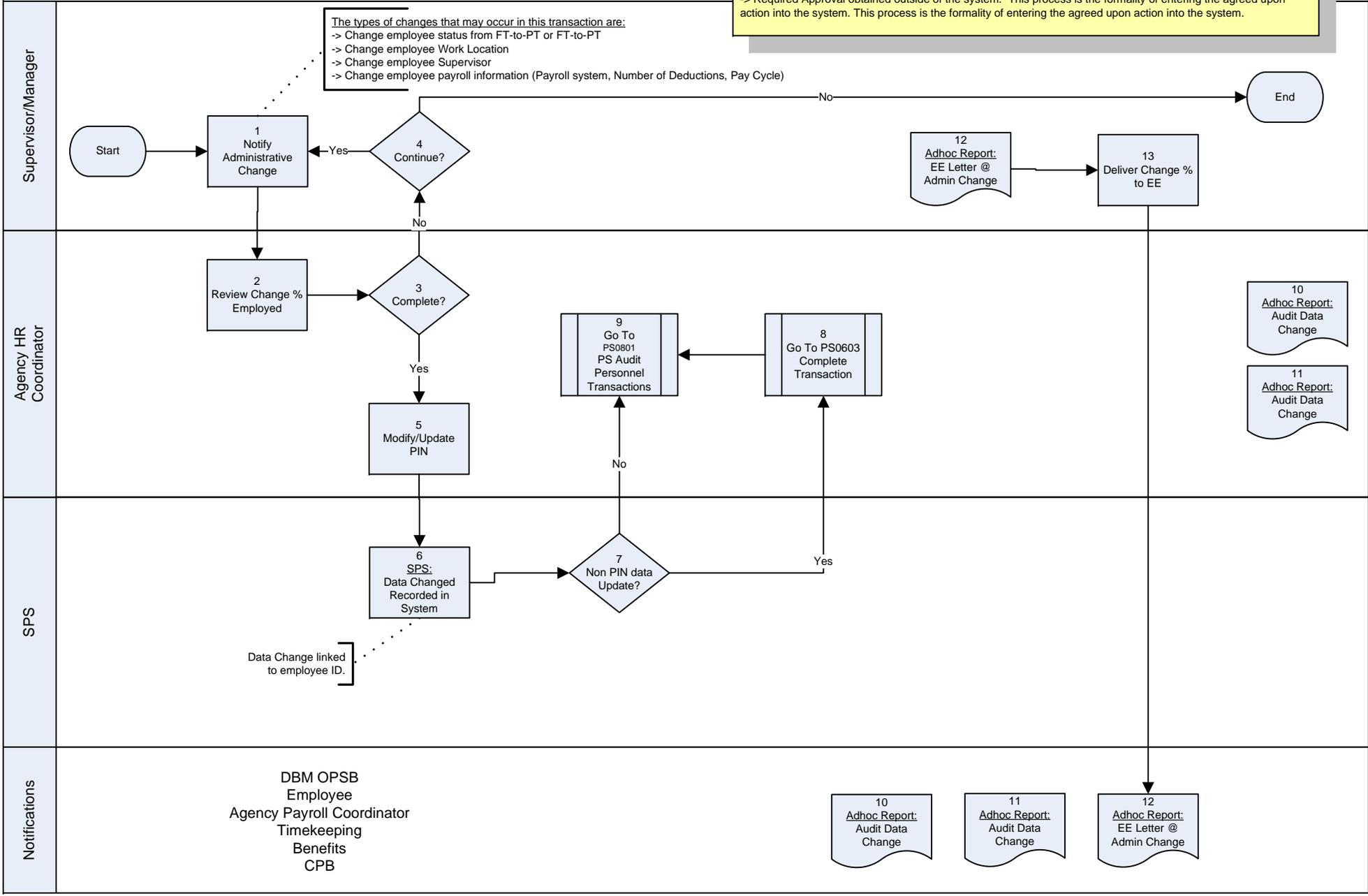
(Action = Data Change + Reason = Administrative Change)

At this point...

- > If the employee status is changing in regards to FT/PT, the employee has been counseled on the impact this change may have on their salary, health benefits and leave accruals.
- > If the employee change involves the number of deduction periods, the employee has been counseled on the impact this change may have on their pay check.
- > Required Approval obtained outside of the system. This process is the formality of entering the agreed upon action into the system. This process is the formality of entering the agreed upon action into the system.

The types of changes that may occur in this transaction are:

- > Change employee status from FT-to-PT or FT-to-PT
- > Change employee Work Location
- > Change employee Supervisor
- > Change employee payroll information (Payroll system, Number of Deductions, Pay Cycle)

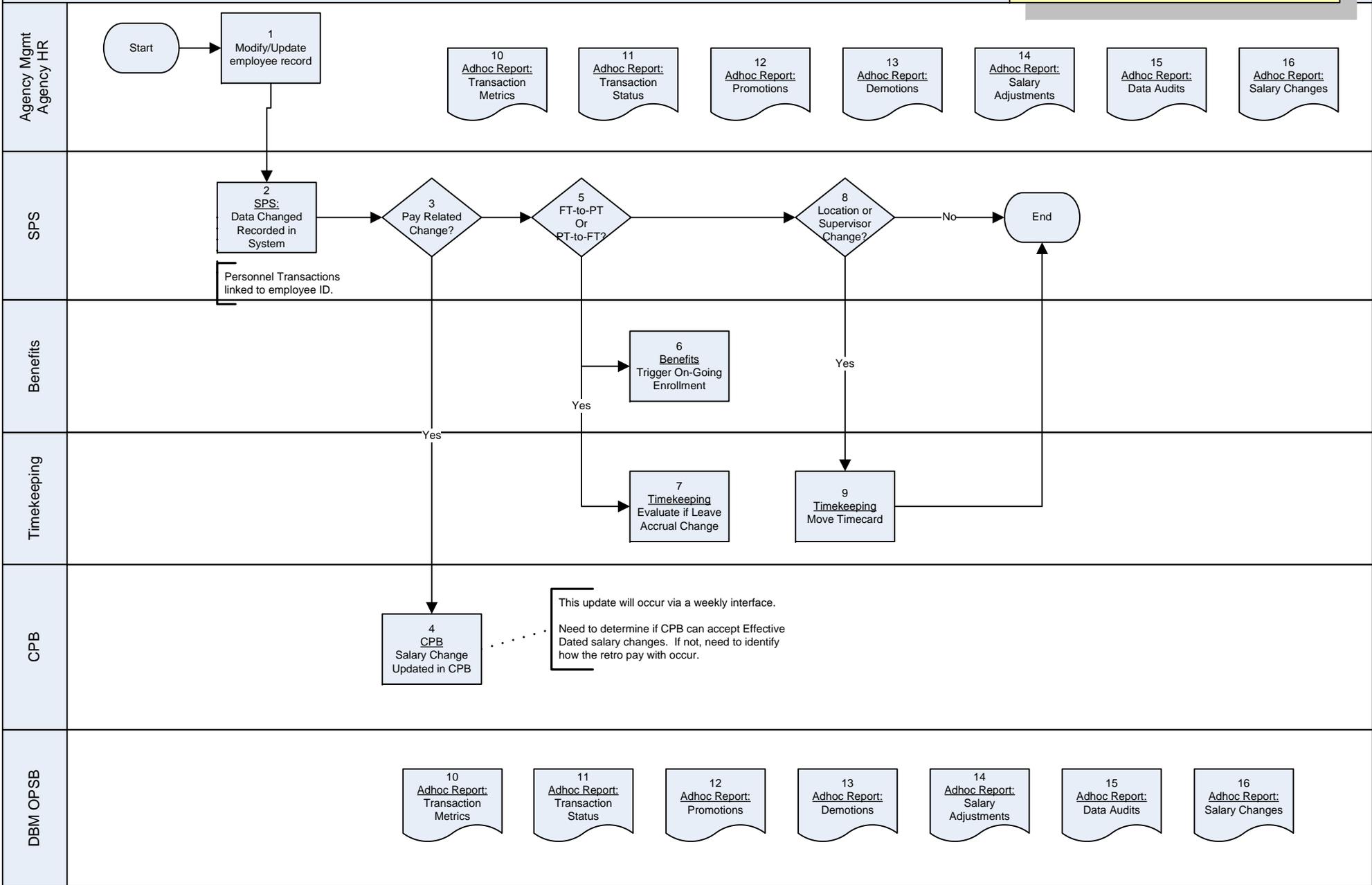


Data Change linked to employee ID.

PS0603 – Complete Transaction

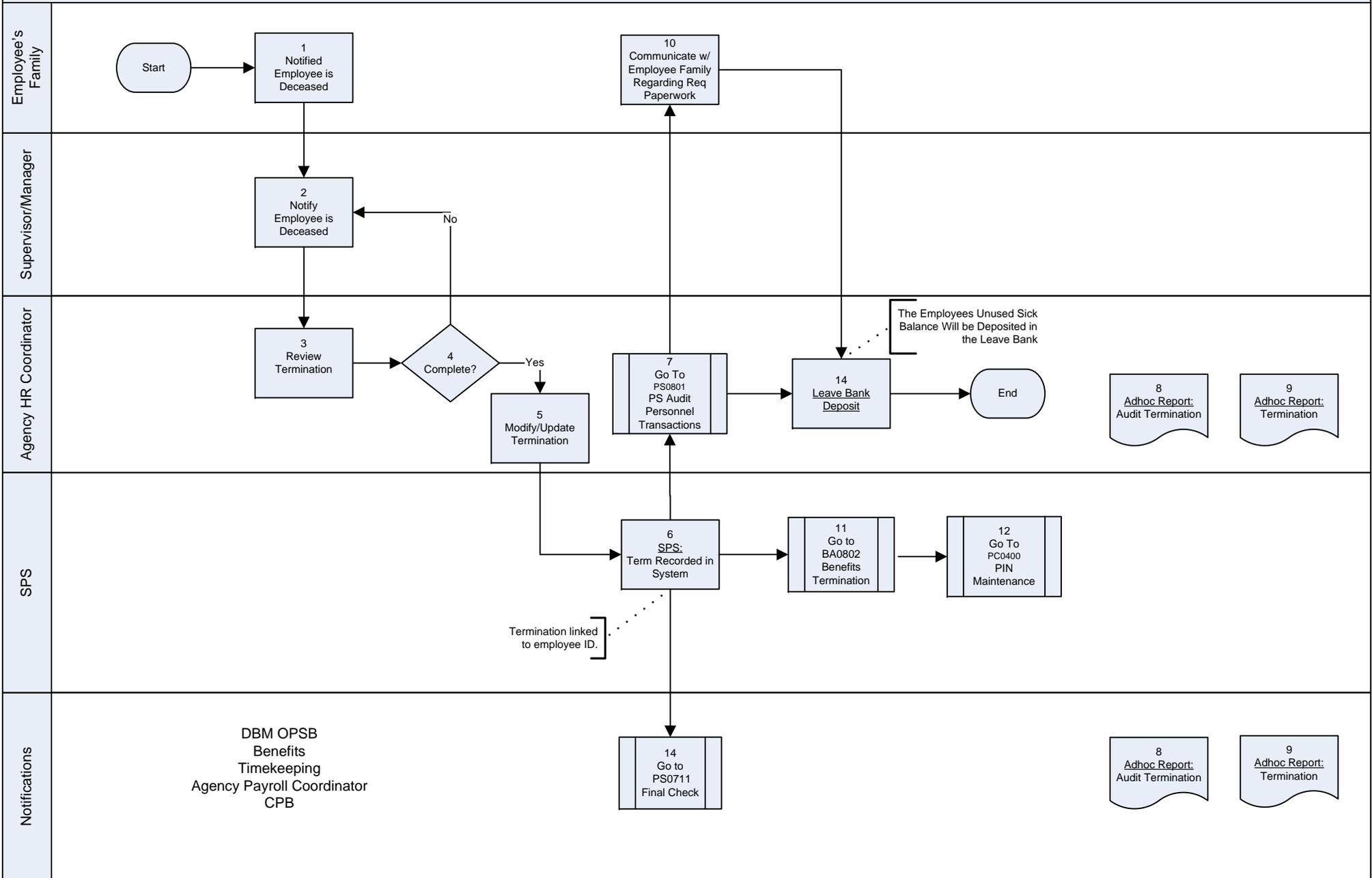
(This step will be completed after the Promotion, Demotion, Salary Adjustment, Data Change and Transfer transactions)

At this point...
 -> A Promotion, Demotion, Transfer, Data Change or Salary Adjustment has been approved by all required levels.



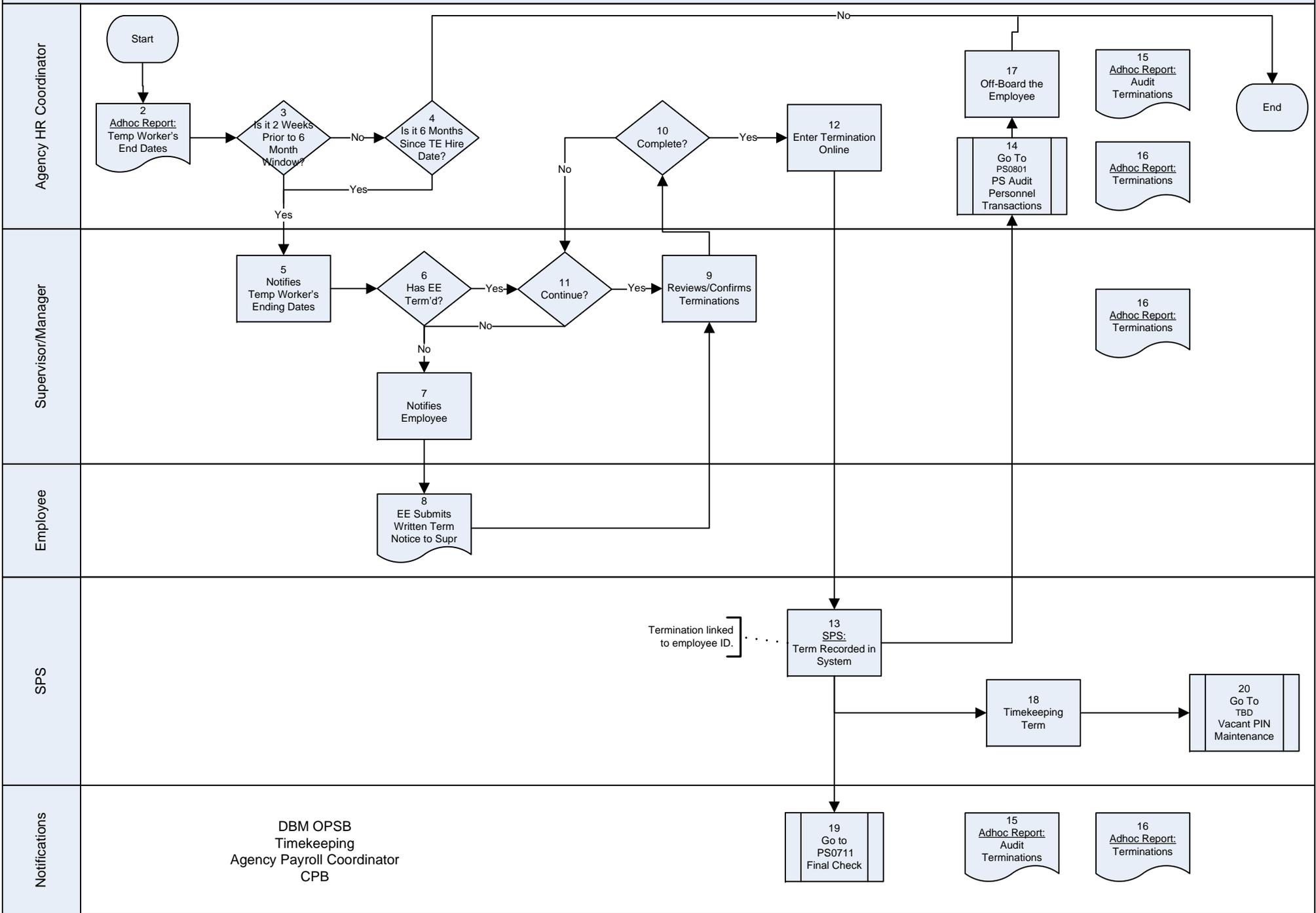
PS0701 - Process a Termination – Deceased

(Action = Termination + Reason = Deceased)



PS0702 - Process a Termination – End of Temporary Employment

(Action = Termination + Reason = End of Temporary Employment)

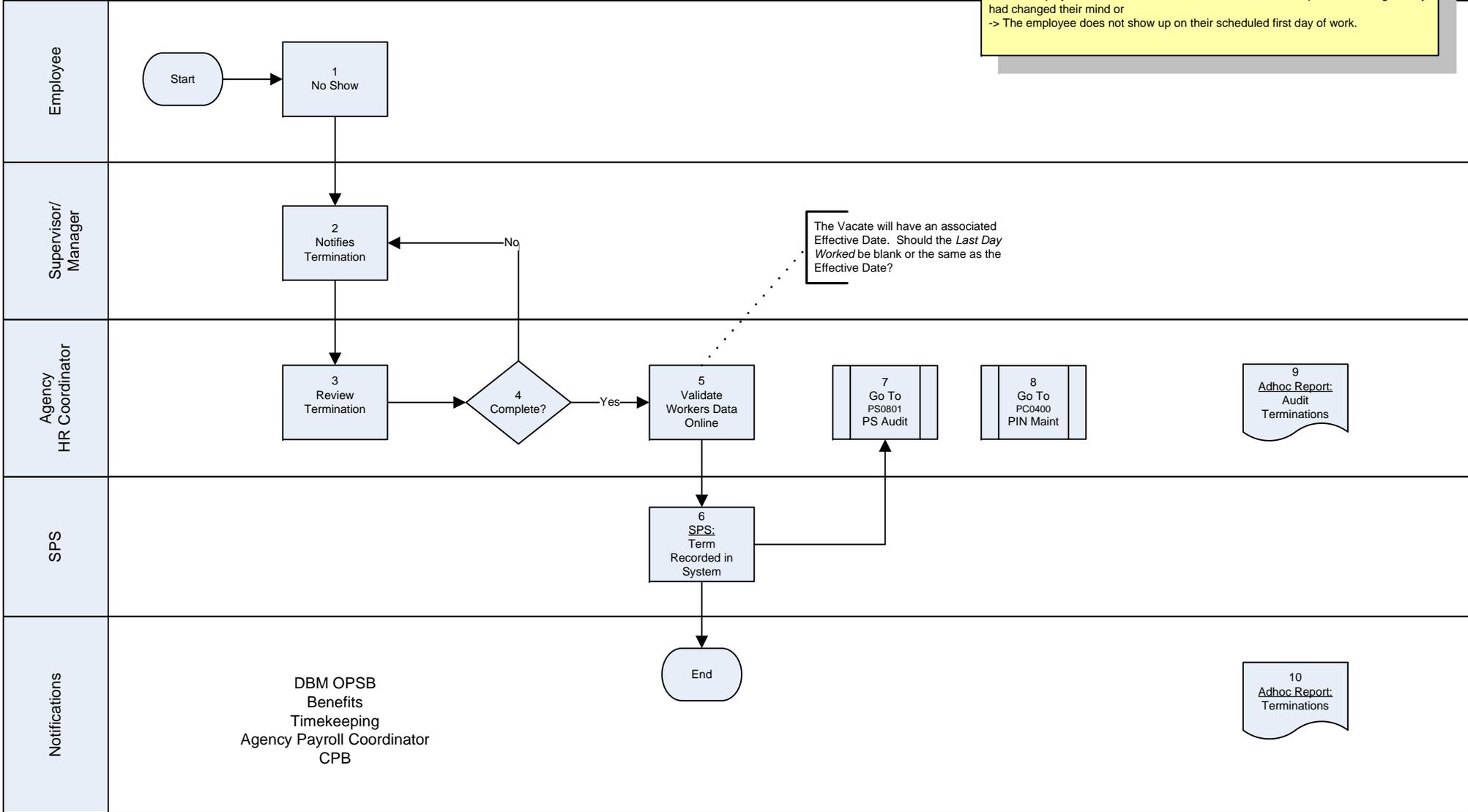


PS0703 - Process a Termination – New Hire – No Show or New Hire – Declined Offer After Acceptance

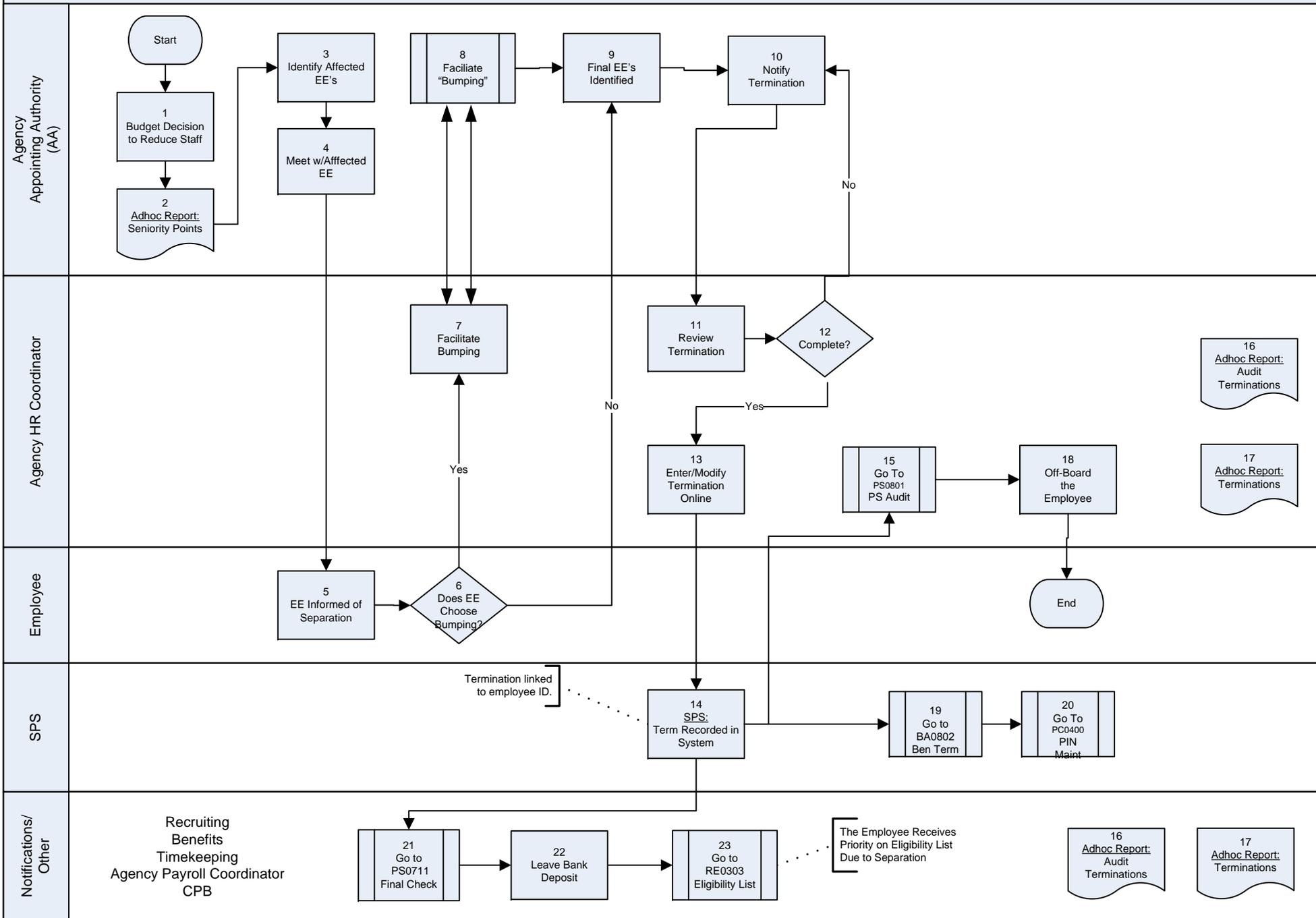
(Action = Termination + Reason = 1) New Hire – No Show 2) New Hire – Declined Offer After Acceptance)

Assumptions:

- > This event could either be:
- > The employee called before their start date and notified Supervisor/Manager they had changed their mind or
- > The employee does not show up on their scheduled first day of work.

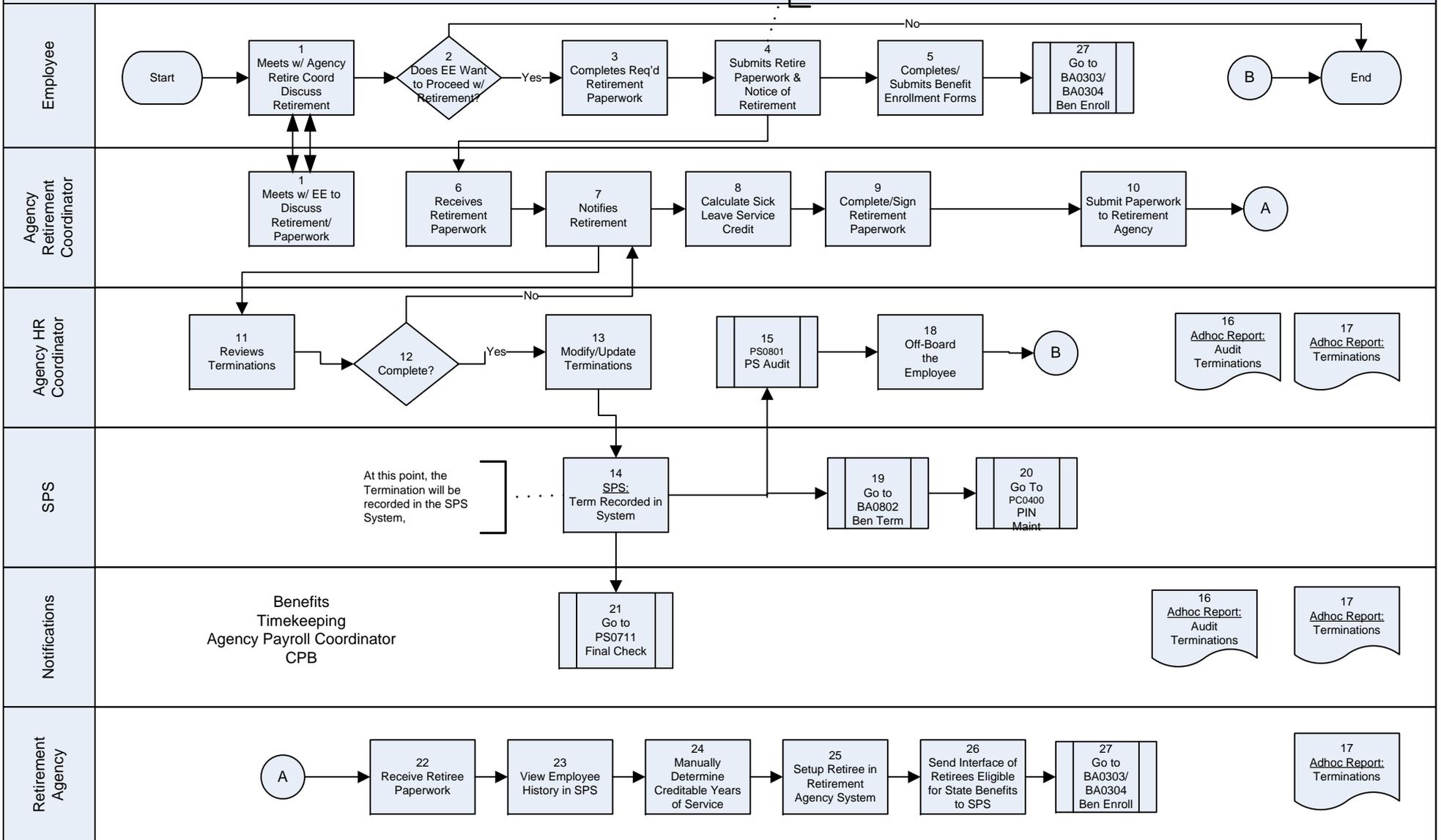


PS0704 - Process a Termination – Laid Off From Allocated Position



PS0705 - Process a Termination – Retired

This includes a notice of retirement letter including their Last Day of Work

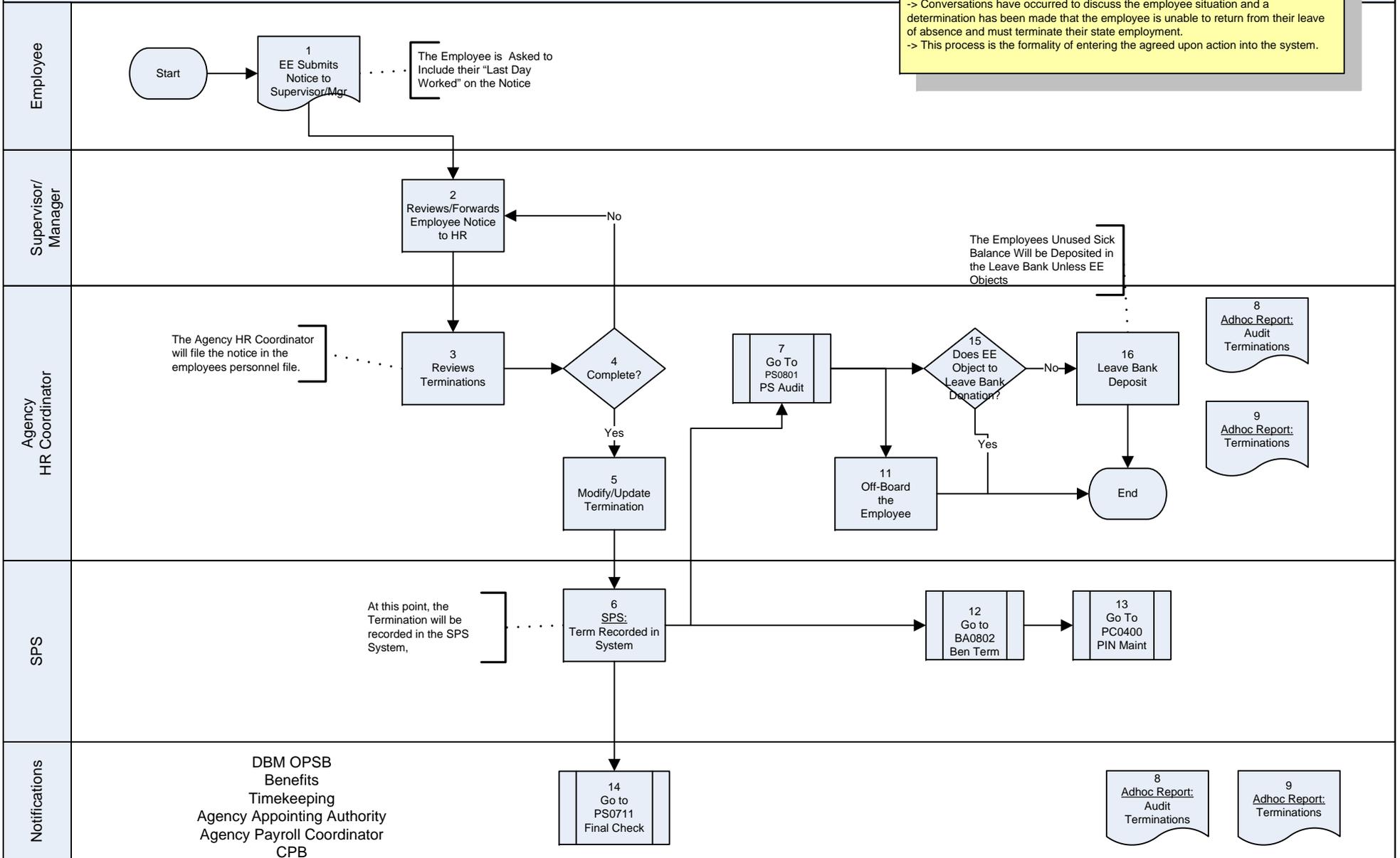


PS0706 – Process a Termination – Leave Without Pay (*Failure to Return from Leave*)

(Action = Termination + Reason = 1) Leave Without Pay – Medical 2) Leave Without Pay – Military 3) Leave Without Pay - Personal)

At this point...

-> Conversations have occurred to discuss the employee situation and a determination has been made that the employee is unable to return from their leave of absence and must terminate their state employment.
-> This process is the formality of entering the agreed upon action into the system.

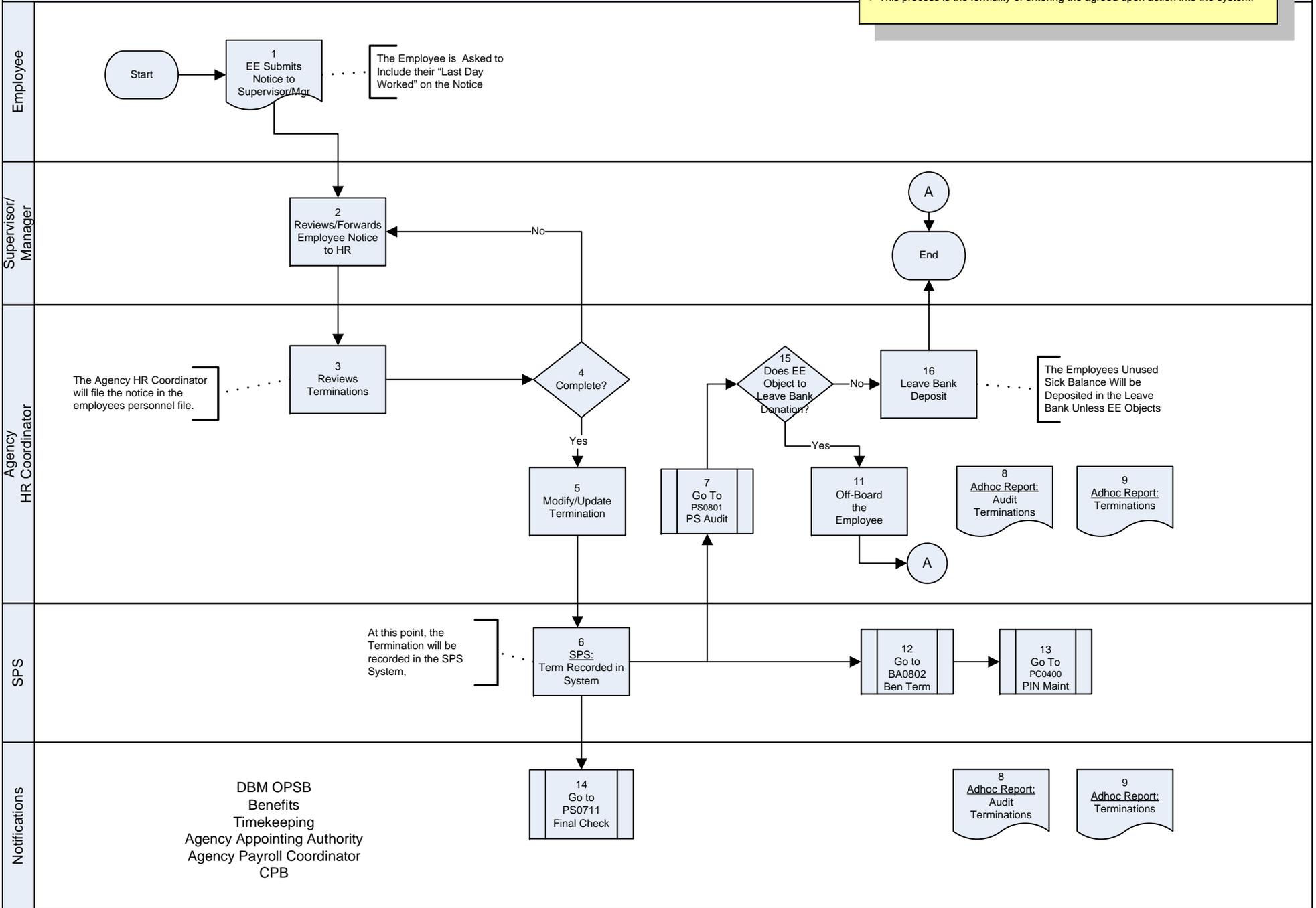


PS0707 - Process a Termination – Resigned for Military Service

(Action = Termination + Reason = Resigned for Military Service)

At this point...

-> Conversations have occurred to discuss the employee situation and a determination has been made that the employee is resigning for Military Service and must terminate their state employment.
-> This process is the formality of entering the agreed upon action into the system.

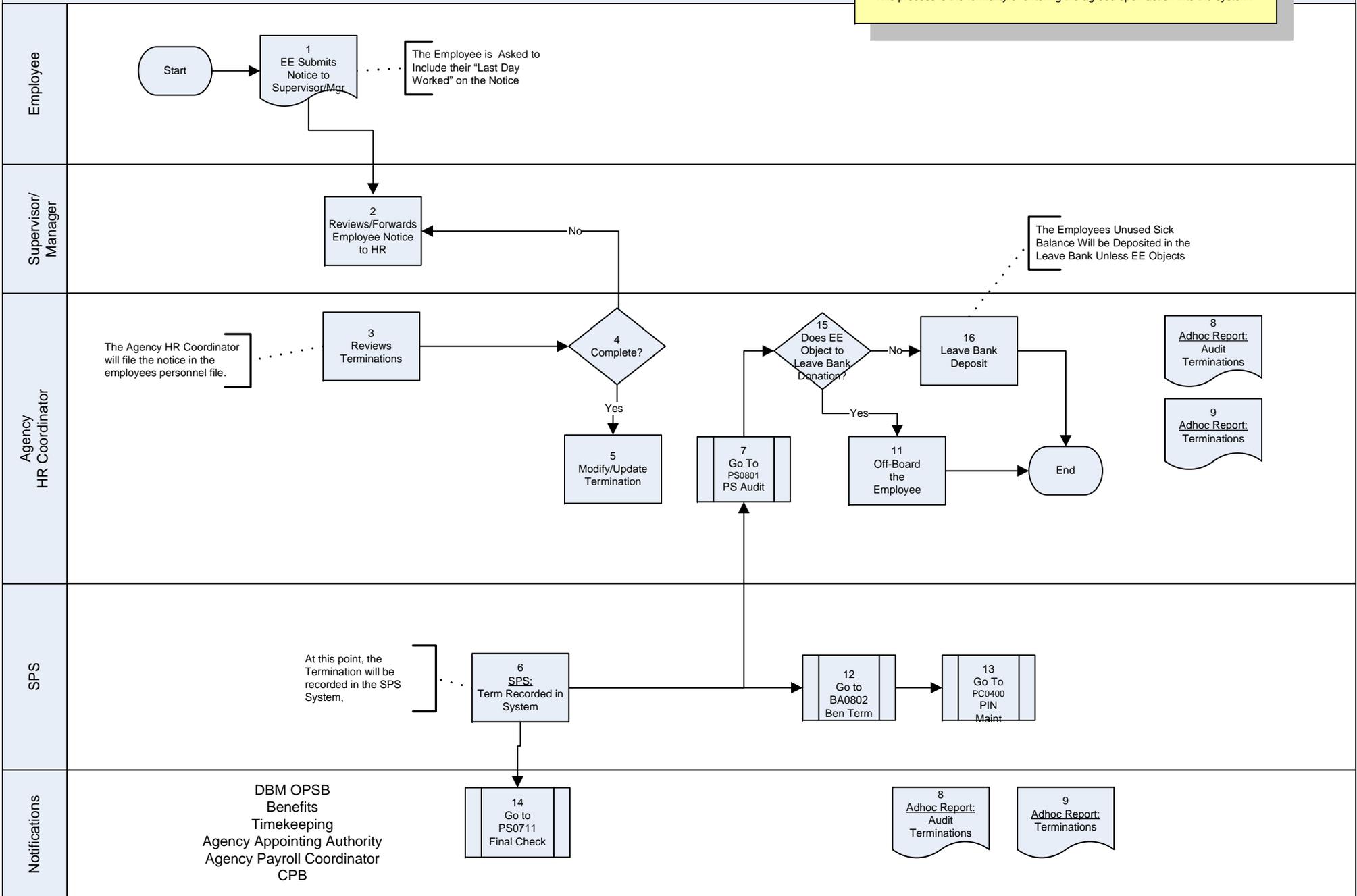


PS0708 - Process a Termination – Resigned State Service

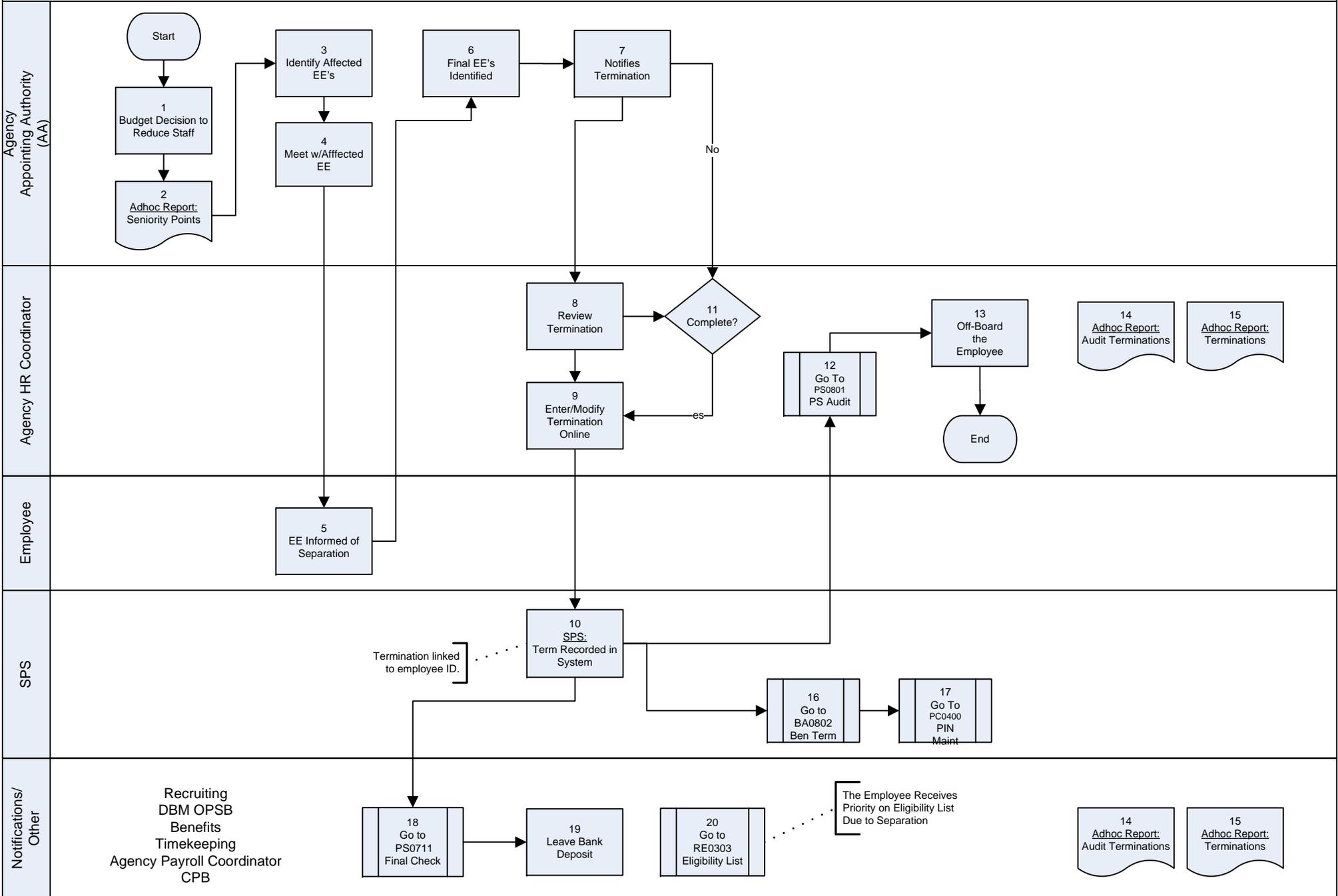
(Action = Termination + Reason = Resigned State Service)

At this point...

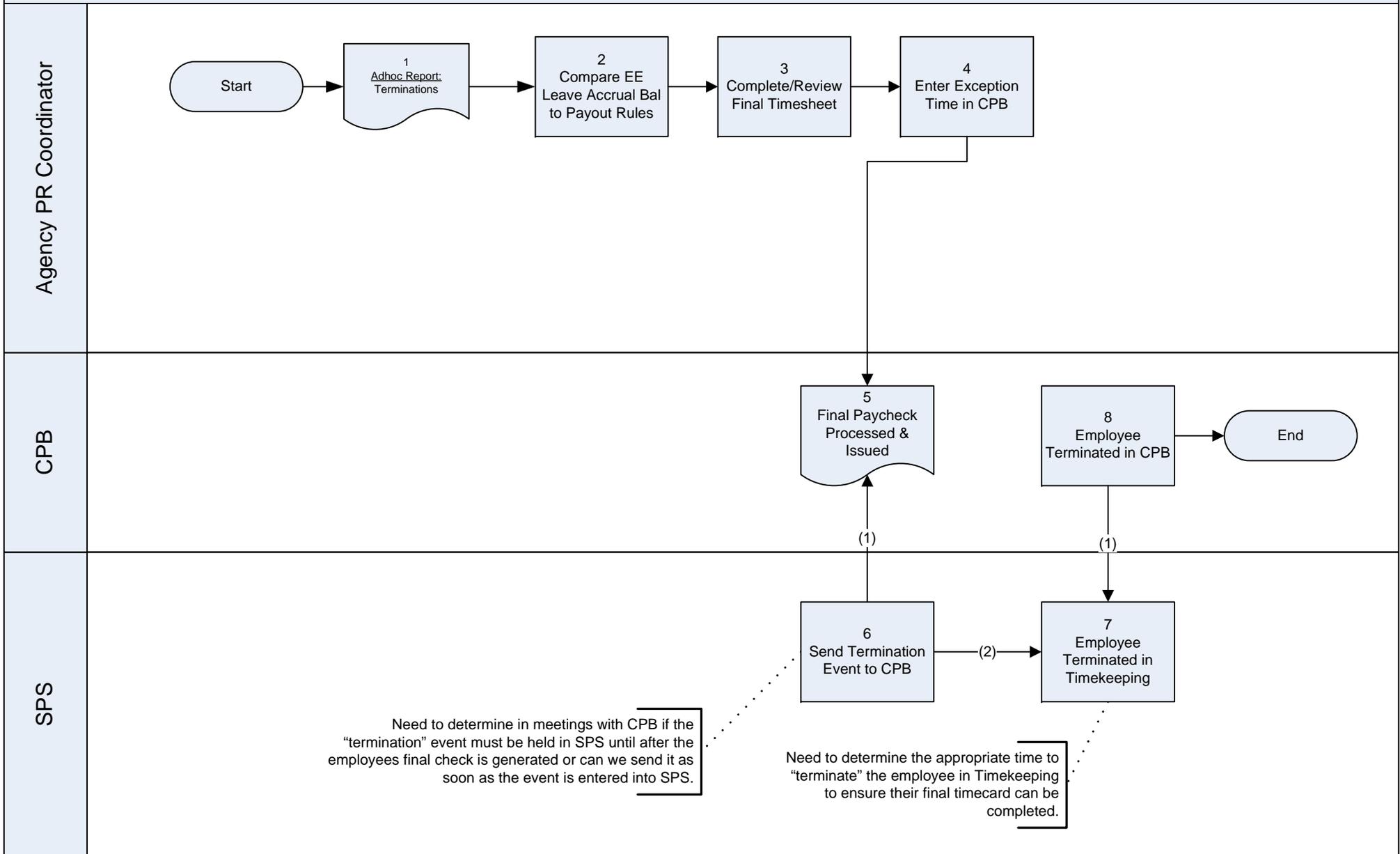
-> Conversations have occurred to discuss the employee situation and a determination has been made that the employee is resigning and must terminate their state employment.
 -> This process is the formality of entering the agreed upon action into the system.



PS0709 - Process a Termination – PIN Abolished

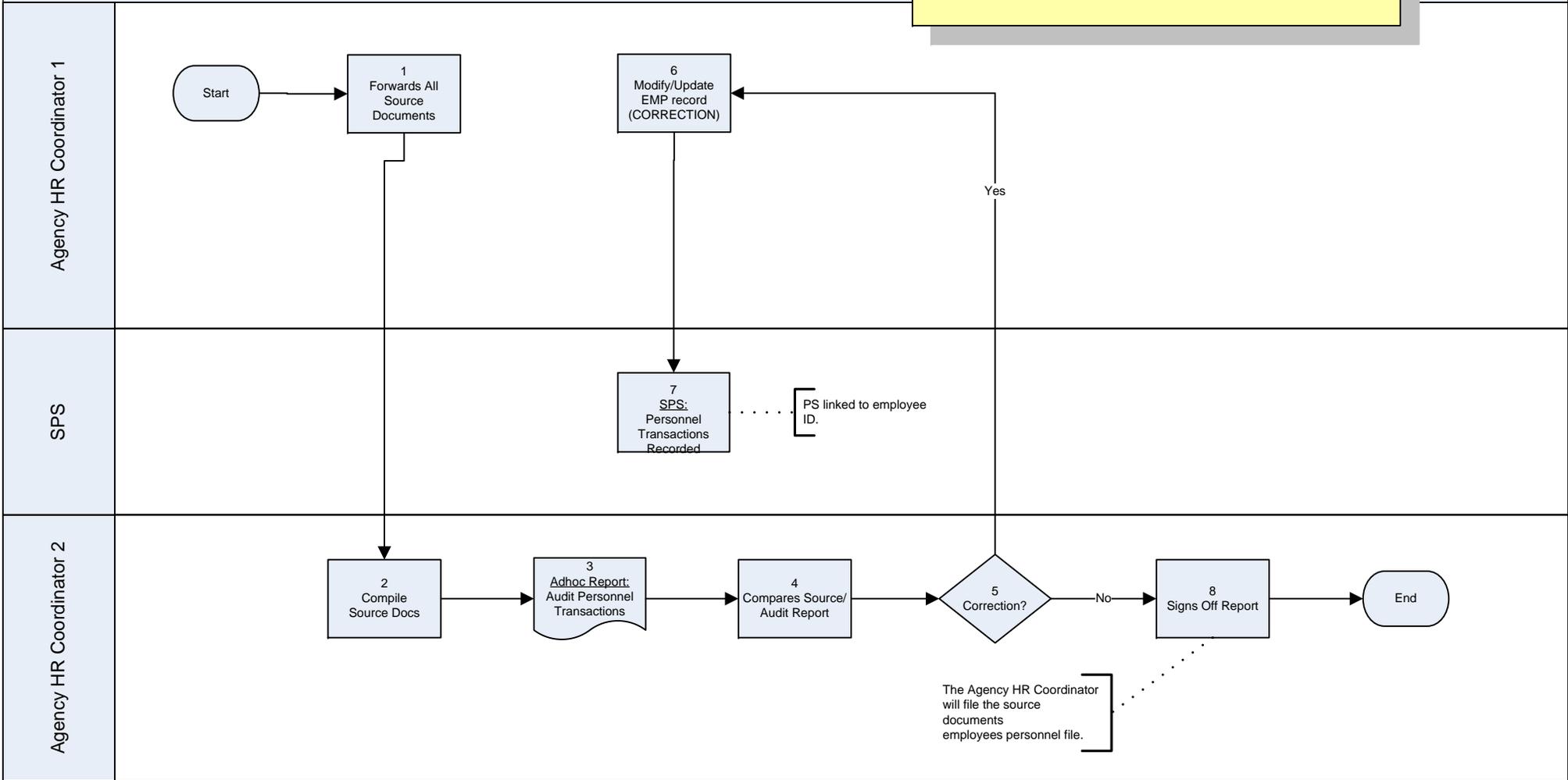


PS0710 – Process Final Check



PS0801 – SPS Audit – Personnel Transactions (PS)

At this point...
 -> The required personnel transactions already completed in the SPS System.
 -> This process is the formality of conducting audit of data entry for all personnel transactions in the SPS system.



PS0901 – Track Compressed Workweek

There are numerous forms that must be completed by both the employee and the supervisor for a compressed workweek request. All of the paperwork associated with a compressed workweek request will be completed, reviewed and approved/denied outside of the system. The system shall track approved compressed workweek requests.

