

Processing of Employee Terminations and Upcoming Process Changes

To: UA Supervisors, Personnel Payroll Assistants (PPAs), & Cost Center Clerks (CCCs)

At the end of 2007, the University will implement a system-wide change in the processing of employee terminations. Your regional HR office and a pilot group from each campus are currently using the new process. This pilot group is verifying that the process works as expected and will submit suggestions to improve the process before it is implemented across the University. Below are questions and answers in regard to the termination process changes.

How/why will the process change?

Terminations occur for a variety of reasons. UA is instituting changes to the processes that take place following an actual termination decision. The upcoming changes are designed to increase the consistency and timeliness of processing employee terminations. Once a termination action is finalized, the associated steps will occur electronically. This change will minimize the delay and other problems associated with routing paper termination forms. Termination information will be routed from department to department through a software application called Workflow. With the new processing of terminations, the employee (or a department representative) will no longer need to verify clearance information by phone or route the system termination form around the campus on foot or via inter-campus mail.

What is Workflow?

Workflow is a software application that allows users to build automated electronic processes to improve the “flow” and efficiency of current processes. Workflow can help minimize or eliminate the need for paper forms and the need to physically forward that paper on to its next destination. Workflow can interact with other software applications and system servers. For example, Workflow can interact with Banner to open data entry forms automatically and can work with email servers to send messages to specific users.

How will these changes affect me and my department?

As a PPA/CCC or supervisor, you will be able to enter the employee’s termination information directly into a form in Banner. Once you save and submit the entered information, the processing of the termination (via Workflow) will begin. A series of automated processes will notify you, the employee, the clearance departments, the security offices, and your campus HR office of the employee’s termination.

When will these changes be implemented?

The new process will be phased in at each campus starting at the end of 2007 (December 2007 through February 2008). Your campus HR office will provide training for the new process before it is implemented for your department.

What if I have questions or comments?

Please direct any questions and/or comments to your regional HR office at the number listed below. Your regional HR office will send you a notice of the upcoming Termination Workflow process training this fall.

UA Anchorage	UA Fairbanks	UAF - GI	UA Southeast	UA Statewide
907-786-4608	907-474-7700	907-474-6010	907-796-6507	907-450-8208