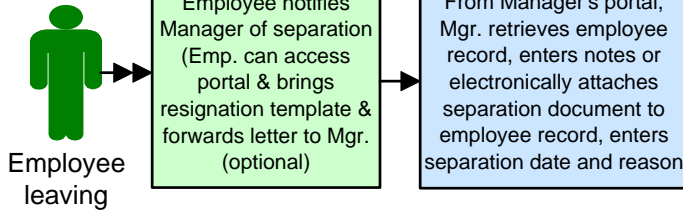


Separation Process (To Be)

Assumptions:

- Knowledge-base loaded with COBRA costs
- Employee can access leave balance information
- Employee Portal is available
- Manager Portal is available
- Document storage of employee files



Benefits & COBRA

System electronically removes employees from benefits, notifies 3rd Party Benefits Providers, and notifies COBRA/Retiree Administrator (pending separation date)

Update HR & Payroll Database

System updates HR database & changes status to TERM on effective date (flag Term Reason-Terminated - Ineligible to hire for 5 years)

System sends Payroll transaction batch file at end of pay period

Final Paycheck

System notifies employee and supervisor to answer questions about final paycheck

System forwards answers to appropriate person

Exit Interview

System notifies employee to complete Exit Interview Questions (with link to Survey Questions)

Employee completes survey?

System notifies Talent Mgr.

Talent Mgr follows up to get survey results

Assets Management

System notifies employee (and Mgr.) to return county properties to Mgr. (list of assets assigned to employee is captured in System)

Employee selects option to interview with HR?

System attaches exit interview results to employee's record

Tuition Reimbursement

System checks IFAS for tuition reimbursement layout from last 12 months

System alerts/sends data to Tuition Reimbursement Billing Process

System notifies Talent Mgr

Talent Mgr schedules, conducts exit interview & enters results in employee's record

IT Account, Info.

System notifies Campus Relation Manger and Security and Controls to remove employee's related IT accounts, info. (e.g. phone directory, etc.)

Average Value Added Time: 48.46 minutes
Average Cost : \$35.68
Average Cycle Time: 1.63 days

Employee separation's information

System notifies employee to access employee's portal for separation's information

Employee accesses portal to calculate pay out and view other benefits, separations related information

Reports/Output

- Eligibility - Notification to 3rd party benefits vendors
- COBRA notification
- Separation report
- Retirement trigger for Certificate of Earning
- Separated employee's pay check routing
- Exit interview roll-up information
- Employee ability to review separation payout and benefits information

Others

- Accurate separation address
- Detailed separation data for targeting training and follow-up
- Tying asset management to employee record may provide better return of items
- Follow-up and recovery of Tuition dollars spent
- IT security close out of account at separation