

**Human Resources
Activity Dictionary**

| Functional Service Area | Sub-process | Activities | Definition |
|-------------------------|-------------|---|---|
| Human Resources | | | |
| | | Provide Employee and Labor Relations Support | This includes the provision of advice/counsel and support on all union and employee conduct/performance issues. |
| | | Manage Human Resources Administration | This includes all activities related to time & attendance, position management & classification, records management, personnel security, and employee benefits. |
| | | Provide Recruitment & Placement Support | This includes all activities related to the processing of SFA recruitment and placement requests including tracking compliance with EEO requirements. |
| | | Provide Human Resources Strategic Leadership | This activity relates to the provision of direction and counsel to SFA senior leadership in the development of HR programs and policies and the provision of supervision and direction to SFA HR staff. |
| | | Develop HR Program and Policies | This includes all activities related to researching and developing new and innovative HR programs. |
| | | Administer Performance Management Service | This includes all activities related to implementing and administering the various systems and programs/processes used for evaluating and recognizing SFA employee performance. |
| | | Operate Business Unit Focused HR Partner Program | This includes the work that is performed by SFA HR staff in support of the specific HR needs of the various operating components within SFA. |
| | | Manage HR Information Systems Strategy, Planning and Implementation | This includes all activities related to managing the development and implementation of all HR processing and information systems and providing expert counsel on related matters. |

**Human Resources
Assignment of Activities to Channels**

| Functional Service Area | Activities | Driver | Channels | | | % |
|-------------------------|---|-----------------------|----------|---------|--------------------|---------|
| | | | School | Student | Financial Partners | |
| | | % of FTE's in Channel | 60.26% | 31.44% | 8.30% | 100.00% |
| Human Resources | Provide Employee and Labor Relations Support | % of FTE's in Channel | 60.26% | 31.44% | 8.30% | 100.00% |
| | Manage Human Resources Administration | % of FTE's in Channel | 60.26% | 31.44% | 8.30% | 100.00% |
| | Provide Recruitment & Placement Support | % of FTE's in Channel | 60.26% | 31.44% | 8.30% | 100.00% |
| | Provide Human Resources Strategic Leadership | % of FTE's in Channel | 60.26% | 31.44% | 8.30% | 100.00% |
| | Develop HR Program and Policies | % of FTE's in Channel | 60.26% | 31.44% | 8.30% | 100.00% |
| | Administer Performance Management Service | % of FTE's in Channel | 60.26% | 31.44% | 8.30% | 100.00% |
| | Operate Business Unit Focused HR Partner Program | % of FTE's in Channel | 60.26% | 31.44% | 8.30% | 100.00% |
| | Manage HR Information Systems Strategy, Planning and Implementation | % of FTE's in Channel | 60.26% | 31.44% | 8.30% | 100.00% |

**Human Resources
Assignment of Activities to SFA Programs**

| Functional Service Area | Activities | Proposed driver | SFA Programs | | | | | | | | Total | |
|-------------------------|---|--------------------------------|--------------|---------|---------|-------|-------|------|-------|---------|-------|--------|
| | | | DL-Cons | DL-Serv | DL-Orig | FFELP | Pell | FWS | FSEOG | Perkins | | S/LEAP |
| | | School's Channel Contributions | 151 | 164 | 13323 | 2585 | 10331 | 3989 | 4285 | 2749 | 10 | 37587 |
| Human Resources | Provide Employee and Labor Relations Support | School's Channel Contributions | 151 | 164 | 13323 | 2585 | 10331 | 3989 | 4285 | 2749 | 10 | 37587 |
| | Manage Human Resources Administration | School's Channel Contributions | 151 | 164 | 13323 | 2585 | 10331 | 3989 | 4285 | 2749 | 10 | 37587 |
| | Provide Recruitment & Placement Support | School's Channel Contributions | 151 | 164 | 13323 | 2585 | 10331 | 3989 | 4285 | 2749 | 10 | 37587 |
| | Provide Human Resources Strategic Leadership | School's Channel Contributions | 151 | 164 | 13323 | 2585 | 10331 | 3989 | 4285 | 2749 | 10 | 37587 |
| | Develop HR Program and Policies | School's Channel Contributions | 151 | 164 | 13323 | 2585 | 10331 | 3989 | 4285 | 2749 | 10 | 37587 |
| | Administer Performance Management Service | School's Channel Contributions | 151 | 164 | 13323 | 2585 | 10331 | 3989 | 4285 | 2749 | 10 | 37587 |
| | Operate Business Unit Focused HR Partner Program | School's Channel Contributions | 151 | 164 | 13323 | 2585 | 10331 | 3989 | 4285 | 2749 | 10 | 37587 |
| | Manage HR Information Systems Strategy, Planning and Implementation | School's Channel Contributions | 151 | 164 | 13323 | 2585 | 10331 | 3989 | 4285 | 2749 | 10 | 37587 |