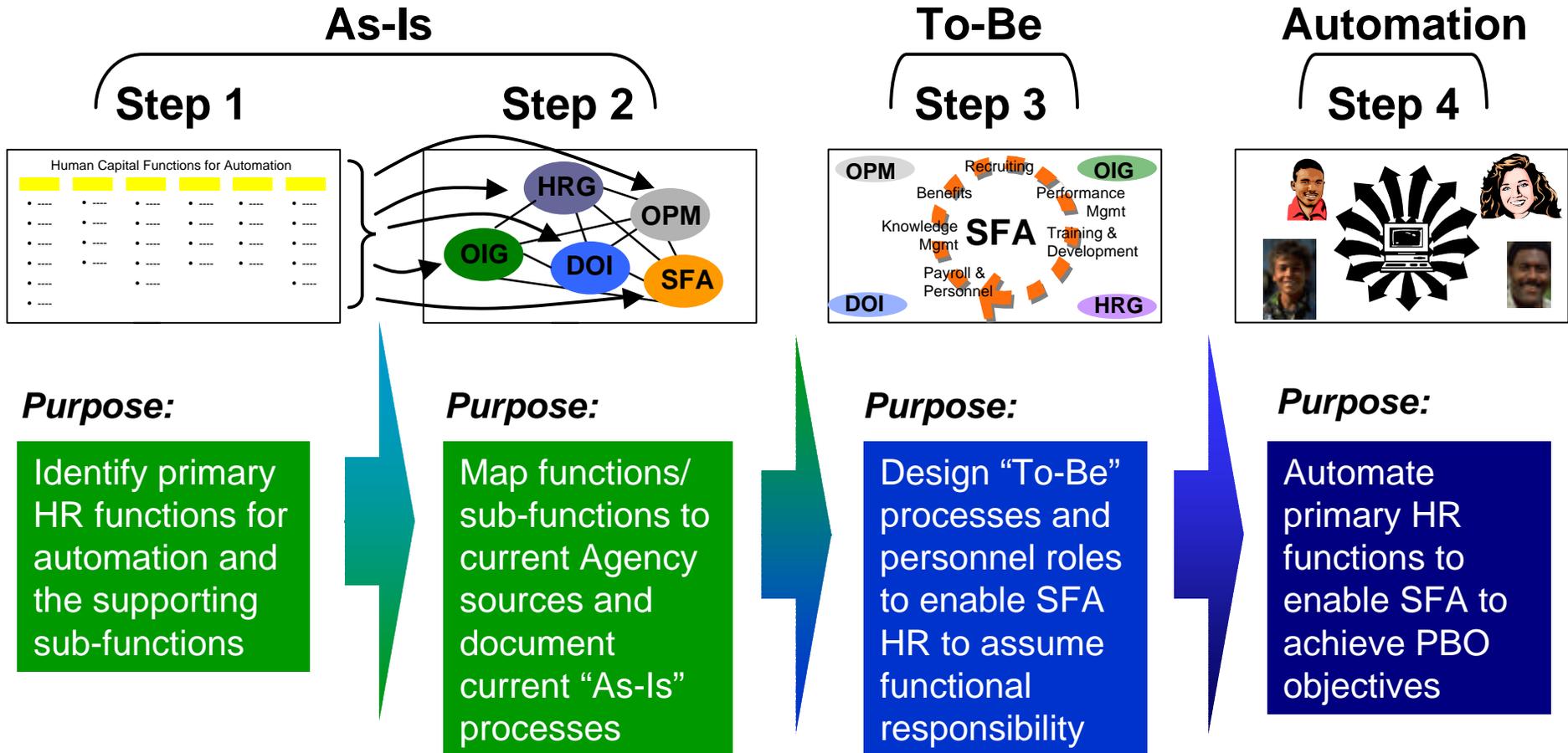




# HR Process Automation Framework





# HR Automated Processes/System Priorities

Processes	Functionality	Utilization	Prioritization		Ranking
			Systems	PBO Transformation	
Skill/Career Development and Training	Training course list; training registration; tracking of training usage and evaluation; career planning	18%	H	M	3
Classification/Staffing/ Recruiting	Vacancy position description and requirements; posting of position; interviewing; final placement	30%	H	M	2
Performance Management	Balance Scorecard; PDP (skill gap analysis, goals, performance feedback); awards and recognition	20%	H	H	1
Knowledge Management	Sharing of information with colleagues	2%	L	M	4
Payroll Administration	Payment of employees (time, awards); tracking of vacation, sick leave, accruals	20%	L	L	6
Benefits Administration	Benefits orientation; selection; enrollment; support; maintenance	10%	L	L	5



# HR Functions for Automation

Skill/Career Development and Training	Classification/ Staffing/ Recruiting	Performance Management Admin	Knowledge Management	Payroll Admin & Personnel Mgt.	Benefits Admin
<ul style="list-style-type: none"> <li>• Training needs analysis</li> <li>* Course catalog               <ul style="list-style-type: none"> <li>- CBT</li> <li>- Classroom</li> </ul> </li> <li>* Skills gap analysis</li> <li>* Employee training plan</li> <li>* Training schedule and openings</li> <li>* Training approval</li> <li>* Course registration</li> <li>* Course payment</li> <li>* Employee training history</li> <li>* Training evaluation</li> <li>• Training budgets</li> <li>• Career counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce planning</li> <li>• Recruiting targets</li> <li>• Skill Requirements</li> <li>• Position classification</li> <li>• Advertising/Sourcing</li> <li>• Applicant screening</li> <li>• Selection</li> <li>• Orientation</li> <li>• Placement (internal employees/new hires)</li> <li>• Employee retention</li> <li>• Succession/replacement planning</li> <li>• EEO reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Competency Model</li> <li>• Balanced Scorecard</li> <li>• Team performance goals</li> <li>• Employee performance plan</li> <li>• Feedback</li> <li>• Performance evaluation</li> <li>• Awards &amp; Recognition</li> <li>• Performance gaps</li> <li>• Performance improvement plans</li> <li>• Dismissals</li> </ul>	<ul style="list-style-type: none"> <li>• Data warehouse               <ul style="list-style-type: none"> <li>- Policies/procedures</li> <li>- Frequently Asked Questions</li> <li>- Methodologies</li> <li>- Best practices</li> <li>- Contracts</li> </ul> </li> <li>• Discussion forums</li> <li>• Electronic forms</li> <li>• Search engines</li> <li>• Links to related info and people</li> <li>• Alerts and notifications</li> <li>• Virtual conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll system management               <ul style="list-style-type: none"> <li>- New hire</li> <li>- Rewards</li> <li>- Retirement</li> </ul> </li> <li>• T&amp;A</li> <li>• Payroll processing</li> <li>• Paycheck distribution</li> <li>• Leave &amp; Earnings Statement</li> <li>• Payroll queries/corrections</li> <li>• Tax pay and filing</li> <li>• Payroll information maintenance</li> <li>• Personnel records               <ul style="list-style-type: none"> <li>- Position title</li> <li>- Promotion</li> <li>- Performance rating</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Open enrollment communication</li> <li>• Education</li> <li>• Life event processing</li> <li>• Health and life insurance enrollment</li> <li>• Employee file maintenance</li> <li>• Retirement calculations</li> <li>• Retirement counseling</li> <li>• Disability retirement</li> <li>• Thrift Savings Plan (401K)</li> </ul>

\* LMS potential



# HR Service Providers to SFA (Today)



\* Certain functions are listed under more than one service provider because interdependencies exist.