Termination Workflow

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What is Termination Workflow?

- Replaces temporary & regular termination form*

- Utilizes workflow which enables transactions to be directly entered at the unit level and be approved by authorized individuals before the transaction is posted to an employee’s record

* Layoff (RIF) will move to Leave of Absence Form
Improvements with Term Workflow

- Eliminates paper forms
- Unit direct entry to imaging system (required docs)
- Checklist for related steps
- Increases accuracy with online edits
- Initiates related transactions (add pay, dbe)
- Reduces the time it takes for a change to be posted to an employee’s record
- Confirms when a transaction is posted to an employee’s record via e-mail
Future Termination Process
Future Termination Process
Demo of Termination Workflow

Create Workflow Transaction
- Select employee/appointment
- Enter required information
- Submit for approval

Email generated to approver

Approve Workflow Transaction

Email sent to creator and approvers notifying them of completed change

Termination or Retirement posted to employee’s record
Next Steps

February
• Unit business process redesign
• Imaging IT contact sent to Valerie by end of month (vvanhaaf@umich.edu)

March
• Continue process redesign

April
• Continue process redesign
• Prepare security spreadsheet or request appropriate roles via OARS

May
• Department IT contacts install ImageNow on authorized machines
• Continue process redesign
• Complete and submit security spreadsheet (EOM)

June
• Training – MyLinc and interchanges
• On 6/29 access will be granted for those who have completed training
Questions?