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
Demo of ImageNow
(used when Rehire status is Restricted Rehire or No Rehire)

Manager sends Unit HR Rep electronic discharge letter
Unit HR Rep uploads image to ImageNow
Creator starts Termination Transaction and adds Staff HR or HS HR Consultant to approvals list
Staff HR or HS HR Consultant reviews discharge letter in WebNow using link in Termination Workflow
Termination Workflow Security Spreadsheet Status

• ITS has received security spreadsheets from the following areas:
  • Financial Analysis
  • ITS
  • Matthaei Botanical Gardens and Nichols Arboretum
  • Merit Network
  • Michigan Creative
  • Museum of Art
  • National Center for Institutional Diversity
  • Navy Officer Education Program
  • OSEH
  • School of Nursing

• Everyone else must submit to vvanhaaf@umich.edu by May 25 in order to get access on June 29.
Next Steps

**May**
- Continue process redesign
- Communication to go out to authorized ImageNow users and IT Contacts
- Department IT contacts install ImageNow on authorized machines
- Complete and submit security spreadsheet to vvanhaaf@umich.edu (by 5/25)
- Second email template available on UL website to be sent out informing users of security and training

**June**
- Third email template available on UL website to be sent out informing users of online training, Interchanges, and go live date
- Training – MyLinc and interchanges
- On 6/29 access will be granted for those who have completed training
Interchanges

- **Tuesday, June 12**
  3:00 – 4:30pm
  MCHC

- **Thursday, June 21**
  3:00 – 4:30pm
  Johnson Room
  3rd floor, Engineering Center

- **Thursday, June 14**
  3:00 – 4:30pm
  Pathology Lecture Hall

- **Tuesday, June 26**
  8:00 – 9:30am
  Rackham Amphitheater
Questions?