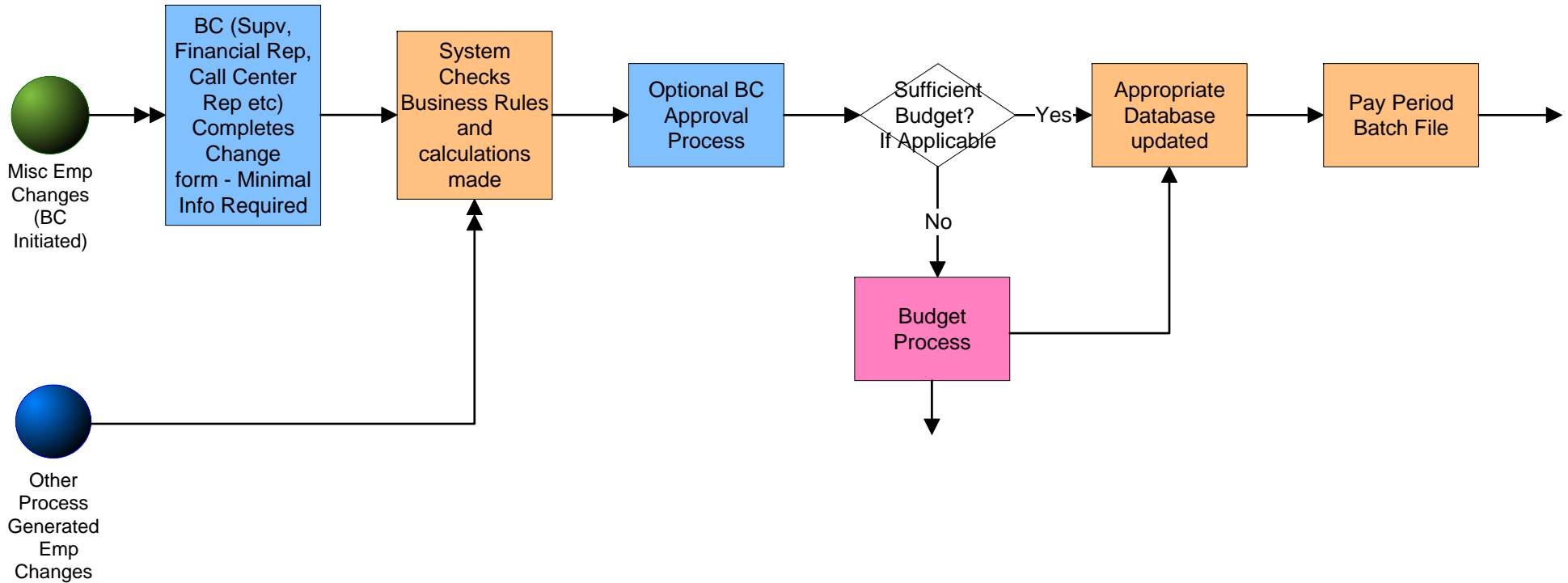


Employee Master File Change Transaction (To Be)



Miscellaneous Employee Changes - (BC Initiated)

- *Change Account # or Payroll#
- *Update Supervisor
- *Pay Additives (SD, LW, Acting) and Incentive pay & send update to Talent Inventory
- *Advance Anniversary Date?
- *Job Change/Reassignment/Demo
- *Pay Plan Adjustments (grades, codes, titles, new FY)
- *Leave of Absence (not connected with FMLA)
- *Miscellaneous Transactions (Unsatisfactory probation/return to class, corrections, suspension/discipline, Extend OPS emp, Employment overlap)
- *Status Changes (end trainee, regular by default, extend prob)

Other Process Generated Employee Changes - (Process Generated)

- *Promotion/Job Change
- *Merit Increase (ann, semi-annual)
- *Appointment/New Hire
- *Separation
- *Dual Employment (form and process not mapped)
- *Pay Plan Adjustments (grades, codes, titles, new FY)
- *Union Step Plan changes (process not mapped)
- *Leave of Absence (connected to FMLA and Leave request process)
- *Outside employment

Average Value Added Time: 11.58 minutes
 Average Cost : \$11.25
 Average Cycle Time: 1.35 days