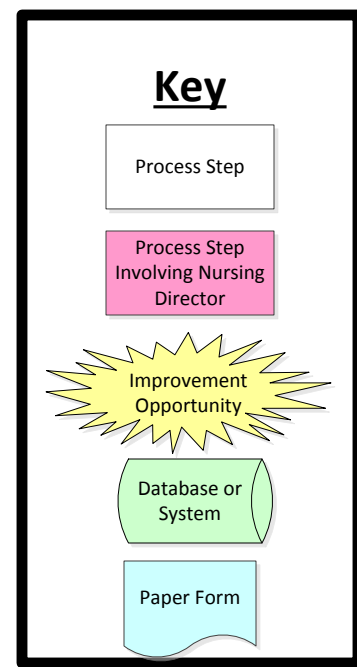
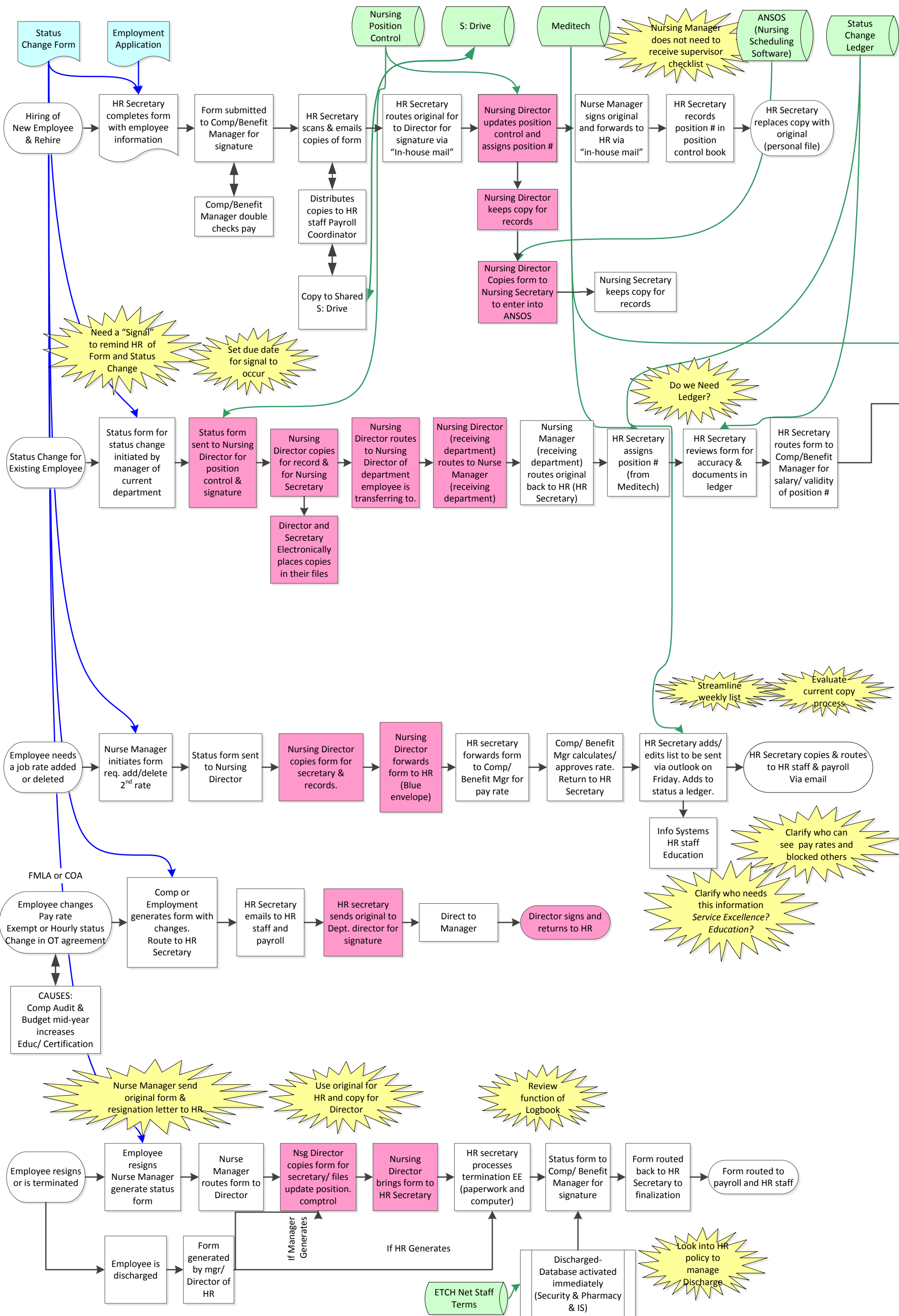
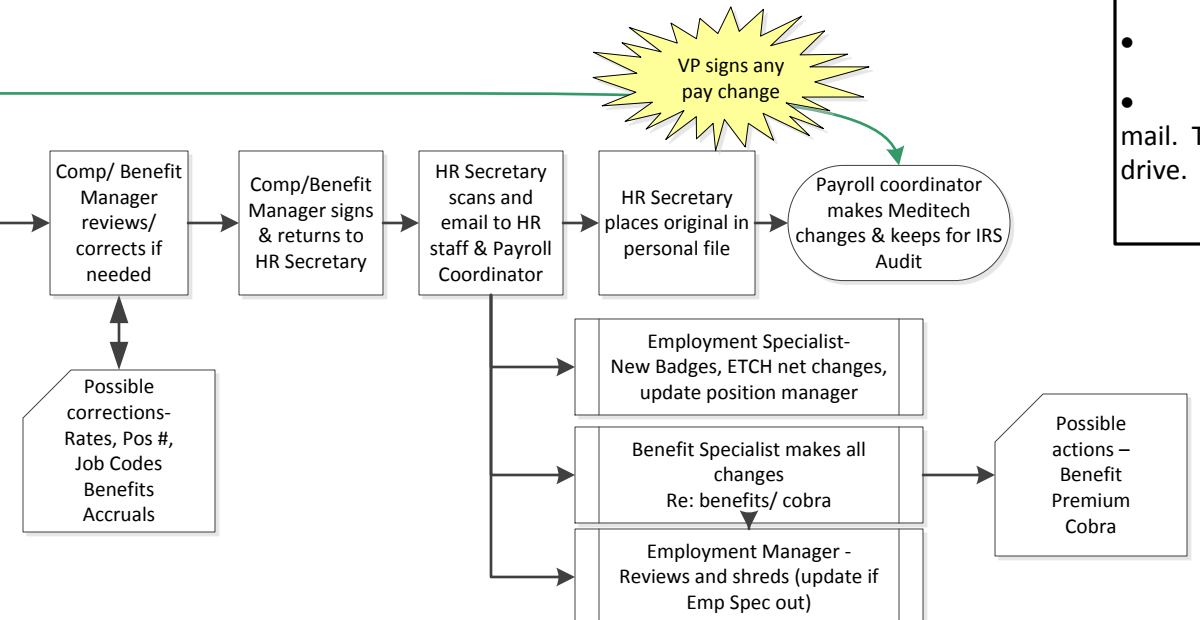


# HR Status Change Form Process Map



- HR Status Change Actions Items**
- Investigate with Steve Vail the feasibility of creating and electronic web based format of the HR Status Change Form.
  - Create signals in the process to alert parties of form status and requirements.
  - For document that require signatures, create hard process stops to prevent the next event from occurring.
  - In addition to signals, assign due dates for each step in the process. If due dates are not met, emails are sent to that parties direct manager.
  - Investigate the need for a Ledger.
  - Investigate the need for a Logbook.
  - Determine which departments and personnel should see pay rate.
  - Clarify what parties need to be notified of each status change.
  - Review HR policy for managing employee discharges.
  - Paper copies of the form are not longer sent via in-house mail. They are scanned, emailed, and stored on a shared network drive.



Pre	Post
<b>Total Average</b>	
9 Days : 11 Hours : 00 Minutes	3 Days : 14 Hours : 38 Minutes
<b>Min</b>	
1 Days : 2 Hours : 40 Minutes	0 Days : 0 Hours : 03 Minutes
<b>Max</b>	
24 Days : 21 Hours : 00 Minutes	22 Days : 4 Hours : 51 Minutes

62%

Reduction in Lead Time!