

HCM Use Case 07: HR Actions-Staff Reassignment

Description:

Multiple personnel actions are implemented for employees throughout the employee life cycle, for example, appointment, reassignment, extension of appointment.

Every personnel action (known as an HR Action) has its own business rule framework and has a statutory letter as a deliverable.

Every HR Action has its own associated entitlements.

Pre-conditions:

System is running in normal conditions. The User has the required permissions to access the functionality described in the Use Case.

Post conditions:

HR Action successfully implemented within application.

Use Case ID	User	HCM	HCM-FR-#	Associated requirements/Comments
UC701: HR Actions – Staff Reassignment				
UC701	From the HR Action Plan Dashboard, user initiates a reassignment action	<p>HR Action initiation is based on HR Plan (workforce planning), if staff position parameters are changed, for example, duty station or grade, then it results in reassignment of position incumbent</p> <p>HR Action Plan Dashboard should show all the pending actions for the organization</p> <p>For elect position user should be able to initiate the HR action for reassignment based on underlying HR Plan</p> <p>The data entry screen for reassignment should automatically the current incumbent of the position</p>	HCM-FR-316 HCM-FR-317 HCM-FR-324	<p>Requirements and outcome:</p> <p>System ability to drive the initiation and approval of personnel actions</p> <p>Possible integration between HR Plan and personnel actions</p> <p>Exception and validations:</p> <p>Staffing action should be based on underlying HR Plan position parameters, that is, approved HR Plan should drive the HR Action</p> <p>The action cannot be initiated if sufficient funds are not available</p>

	User (HR) enters date of reassignment, new duty station and new grade	<p>Validation: The date of reassignment should be in the future. If the date is in the past, an error message is displayed preventing the submission of HR Action</p> <p>The HR Action can be submitted only for a position which is fully funded and budgeted within HR Plan</p> <p>HR Action must be accompanied by a position description. If position description is not attached, then system should display error message preventing the submission</p>		<p>Requirements and outcome:</p> <p>System's ability to manage the staff assignment in date effective manner</p>
	Valid HR Action is submitted for approval	<p>Approval hierarchy should be dynamic and specific to action (for example, different approval chain for appointment)</p> <p>Action is routed to HR Administrator for implementation</p>	HCM-FR-322 HCM-FR-337	<p>Exception and validations:</p> <p>Approver should be able to return the transaction for additional information</p>
	User (HR) updates the employee assignment position and grade	Update should be reflected in staff member's salary run with net base salary processed at different grade		
	User generates the reassignment letter indicating the staff member's updated duty station, position and grade with revised salary as per new grade		HCM-FR-264	<p>Requirements and outcome:</p> <p>System capability to generate statutory letters</p>

UC701: HR Action successfully implemented within application