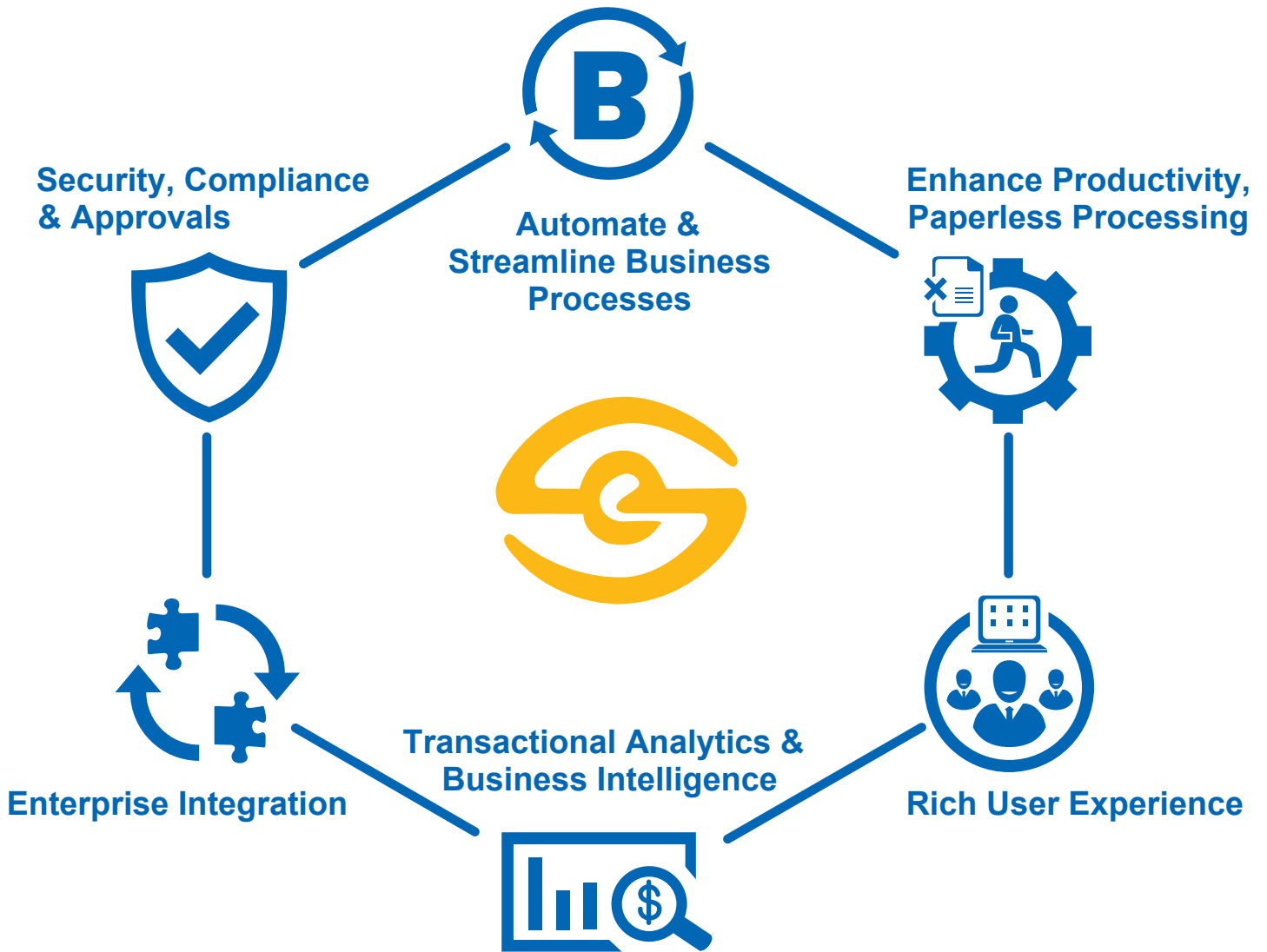




# Smart Personnel Action Forms

# For a Best-in-Class Enterprise



# Business Challenges

Personnel action Forms are entered manually using various printed forms. The printed form is then physically routed to various individuals in different departments for signature and approval; finally the data is manually entered into PeopleSoft by an HR administrator. The process is manually intensive, sequential in nature, prone to error and delays, and ultimately costly due to lost productivity.

## Outdated Processes



**Too Much Paper Work  
/ Duplicate Efforts**



**Time Consuming**



**Manual Processes**



**Poor User Experience**

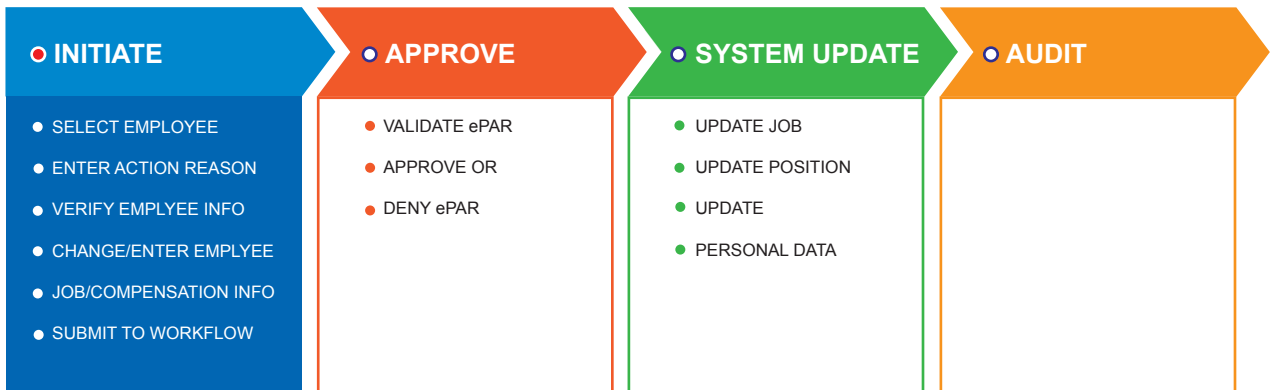
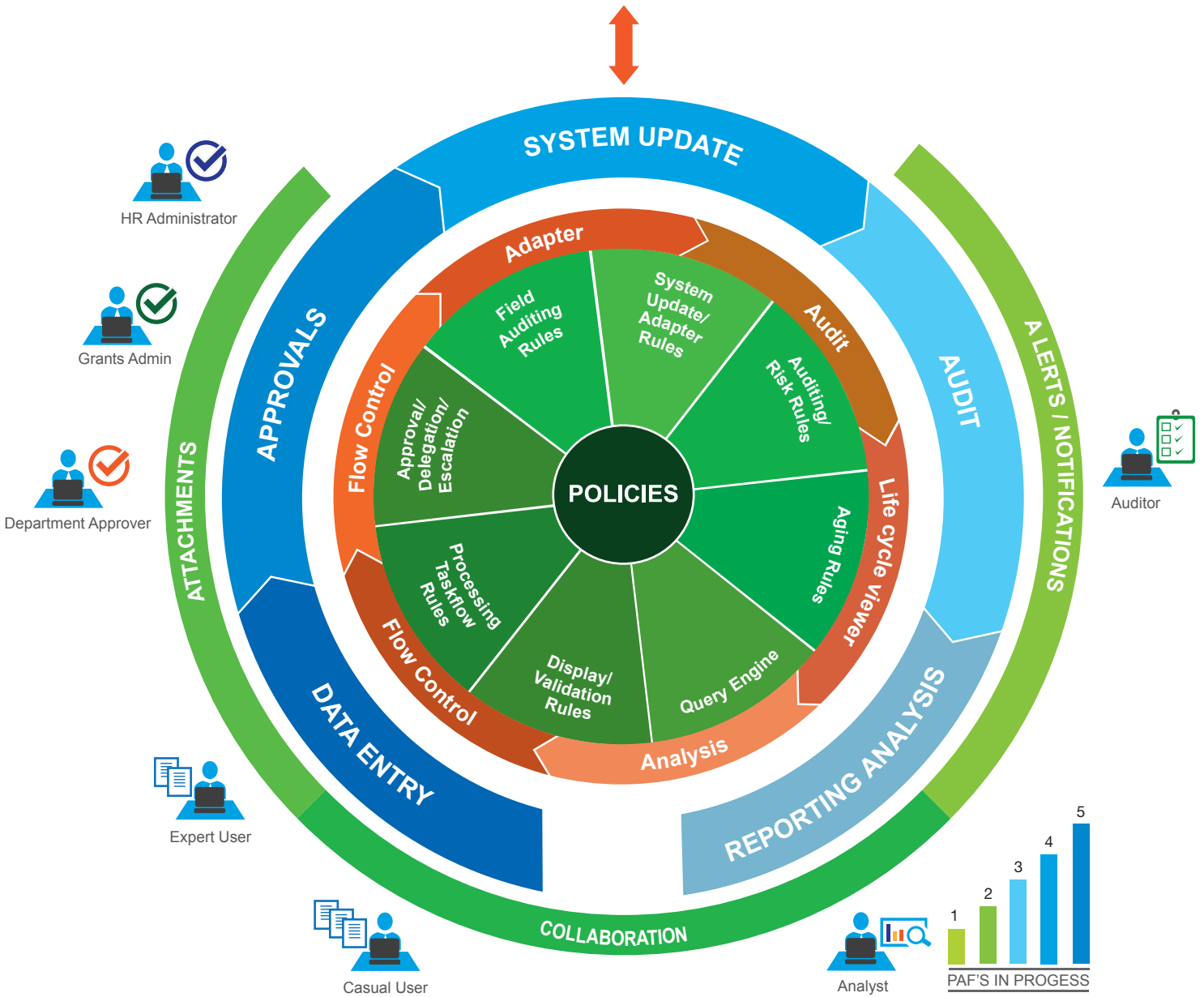
## Our Solution



Smart Personnel Actions Forms solution streamlines the entire process by automating and simplifying the activities required for completing and approving Personnel Action Forms. The solution delivers paperless processing of personnel actions and enables users to process personnel actions rapidly, with electronic approvals providing a complete audit trail that enhances visibility, accountability and timeliness.

Electronic Personnel Action Forms solution allows non-technical business users to create, deploy, and manage great-looking and highly functional forms without needing programming or design skills. Solution allows organizations to create electronic forms that support Data Capture, Approval Routing, Data Update, Auditing, and Reporting. The data captured can be subjected through various validations to ensure that each organization's unique business policies are enforced.

# PEOPLESFT



# Simplified Data Entry

Electronic Personnel Action Forms provide simplified data entry pages that ensure better accuracy through validation and a one-time data input that updates the PeopleSoft system after approvals have been completed. Paper forms are eliminated as transactions are created and completed through automated on-line processing that leverages existing PeopleSoft data security along with role-based Electronic Personnel Action Forms security.

## Personnel Action Categories:

Category	Category Description of Employee Personnel Actions	Examples of Personnel Action Transactions
Change	Data Change-related personnel actions for an existing employee	Demotion, Pay Rate Change, Promotion, Data Changes (status, position, etc.)
Discipline	Discipline-related personnel actions for an existing employee	Suspension, Reinstatement, Data Changes (working suspension, penalty, etc.)
Hire`	The hiring of a new employee or the rehire of a former employee	Hire and Rehire
Leave	Leave-related personnel actions for an employee	Leave of Absence, Return from Leave, Seasonal Leaves, etc.
Terminate	Termination-related personnel actions for an employee	Retirement, Resignation, Terminated with Pay
Transfer	The transfer of an employee between Departments/Agencies	Transfer between Departments/Agencies

# Automated Approval Routing

Approval Routing for Electronic Personnel Action Forms occur on-line with automated e-mail notifications that follow the business rules of the organization. The Approval Routing is configurable and flexible, allowing for exceptions in business practices and the inclusion of ad-hoc approvers or reviewers, as needed. Date/Time stamps are visible and the current status of the transaction is available at each step of the approval process.

## Features:

- E-verify integration
- Bi-Directional integrations to 3rd party service providers
- Document Management
- Data encryption
- Initiator Actions
- Approver /Reviewer Actions
- Auditor Actions
- Administrator Actions

## Supported Process:

- Personnel Action Forms
- Manager Self Service
- Rules Based Electronic Approval
- Automated Update Employee Information
- Electronic Record Retention/Audit Trail

## Benefits:

- Eliminate costly pre-printed forms
- Simplified and Streamlined Personnel Action Processes
- Seamless Integration to PeopleSoft functionalities
- Enhanced and Simplified Contemporary User Interfaces
- Robust Business Process Management Including Managing Step-by-Step Processing
- Electronic Workflow Approval: Configurable, Rules-Based, Automatic Routing, Electronic Record Retention and Audit Trail
- E-Verify Integration
- Eliminates redundant data entry and thousands of paper forms
- Deliver documents electronically to reduce postage costs and handling time
- Streamline document and process approvals
- Improve the physical security over critical business documents
- Improve disaster recovery readiness for critical business documents
- Comply with regulatory, legal, & fiscal initiatives

## Testimonials

“Countywide, departments and HR process approximately 5,400 PAF per year . . . staff estimates a 300% ROI for this project in its first full year”

Solano County Department of HR,

Call 925 271 0200 or [sales@smarterp.com](mailto:sales@smarterp.com)



**ORACLE** Platinum  
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Validated Integration  
PeopleSoft Enterprise