Autocene Business Case Series

AUTOCENE

City of Dublin, CA - Employee Onboarding & Access Management

April 2017

City of Dublin, CA - Employee Onboarding & Access Management

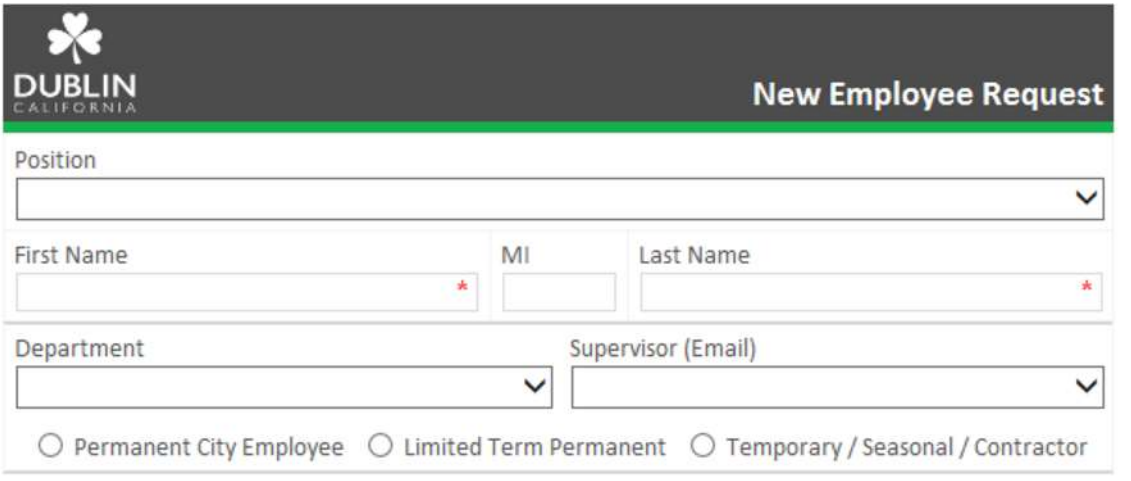
Background:

The City of Dublin, California sits roughly 35 miles east of downtown San Francisco. Between 2010 and 2017, Dublin's population exploded from 46,064 to 60,939, making it the 2nd fastest growing city in California. Due to this rapid expansion, the City was faced with the challenging task of being able to on-board the growing number of employees being hired. Department heads and HR needed an onboarding & offboarding solutions to collect New Employee information securely and automate their onboarding process. In addition, the City of Dublin IT Department needed a way to grant these new employees the appropriate access, to citywide IT systems and deliver/track the critical hardware needed for employees to quickly start being productive.

Components of the Application

City of Dublin Employee Onboarding & Access Management Solution

A City of Dublin Department supervisor or a Human Resources employee, accesses the City's **Autocene WebApp** and selects a **New Employee Request** from their list of available applications that they have access to. The department supervisor can select a new employee **Position**, **Department** and **Supervisor**, from a drop-down list of pre-defined choices available for their department.



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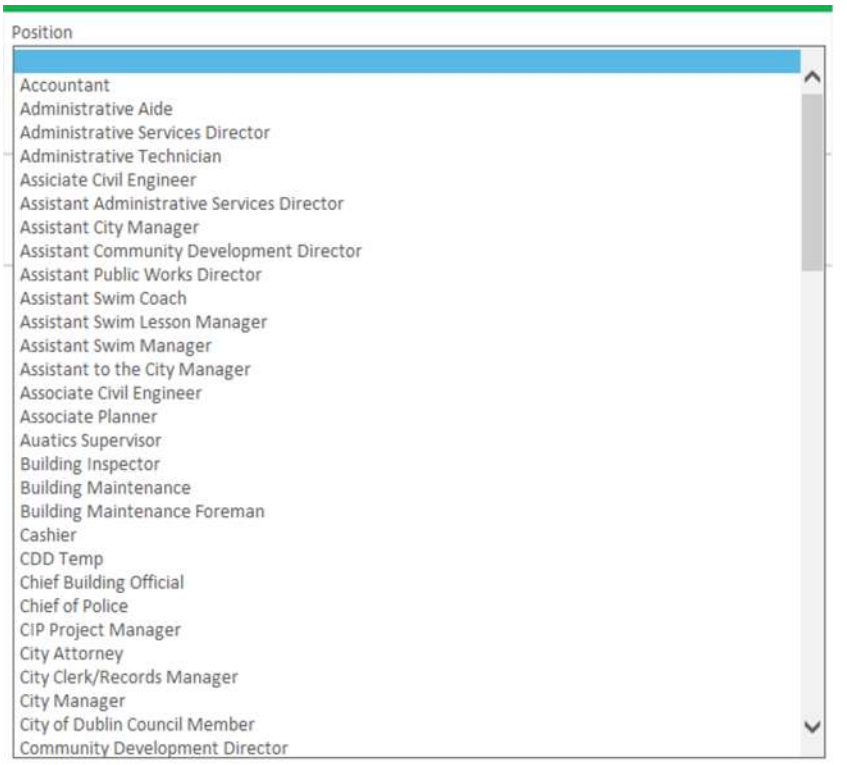
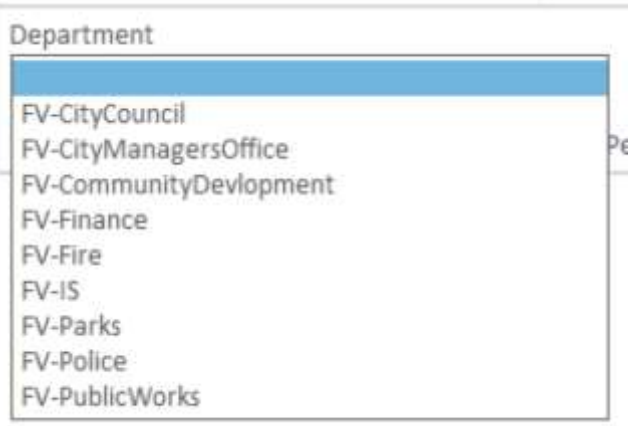
Example Position, drop-down list:



Example Department, drop-down list:



After the selections are made and information is entered, the supervisor simply clicks a **Submit** button.

The application automatically routes to the appropriate department head.

When the department head receives a notification regarding the request, they can **Action** it as **Approved** after reviewing. The application will then route back to the direct manager/supervisor. Upon receiving, the manager/supervisor can now select which IT Resources the employee will need.

Autocene gives customers the ability to have applications dynamically rollout or change according to choices that are made or data input. For the City of Dublin, they configured the “New Employee Request Workcene” in such a way, that if the manager/supervisor selects “Equipment to be Loaned”, “Cal-Card Authorization” or any of the checkboxes in the **Special Resources** section (shown below), a separate application or “Workcene” will be initiated. This new Workcene will be filled out by the

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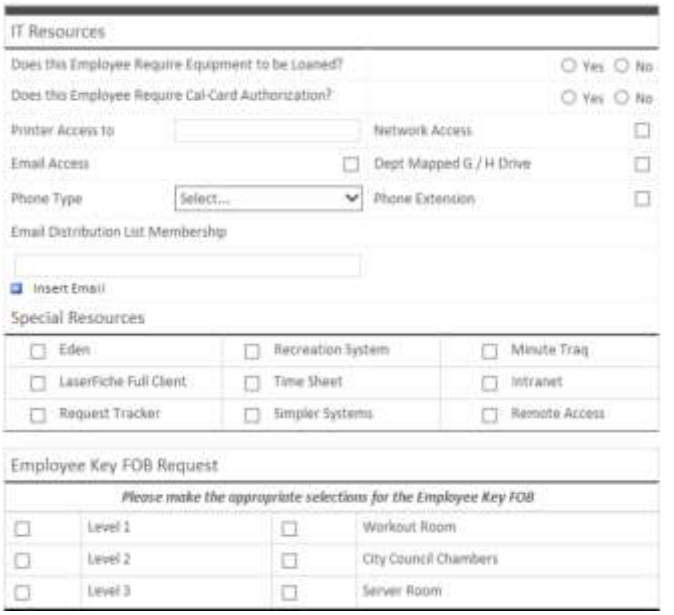
manager/supervisor. Once it is submitted, the Workcene will be automatically routed for approval by the appropriate department head or IT manager.

The **Employee Key FOB Request** section (shown below) has the following choices:

- Selecting Level 1, Level 2 or Level 3 creates a multi-tier approval process application that is then initiated
- **For Example:**
  - If Level 1 and Workout Room access is selected, the request gets automatically routed to HR
  - If there is NO access selection, an approval notification gets routed to the employee's supervisor
  - If Level 3 and Server Room access is selected, the review gets sent to the Chief of Police for a background check and approval



Discover Autocene

Autocene Enterprise Automation Platform give customers the flexibility of a Code-Free Application Development Platform, combined with the power of an Intelligent Process Automation solution. It gives enterprises the ability to rapidly deploy fully configurable **Autocene "Workcenes"** that are capable of automating even the most complicated business processes.

Autocene Workcenes improve productivity by automating both high value, mission critical processes and eliminating time consuming repetitive tasks. **Autocene** makes both Attended, Semi-Attended & Unattended automations easy, freeing end users and adding value to your organization's critical processes & bottom line. All with no developers needed!

Autocene Passport bidirectionally integrates data with any of your existing Enterprise applications & databases (On-Premise or Cloud Hosted). Data can seamlessly travel to and from multiple disparate systems and/or **Autocene Workcenes**, monitoring databases and automating integrations, centralizing data for end users & eliminating time-consuming manual data entry.

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