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Autocene Business Case Series

The Florey Institute of Neuroscience and Mental Health – Personnel Action Request/Staff Variation

April 2019

Personnel Action Request/Staff Variation

Overview:

The Florey Institute of Neuroscience and Mental Health is one of the largest and highly respected brain research centers in the world. Their research teams work on a range of serious diseases that include: stroke, epilepsy, Alzheimer's, Parkinson's and other motor neuron diseases, depression and addiction. For The Florey Institute, keeping employee records up to date and ensuring that supervisors can make personnel-related changes at any time, were the friction points that lead them to using Autocene Enterprise Automation Platform to create and automate their **Personnel Action Request/Staff Variation Solution**.

Components of the Solution

The **Personnel Action Request/Staff Variation Solution** is an application & automated process, in which, a supervisor can edit or change employee details for their direct reports. To initiate the application and process, supervisor's login to the **Autocene WebApp** through any web browser, where the application automatically pickups and fills in the supervisor's login information. The Supervisor's login information filters what employees the particular supervisor has access to and ability to make changes for.

In the "Employee Details" section, the supervisor utilizes a dropdown menu that is pulling data bidirectionally from the **Autocene Database**.

Again, the dropdown menu is configured to only show employees that report directly to the supervisor. When the supervisor selects an employee, all the text fields populate with the existing employee information that was queried from the records stored in the **Autocene Database**.

Proposed Variation

The proposed variation section is where the supervisor will change details regarding the selected employee. These changes include adjustments to: classifications, hours, contract extensions, a change in supervisor, job title, job cessation along with the effective date for when it will take place.

All changes are represented in a different way as per The Florey Institute's specifications.

Examples:

- ▪ **Changes to Employee Salary Type**

There are 4 customized options, each with a dropdown of different types of classification codes. Each code signifies their own type of salary corresponding to them.

- **Changes to the Employee Schedules**
  When a selection is made from a dropdown list that includes the following working days: 5, 4, 3, 2, 1, 0.5, 4.5, 3.5, 2.5 and 1.5. The FTE (Full Time Employment) field is then automatically calculated.

  Ex.: If the supervisor selects a **5**, signifying a five-day work week, the calculated FTE equals: **1** FTE. The other values, are fractions of a full-time employment work week, meaning, 4 days = 0.8 FTE, 3 days = 0.6 FTE, etc.

  The supervisor also has the option to adjust the number of hours the employees will be working each day.

- **Contract Changes**
  The ability to change when employee contracts end.

- **Team Costing Changes**
  For any cost changes within their research team(s). Supervisors can input where a funding source comes from and when it will be effective.

An additional section for **funding** is also provided for the supervisor, for any applicable cases:
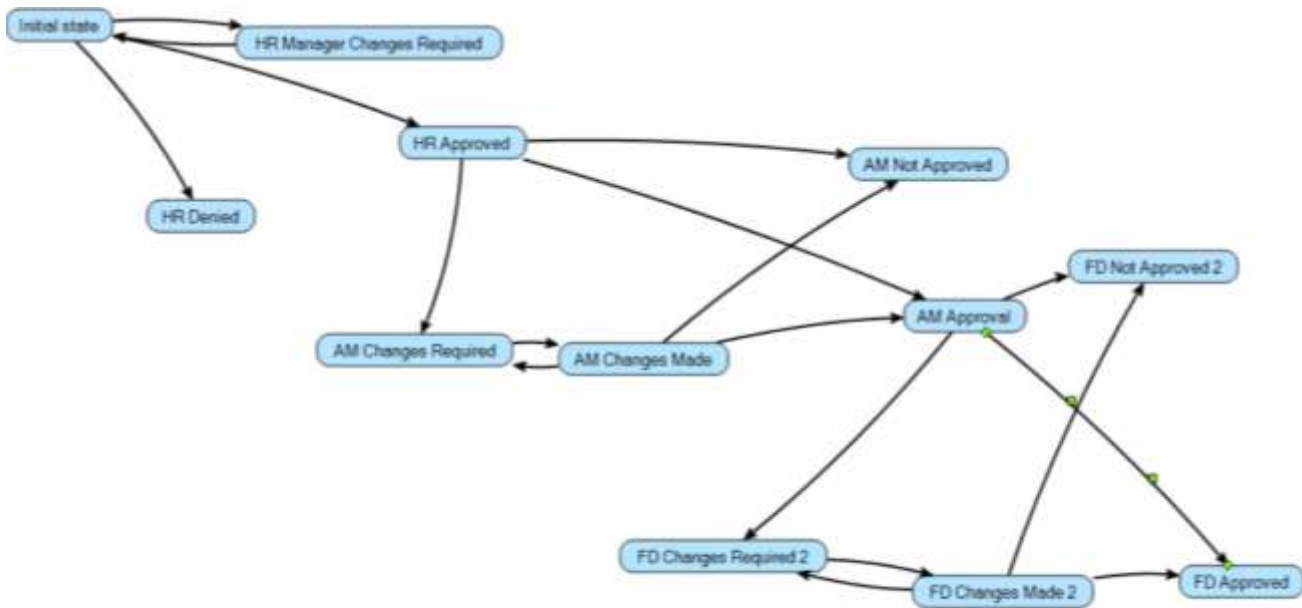

Approvals

After the supervisor submits their proposed changes, HR receives this request. They can approve, deny or request more changes. This is the first level of approval required to get the proposed changes permitted. In the image below, you can see the possible process steps that have been created for this application or **"Workcene"**, using the **Workcene editor**, where Application's business workstream can be easily configured.

After HR makes an approval, the request will go to one (of four) Account Managers based on the Branch Code that the employee is assigned. Account Managers can further approve, deny or request changes.

After the Account Manager makes an approval, the request is automated to forward the request to the Finance Department, where they will approve, deny or request changes.

After the final level of approval, the application automatically notifies both the Senior HR admin and the supervisor that initiated the application. This will now automatically make the approved changes in their talent acquisition and retention systems.

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.