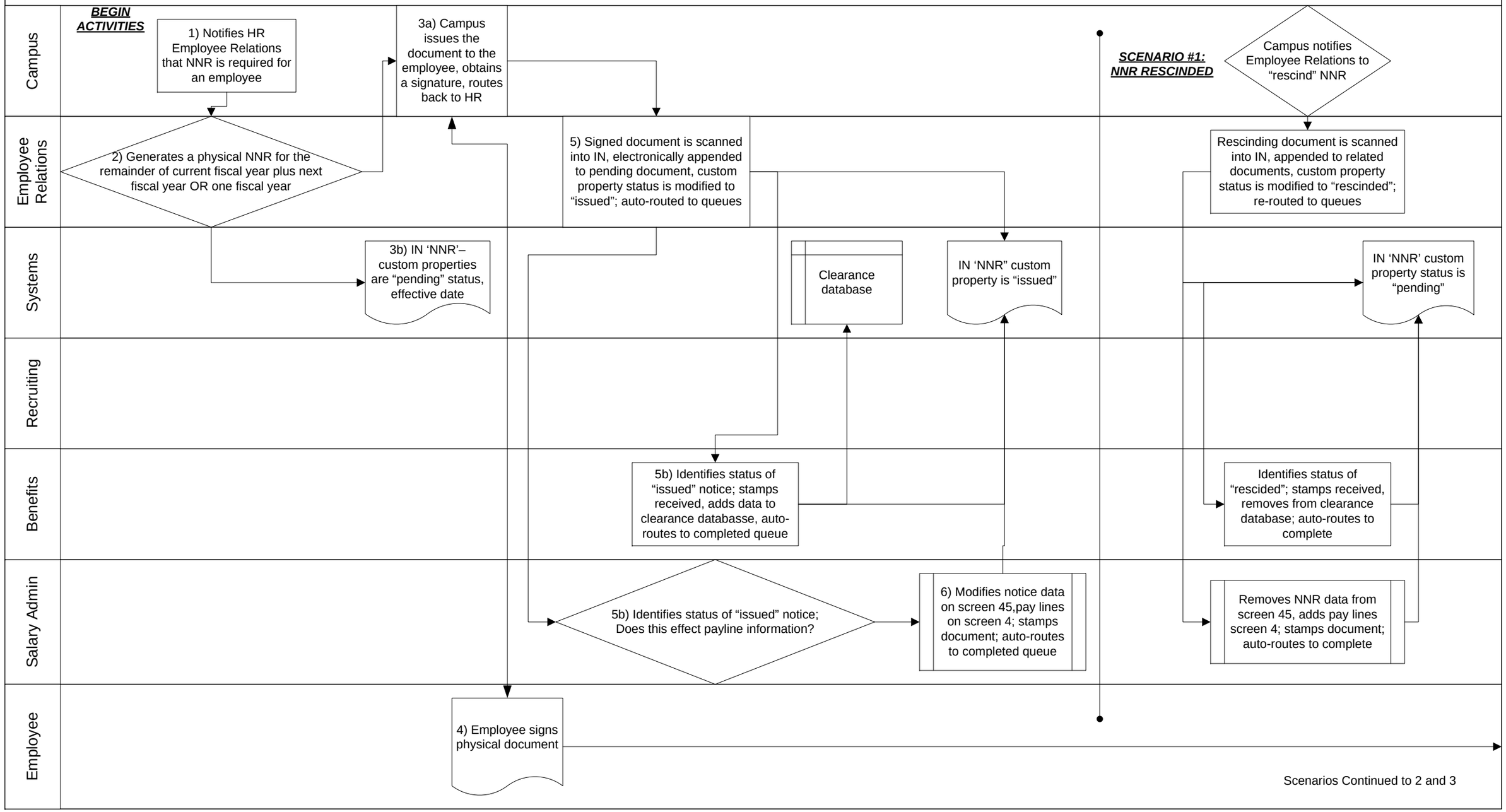
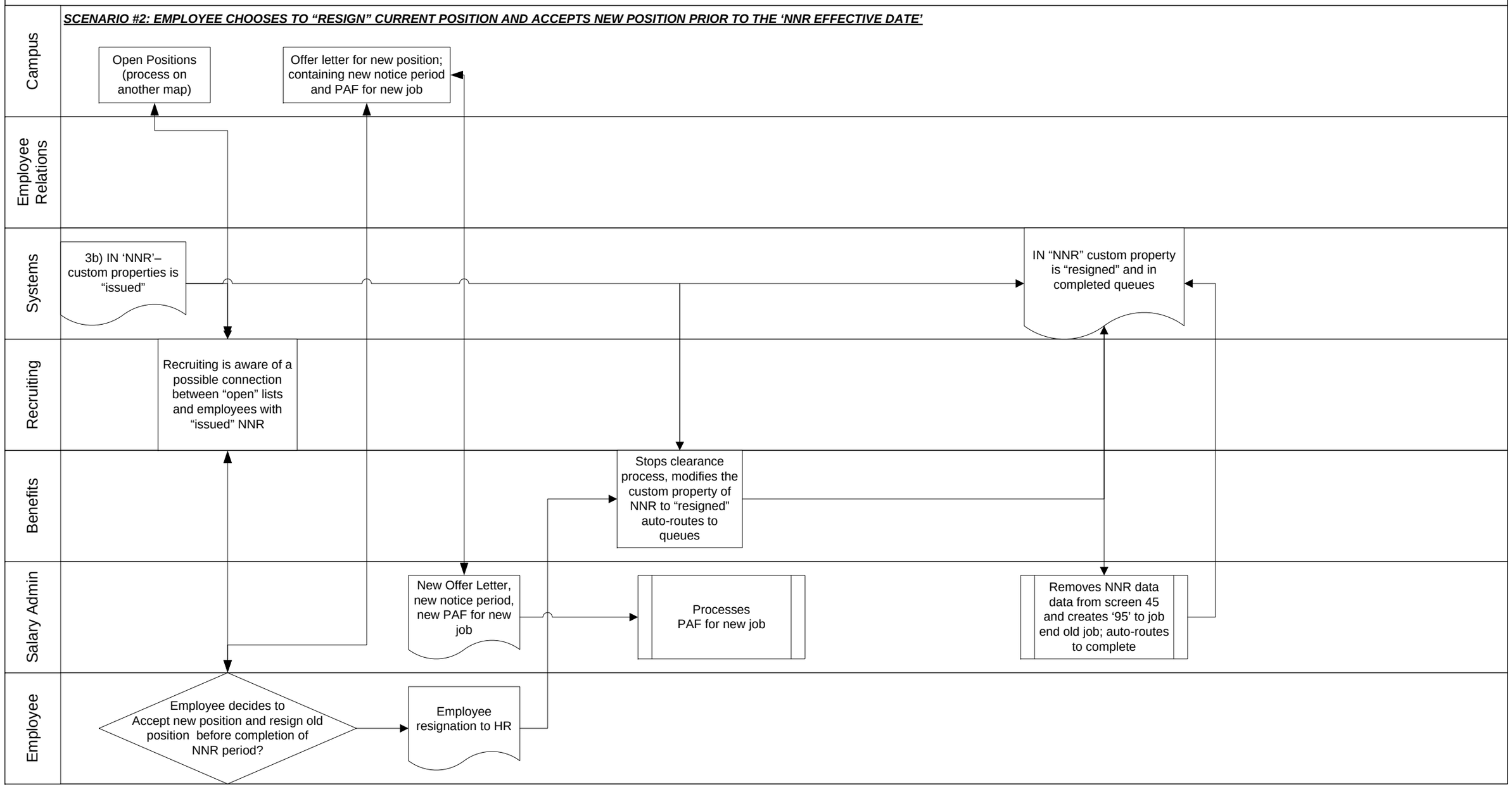
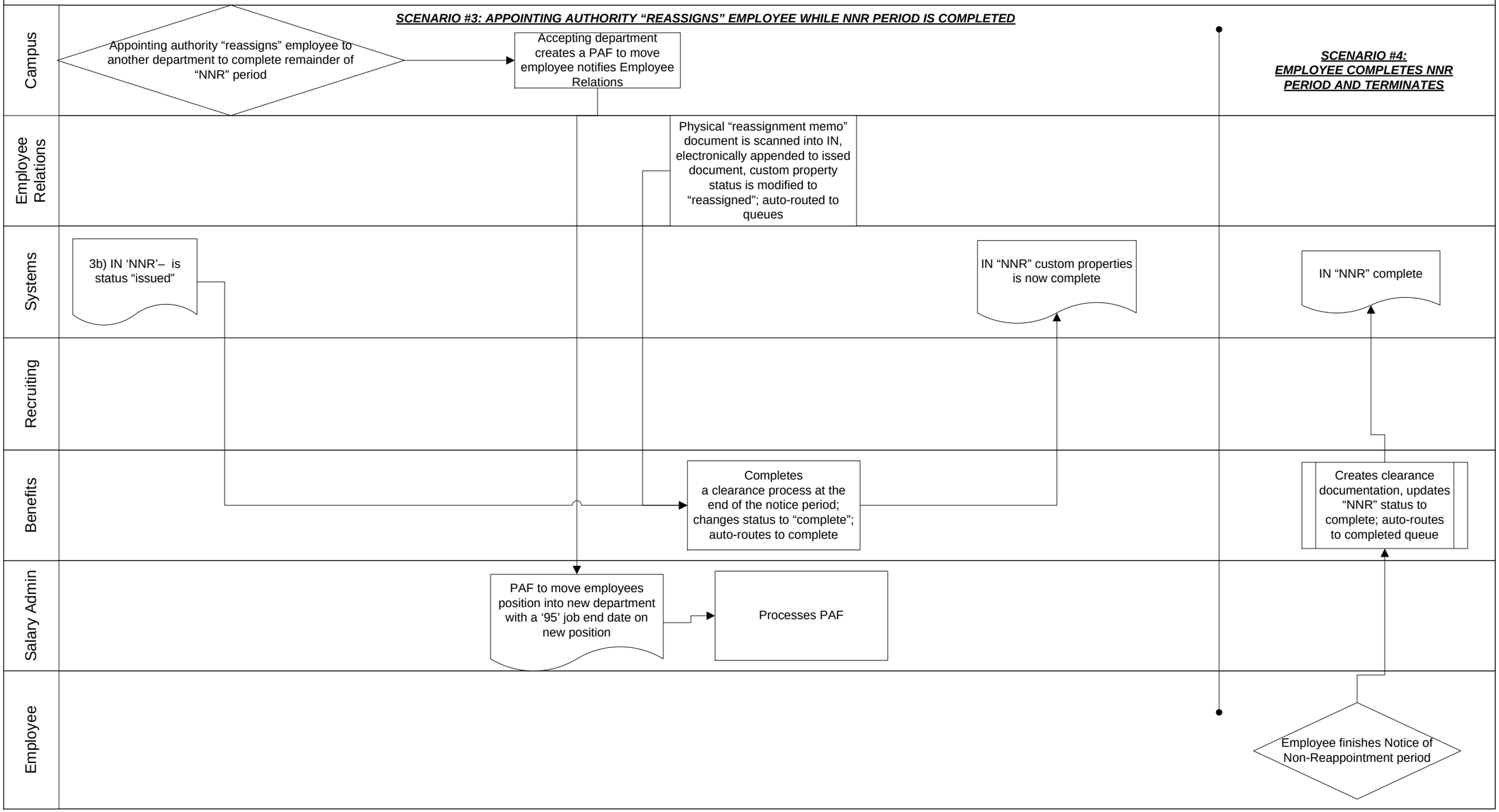
Cross Functional Flow: UNLV; EMPLOYEE RELATIONS; NOTICE OF NON-REAPPOINTMENT (one contract year plus remainder of current contract year for employees hired <03/01/2005) – Page 1 of 3




SCENARIO #2: EMPLOYEE CHOOSES TO "RESIGN" CURRENT POSITION AND ACCEPTS NEW POSITION PRIOR TO THE 'NNR EFFECTIVE DATE'
Campus
Employee Relations
Systems
Recruiting
Benefits
Salary Admin
Employee
Open Positions (process on another map)
Offer letter for new position; containing new notice period and PAF for new job
3b) IN 'NNR'– custom properties is "issued"
IN "NNR" custom property is "resigned" and in completed queues
Recruiting is aware of a possible connection between "open" lists and employees with "issued" NNR
Stops clearance process, modifies the custom property of NNR to "resigned" auto-routes to queues
New Offer Letter, new notice period, new PAF for new job
Processes PAF for new job
Removes NNR data data from screen 45 and creates '95' to job end old job; auto-routes to complete
Employee decides to Accept new position and resign old position before completion of NNR period?
Employee resignation to HR


Campus
Employee Relations
Systems
Recruiting
Benefits
Salary Admin
Employee
SCENARIO #3: APPOINTING AUTHORITY "REASSIGNS" EMPLOYEE WHILE NNR PERIOD IS COMPLETED
Appointing authority "reassigns" employee to another department to complete remainder of "NNR" period
Accepting department creates a PAF to move employee notifies Employee Relations
Physical "reassignment memo" document is scanned into IN, electronically appended to issed document, custom property status is modified to "reassigned"; auto-routed to queues
3b) IN 'NNR'– is status "issued"
IN "NNR" custom properties is now complete
Completes a clearance process at the end of the notice period; changes status to "complete"; auto-routes to complete
PAF to move employees position into new department with a '95' job end date on new position
Processes PAF
SCENARIO #4: EMPLOYEE COMPLETES NNR PERIOD AND TERMINATES
IN "NNR" complete
Creates clearance documentation, updates "NNR" status to complete; auto-routes to completed queue
Employee finishes Notice of Non-Reappointment period