L1	L2	L3	Description
	→	→	**L1 - HR-Hire to Retire**
			L2 - Talent Planning
			HR-010 - Policies and Procedures
			HR-010-010 Develop HR Strategic Plans & Objectives
			HR-010-020 Develop / Maintain HR Policies and Procedures
			HR-010-030 Develop / Maintain HR Programs
			HR-020 - Manage Recruitment
			HR-020-010 Develop Recruitment Strategy
			HR-020-020 Create, Approve and Post Job Requisitions
			HR-020-030 Source Internal Candidates
			HR-020-040 Source External Candidates
			HR-020-050 Manage Employee Referrals
			HR-020-060 Manage Agency Sourcing
			HR-020-070 Establish and Maintain Candidate Pools
			HR-020-080 Manage Job Requisitions
			HR-020-080 Manage Job Requisitions
			HR-020-090 Screen Candidates
			HR-020-100 Manage Interviews
			HR-020-110 Select Candidates
			HR-020-120 Prepare Rejection
			HR-020-130 Prepare and Extend Job Offer / Contract
			HR-020-130 Prepare and Extend Job Offer / Contract
			HR-020-140 Perform Pre-Hire Due Diligence
			HR-020-150 Rescind Offer
			HR-020-160 Contingent Worker Hiring
			HR-020-180 University Relations
			L2 - Talent Hiring
			HR-030 - Manage New Hire Onboarding & Integration
			HR-030-010 Perform New Hire Orientation
			HR-030-020 Develop New Hire Onboarding Strategy & Tools
			HR-030-030 Document New Hire Data
			HR-030-045 Manage Probationary Period
			HR-030-050 Manage New Hire Activities
			HR-030-060 Assign Company Property
			L2 - Employee Master Data
			HR-060 - Manage Associate Data
			HR-060-010 Change Employee Work Data (Change Job without Manager Change)
			HR-CW-060-010 Maintain Contingent HR Worker
			HR-060-015 Change Employee Work Data (Change Job with Manager Change)
			HR-060-020 Process Employee Personal Data Change
			HR-060-030 Administer Mass Data Changes
			HR-060-040 Provide Verification of Employment

				HR-060-050 Manage Leave of Absence
				HR-060-050 Request Return from Leave of Absence
				HR-060-060 Perform Employee Suspension
				HR-060-070 Request Delegation
				HR-060-080 Associate Data Audits and Corrections
				HR-060-090 Manage System Security
				HR-060-100 Manage I9s
				HR-060-110 Data Operations
				HR-070 - Manage Compensation
				HR-070-010 Develop Compensation Strategy & Management
				HR-070-020 Analyze and Evaluate Jobs
				HR-070-030 Manage Salary Structure
				HR-070-040 Manage Annual Increases
				HR-070-040 Manage Annual Increases
				HR-070-050 Manage Short Term Incentives
				HR-070-060 Manage Executive Incentives
				HR-070-070 Manage Ad Hoc Pay Changes
				HR-070-080 Manage Compensation Effectiveness
				HR-070-090 Manage Ad-Hoc Stock Grants
				HR-070-100 Request One-Time Payment
				HR-070-110 Configure Annual TR Templates
				HR-070-120 Sales Incentive Calculations
				HR-080 - Manage Organization & Jobs
				HR-080-010 Establish & Maintain Organizational Design
				HR-080-020 Annual Position Budget Process
				L2 - Payroll and Benefits
				HR-180 - Manage Payroll
				HR-180-010 Develop Payroll Strategy
				HR-180-020 Coordinate Outsourced Payroll
				HR-180-030 Process Garnishments
				HR-180-040 Receive Other Earnings / Deductions / Payments Information
				HR-180-050 Manage Pay-Cycle Processing
				HR-180-060 Manage Off-Cycle Processing
				HR-180-070 Print and Distribute Payslips / Checks
				HR-180-080 Manage Unclaimed Disbursements and Returned Payments
				HR-180-090 Update Holiday / PTO Balance
				HR-180-100 Post Payroll to General Ledger
				HR-180-110 Process Employee Year End Tax Statements
				HR-180-120 Run Treasury Funding Process
				HR-180-130 Produce Tax Reporting and Filing
				HR-180-140 File Corrected Tax Forms
				HR-180-150 Manage Debt Collection

				HR-180-160 Process Adjustments and Additional Payments
				HR-180-170 Process Separation Payment
				HR-180-180 Maintain Banking Data
				HR-180-190 Expat Compensation Collection Process
				HR-180-200 Process Reversals
				HR-180-210 Data Exchange - Inbound and Outbound
				HR-180-220 Manage Miscellaneous Compensation
				HR-140 - Manage Employee Benefits
				HR-140-010 Prepare for Benefits Enrollment
				HR-140-020 Manage Benefits Enrollment
				HR-140-030 Manage Life Event Changes
				HR-140-040 Manage Dependents / Beneficiaries
				HR-140-050 Perform Benefits Reporting
				HR-140-060 Perform Benefits Audits and Reconciliation
				HR-140-070 Manage Open Enrollment
				HR-140-080 Manage Benefits Vendors
				HR-140-090 Manage Health and Wellness
				HR-140-100 Manage Short Term Disability (STD) and Long Term Disability (LTD)
				HR-140-110 Manage Worker's Compensation
				HR-140-120 Manage Personal Leave
				HR-140-130 Manage Intermittent & Full FMLA
				HR-140-140 Manage Pension Eligibility
				HR-140-150 Manage 403B Core and True Up Match Process
				HR-140-160 Process Tuition Reimbursement
				HR-140-170 Process Service Awards
				HR-140-180 BD Scholarship Program
				HR-150 - Administer Disability Claims
				HR-150-010 Receive Disability Request and Review Eligibility
				HR-150-030 Apply Employee Disability Status Change
				HR-150-040 Monitor Employee Disability Status Change
				L2 - Career Development
				HR-040 - Manage Employee Development & Training
				HR-040-010 Develop Learning and Employee Development Strategy
				HR-040-020 Manage Training Needs Assessment
				HR-040-030 Develop / Amend Training Programs
				HR-040-040 Manage Training Enrollment
				HR-040-040 Manage Training Enrollment
				HR-040-045 Manage Nomination Lists
				HR-040-050 Deliver Training Programs
				HR-040-055 Manage Class Materials and Pre-Work
				HR-040-060 Track and Maintain Licenses and Certifications
				HR-040-070 Appraise & Evaluate Training

				HR-040-080 Track & Evaluate Training Costs
				HR-040-085 Process Chargebacks
				HR-050 - Manage Career Development and Succession Planning
				HR-050-010 Annual Plan for Talent Management
				HR-050-020 Build Talent Profile
				HR-050-030 Develop & Manage Key Business Objectives (Organizational)
				HR-050-031 Develop & Manage Performance Goals (Team)
				HR-050-032 Develop & Manage Performance Goals (Associate)
				HR-050-040 Quarterly Review / Check-In
				HR-050-050 Annual Performance Review
				HR-050-055 Manage Fedback
				HR-050-060 Talent Review
				HR-050-070 Calibrate Potential and Performance
				HR-050-080 Create Individual Development Plan
				HR-160 - Manage Global Mobility
				HR-160-010 Develop Expatriate Management Strategy
				HR-160-020 Manage Assignment Initiation & Offer Preparation
				HR-160-030 Manage Relocation
				HR-160-040 Manage Processes on Assignment
				HR-160-050 Manage Repatriation
				HR-160-050 Domestic Immigration
				L2 - Employee Relationships
				HR-120 - Manage Labor and Employee Relations
				HR-120-010 Manage & Communicate Labor Relations Strategy
				HR-120-020 Manage Conflicts, Complaints and Disciplinary Actions
				HR-120-030 Manage Policy, Legal and Regulatory Inquiries
				HR-120-040 Manage Performance Improvement Plans
				L2 - Time and Attendance
				HR-190 - Manage Time Administration and Attendance
				HR-190-010 Establish Time and Attendance Data
				HR-190-020 Process Absence Request
				HR-190-030 Record Time Data
				HR-190-040 Perform Time Evaluation
				HR-190-050 Correct Time Data
				L2 - Contingent Worker
				HR-240 - Manage Contingent Worker
				HR-240-010 Create, Approve and Post Contingent Worker Requisition (OUS/US)
				HR-240-020 Screen, Select and Offer Contingent Worker (OUS/US)
				HR-240-030 Perform Pre Contract Due Diligence
				HR-240-040 Document Contigent Worker Data and send to downstream system for provisioning (OUS/US)
				HR-240-050 Manage Contingent Worker Time and Expenses (OUS/US)
				HR-240-060 Manage Contingent Worker Separation (OUS/US)

			L2 - Employee Support and Reporting
			HR-200 - Inquiry Management
			HR-200-005 Manage Annual Compensation Review Inquiries - Executives
			HR-200-010 HR Annual Compensation Review Inquiries
			HR-200-020 Manage HR Technology Navigation Inquiries
			HR-200-030 Manage Core HR Inquiries
			HR-200-040 Manage Tier 1 Payroll Inquiries
			HR-200-050 Manage Tier 1 Time and Attendance Inquiries
			HR-200-060 Manage Recruiting Inquiries
			HR-200-070 Manage New Hire Inquiries
			HR-200-080 Manage Learning and Development Inquiries
			HR-200-090 Manage HR Policy Inquiries
			HR-200-100 Manage Performance Management Inquiries
			HR-200-110 Quality Assurance
			HR-220 - Reporting
			HR-220-010 Periodic Data Audits
			HR-220-020 Associate Data Reports
			HR-220-030 Manage Surveys
			HR-220-040 Hire Reports
			HR-220-050 Compensation Reports
			HR-220-060 Separation Reports
			HR-220-070 Benefit Reports
			HR-220-080 Learning Reporting
			HR-230 - Infrastructure Management
			HR-230-010 Document Management - On Hold
			HR-230-020 Facilities
			HR-230-030 HROne Case Management
			HR-230-040 HROne Knowledge management
			HR-230-050 Phone
			HR-230-060 Translation Services
			L2 - Retire
			HR-130 - Manage Employee Separation
			HR-130-010 Develop and Define Employee Separation Strategy
			HR-CW-130-010 End Contingent Worker Contract
			HR-130-020 Process Voluntary Employee Separation
			HR-130-020 Process Voluntary Employee Separation
			HR-130-030 Process Involuntary Employee Separation
			HR-130-040 Process Death in Service
			HR-130-050 Manage Severance
			HR-130-060 Manage Reduction in Force
			HR-130-070 Perform Exit Interview
			HR-130-080 Collect Company Property