Sprint 4 Stories

1. **Employee Separation Record Producer**

Technical Specifications:

    a. Create a Record Producer called Employee Separation.
    b. Set the Catalog to Service Catalog.
    c. Set Category to Human Resource.
    d. Create the following variables.
- Requested by – Reference field to the sys_user table. Read-only and Defaults to the logged in user.
- Employee Leaving – Reference field to the sys_user table. Mandatory and should only contain users that are active.
- Location – Reference to the cmn_location table. Mandatory.
- Contact Number – String field. Mandatory
- Email – String field. Mandatory.
- Separation Type – Select box. Mandatory. Options (Immediate Termination , Termination, Resignation). Default to none.
- Separation Date – Date variable. Visible and Mandatory only if Separation type is Resignation or Termination.
- Short Description – Wide Single Line Text. Mandatory.
- Reason for Separation – Multiline Text. Mandatory.

    e. Create a Catalog Client Script that will auto populate Location, Contact number and Email of the Employee Leaving.
    f. Create a Catalog Client script that will only allow future dates on the Separation Date variable. If the date is less than tomorrow's date, prompt a message saying that "Separation Date should be in the future.", then clear out the value set on this variable.
    g. Upon form submission do the following mapping:
- Requested for – Requested by variable on the Record Producer.
- Type – General HR
- Short Description – Short Description on the Record Producer.
- Description – Reason of Separation on the Record Producer.
- Contact type – Self-service
- Assignment group – General HR Group.
- Source – The catalog item submitted.
- Priority – Set it to Critical when Immediate Termination is selected.

2. **Flow Designer**
    a. Create a flow called Employee Separation Flow. Make sure to run it as System User.
    b. This flow should Trigger when an HR ticket created whose Source is Employee Separation.
    c. Create a Task with the following specifications.
- Short Description - Resignation or Termination Notice for <Name of Employee Leaving>

- Description - Receive and document the employee's resignation or termination notice.
- Requested for – Requested by variable.
- Parent – HR Ticket
- Assignment Group – General HR

Note that you need to wait for this task to close before it proceeds on the creation of the next Task.

d. Create a Task with the following specifications on if Separation Type is Resignation.
- Short Description - Exit Interview for <Name of Employee Leaving>
- Description - Conduct an exit interview to gather feedback from the departing employee about their experience with the company.

  Use the feedback to identify areas for improvement and address any concerns.

- Requested for – Requested by variable.
- Parent – HR Ticket
- Assignment Group – General HR

Note that you need to wait for this task to close before it proceeds on the creation of the next Task.

e. Create a Task with the following specifications.
- Short Description - Benefits and Final Payments for <Name of Employee Leaving>
- Description - Prepare Benefits and Final Payments.
- Requested for – Requested by variable.
- Parent – HR Ticket
- Assignment Group – Payroll

Note that you need to wait for this task to close before it proceeds on the creation of the next Task.

f. Create a Task with the following specifications.
- Short Description - Exit Paperwork for <Name of Employee Leaving>
- Description - Complete any necessary exit paperwork, including the return of signed confidentiality or non-compete agreements.
- Requested for – Requested by variable.
- Parent – HR Ticket
- Assignment Group – General HR

Note that you need to wait for this task to close before it proceeds on the creation of the next flow Activity.

g. Set the following HR fields.
- State – Closed.
- Close Code – Resolved Successfully.

● Close Notes - Closed by Employee Separation Flow.

Optional Activity

Employee Separation (Remove IT Access)

a. Create a Catalog Item called Employee Separation (Remove IT Access). Note that this is a Catalog Item and not a Record Producer.
b. Copy all fields and UI policy on the Employee Separation Record producer.
c. Create a new Flow called Employee Separation (Remove IT Access) and do the following.
   ● Set the trigger to Service Catalog
   ● Create the following tasks in parallel.
      o Disable Active Directory Account
      o Disable Email Account
      o Collect Company Hardware
d. Close the Requested Item Ticket.

Note that all catalog tasks that are generated by this flow will be assigned to Service Desk except for Collect Company Hardware which will be assigned to the Hardware team.

e. Navigate back to the catalog item and set this as its Flow.
f. Update the first Flow you created (**Employee Separation**) and add functionality to Submit the **Employee Separation (Remove IT Access)** catalog Item before the first HR Task is created.