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| DXC Technology |
| Workforce Reduction Demographic Analysis |
| CSSHR Affirmative Action |

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**Considerations for Processing the ER WFR List**

*What is it?*

* A snapshot from the ER WFR Database sent to us on the morning of the analysis due date (currently Wednesday of every week).

*What information do we need from here?*

* We need to know who is being notified of termination this week (anytime between the completion of the previous WFR and the end of the current week – usually the Monday to the Friday of the week with exceptions).
* We also need the name of the ER Specialist assigned to the WFR action (used in the Potentially Impacted report).

*Additional considerations?*

* Depending on business needs, ER may ask us to filter this file by additional criteria. Previously the following fields were used in to filter the data (in addition to the standard Notification Date are as follows: SelectionTemplateReceived, IntentToNotify, WorkStream.
* The makeup of those receiving final notifications may change at any point before it happens. The appropriate ER Specialist may let you know of a cancelation once prompted with a list of PERNRS for employees that could not be found in any of the submitted selection slates.
* If the reason for the lack of a selection slate is that the manager is actively working on a removal per the assigned ER Specialist, the potential removal should be counted as a removal until otherwise notified.

**Manual Procedures for Processing Selection Slates**

***Selection Slate Fields***

* PernrCol : Employee PERNR : Column F
* PeerCol : Peer Selection Needed? : Column P
* PeerGroupCol : Peer Group : Column R
* DmCol : Decision Maker : Column S
* WfrCol: WFR? : Column AB

***Selection Slate Data Collection***

* Retrieve the Selection Slates from SharePoint using the SharePoint Add-On.
  + New selection slates will appear in the \*name\* folder on your Desktop.
* Process each file for WFR selections, the selections’ peers, and that group’s Decision Maker, using the following the considerations:
  + The name of the Selection Slate should be retrained for record keeping purposes.
  + Only peers (which includes selections) are retained for the analysis along with their Decision Maker designations. All other data points/records are discarded.
  + If there are no WFR selections in a Slate, then the entire Slate is discarded.
  + A yellow highlighted line equates to a Yes in WfrCol, regardless of WfrCol’s value.
  + If PeerGroupCol is filled in, it is assumed that the employee is a peer, regardless of PeerCol’s value.
  + If WfrCol is a Yes, then the employee is a peer, regardless of PeerCol’s value.
  + Each peer record must be mapped to a single Decision Maker.
  + The final WFR selections are determined by the ER WFR List received on the morning of the analysis due date.

**Using the Lite Version of the Automation**

*(Conducting a Stand-Alone Analysis)*

***What information does automation require?***

* The data required comes in two forms: information related to the selection process, and information related to the demographics of the employees.

***What happens after the information has been collected?***

* Once incoming data has been property mapped and formatted, non-relevant records are removed from the analysis by the automation using the following criteria:
* All Peer records where the Decision Makers does not have any WFR selections.
* Example: A manager with five similarly situated employees doing similar work has been tasked with reducing the headcount by one, per a Selection Slate received. Following, the selected employee’s action is canceled due to a client complaint. Given this scenario, provided that the manager does not have additional selections within the current dataset, all five employees should be removed from the dataset, rather than changing the selected employee’s designation to a non-selected peer. This is because the decision making was done in the context of five similarly situated employees, any one of whom could have been selected; requiring that all five be considered a group for the purposes of the combined analysis. While the Decision Maker level analysis would not be impacted with the inclusion of such groups, they would artificially inflate the Peer population for the overview analysis.
* All Peer records that do not have corresponding demographic and employment data (based on employee PERNR).
* In cases where demographic and employment data are not available for a WFR record, the user will receive a prompt notification requesting manual addition of this information per additional PERNRS appended to the bottom of the Employment Data Worksheet.
* All Peer records where the employee is casual (seasonal) or temporary (per OFCCP guidelines).
* All Peer records where the employee does not work in the United States and its territories.
* OFCCP regulations only apply to employees who work in the United States (including inpats and expats).