

I. Functional Area Workflows Identified in Phase I

- [List all workflows that were reviewed]

II. Summary of Phase II Business Process changes

Workflow	Change Recommendation	Needs Assessment*
Workflow Name	<ul style="list-style-type: none"> • There were no large-scale changes to the work flows; however, EPIC is looking into streamlining some processes with GCI and Payroll 	

*Significant needs noted that apply to more than one workflow update should only be listed once

Work We Should Stop Performing

Simple list of functions/tasks recommended to stop being performed in this functional area

EPIC did not identify any work they should stop doing but there was discussion that some work could move from payroll to EPIC or vice versa. There was also discussion that work could change with technology upgrades.

ADDED FUTURE STATE HR FUNCTIONAL AREAS

- *Bullet list of functional areas recommended to be taken on by this workgroup*
- I think we need to have discussion on what payroll functions this group may be able to take on.

INTERNAL LIAISON

Does this function need a liaison in another area of the Division of Personnel and/or in the Department? If so, list here

We recommend a closer relationship with payroll occur. Possibility of combining into one group?

SYSTEM & DATABASE REQUIREMENTS

- Increased reporting capabilities.

Sustained Benefits of the Proposal

- N/A