



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 33-2006

DATE: November 20, 2006

TO: Department Heads
Personnel Officers
Payroll and Personnel Clerks

FROM: Philip A. Ginsburg
Human Resources Director

SUBJECT: PeopleSoft On-Line Termination Process – Citywide Implementation

DHR's 2005 review of the City's human resources system identified numerous opportunities to increase efficiency by streamlining and automating processes. To date, we have simplified the requisition approval process in PeopleSoft and have automated many paper-based procedures.

On June 19, 2006, we implemented the Pilot Program for the PeopleSoft On-Line Termination (OLT) Process. I am pleased to announce that the Pilot Program has been successfully completed, and we are now implementing the OLT to all City departments.

This new process is designed to eliminate the submission and processing of paper transactions (Separation Reports) for complete terminations from City employment and releases from probation. The electronic process allows departments to enter termination information directly into the PeopleSoft HRMS system. The system will automatically produce separation documents for the department's files. **Perhaps most importantly, when department users enter an employee's termination into the system, the PeopleSoft system immediately updates data to the Health Service System and the Controller's Personnel and Payroll Services Division (PPSD).**

To ensure an orderly implementation, we have staggered the program launch into phases as follows:

Phase I: Dec 2006	Phase II Jan 2007	Phase III Feb 2007	Phase IV March 2007
	Recreation & Parks	Asian Art Museum	Fine Arts Museum
Airport	Human Services	Sheriff	Human Rights Commission
Mayor	Public Health	Office Citizen Complaints	Health Services System
Controller	Port	Tax Collector	Permit Appeals
Retirement	City Attorney	Fire	Registrar/Elections
Public Utilities Commission	District Attorney	Police	Academy of Sciences
MTA/Parking and Traffic	Public Defender	Library	SF Unified School District
Board of Supervisors	Juvenile Probation	Ethics	SF Community College District
Civil Service Commission			War Memorial
			Taxi Commission

DHR Client Services Representatives will be contacting your Departmental Personnel Officer to discuss the system implementation and training opportunities.