



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 15-2006

DATE: June 19, 2006

TO: Department Heads
Personnel Officers
Department Payroll Supervisors
Controller/PPSD Director

FROM: Philip A. Ginsburg
Human Resources Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg", written over a horizontal line.

SUBJECT: **PeopleSoft On-Line Termination Process – Pilot Program Implementation**

Consistent with the Department of Human Resources' Civil Service Reform objectives, I am pleased to introduce a significant process improvement program as part of our effort to streamline processing and reduce paper transactions – The On-Line Termination (OLT) Program.

The OLT program has been designed to **eliminate the submission and processing of paper transactions (Separation Reports)** and replaces it with an electronic process where departments enter termination information directly into the PeopleSoft system for complete separations.

In addition, the OLT program will automatically produce completed documents for the department. The system has been programmed to apply business rules that ensure terminations are processed properly based on an employee's appointment status. When department users enter the employee's termination into the system, the database is immediately updated to the Health Service System and the Controller's PPSP office.

To launch this program, we have identified departments that will pilot the On-Line Termination (OLT) process. The pilot program will enable us to fine-tune the program training and procedures prior to roll-out to other city departments. The departments that will participate in the pilot program are:

Adult Probation
Art Commission
Children and Families Commission
Commission on Status of Women
Environment
Health Service System
Rent Board

Assessor
Children, Youth and Families
City Planning
Dept. of Building Inspection
Human Resources
Public Works
Telecommunication and Information Systems

Representatives in the listed departments will be notified of training dates for their participation in the OLT program pilot implementation. Additional departments will be added to the program in approximately 90 days and continuing thereafter.

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This process improvement initiative has been made possible through an internal collaboration between the DHR Client Services and the PeopleSoft Programming teams. I would like to extend my appreciation to Lucy Palileo, Client Services Manager and Linda Lee, IS Manager for outstanding work in directing the internal teams.

Should you have any questions regarding the OLT program, please contact your DHR Client Services representative for details.

cc: OLT Project Diary
DHR Client Services Representatives