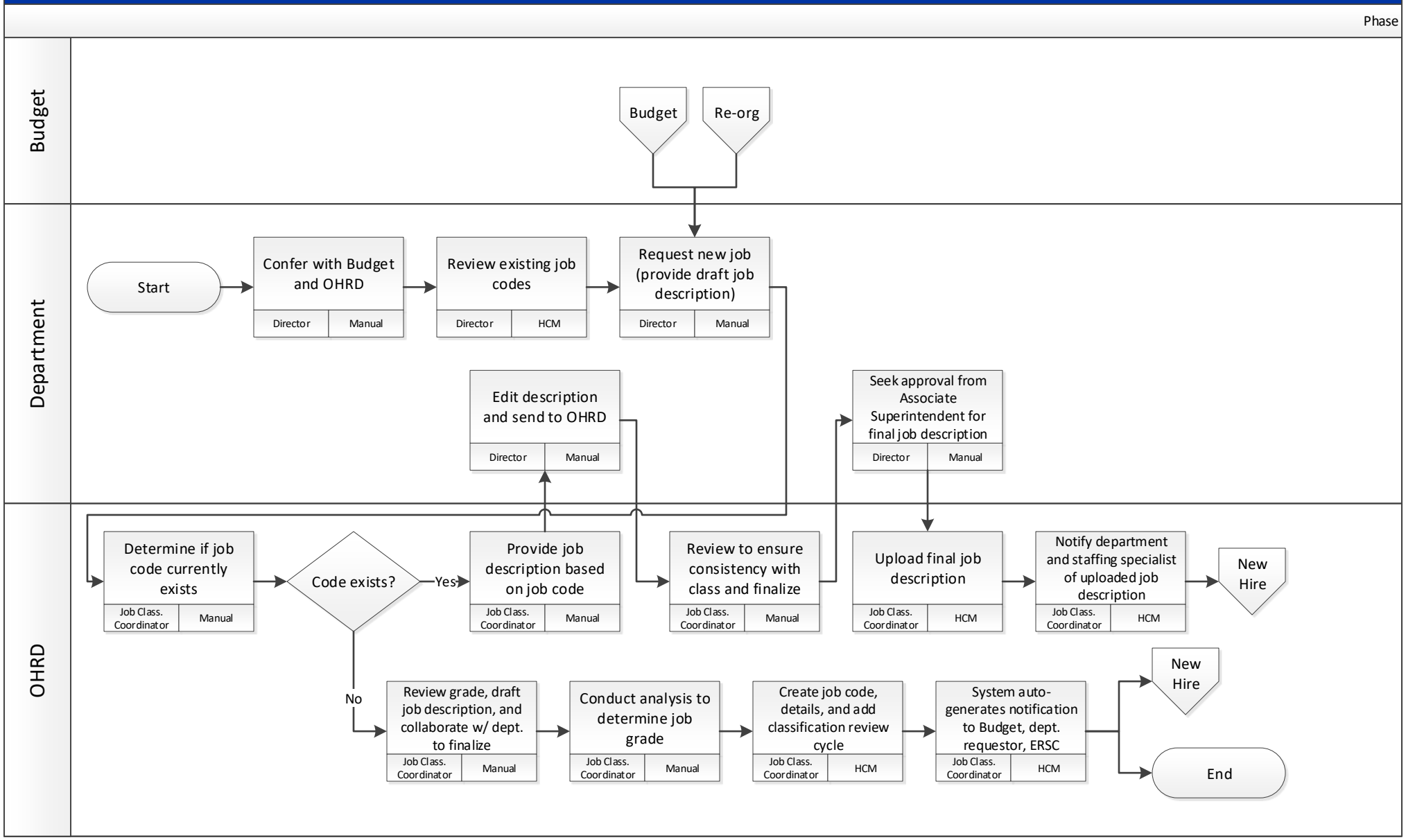
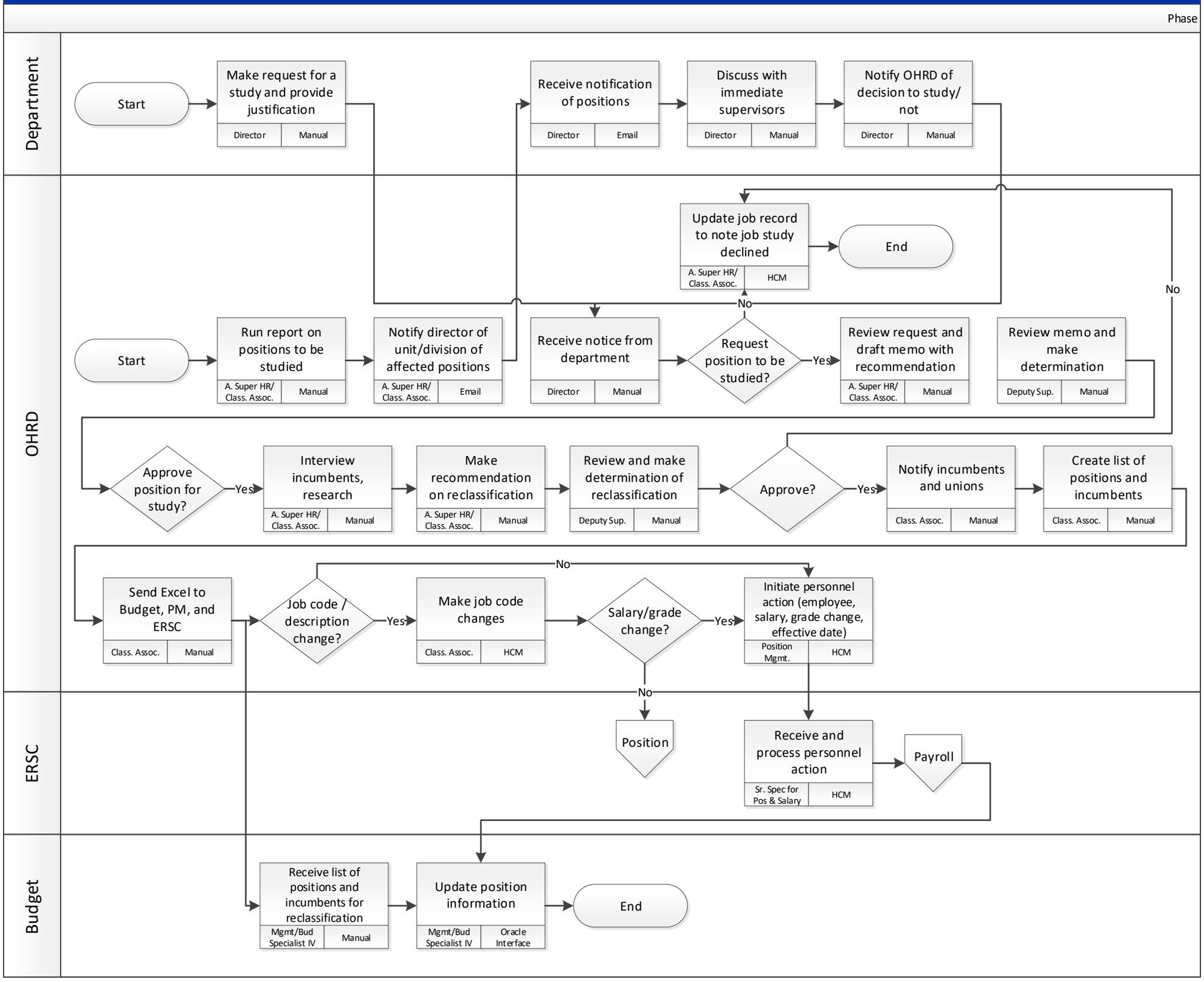
# Job Classification
Future

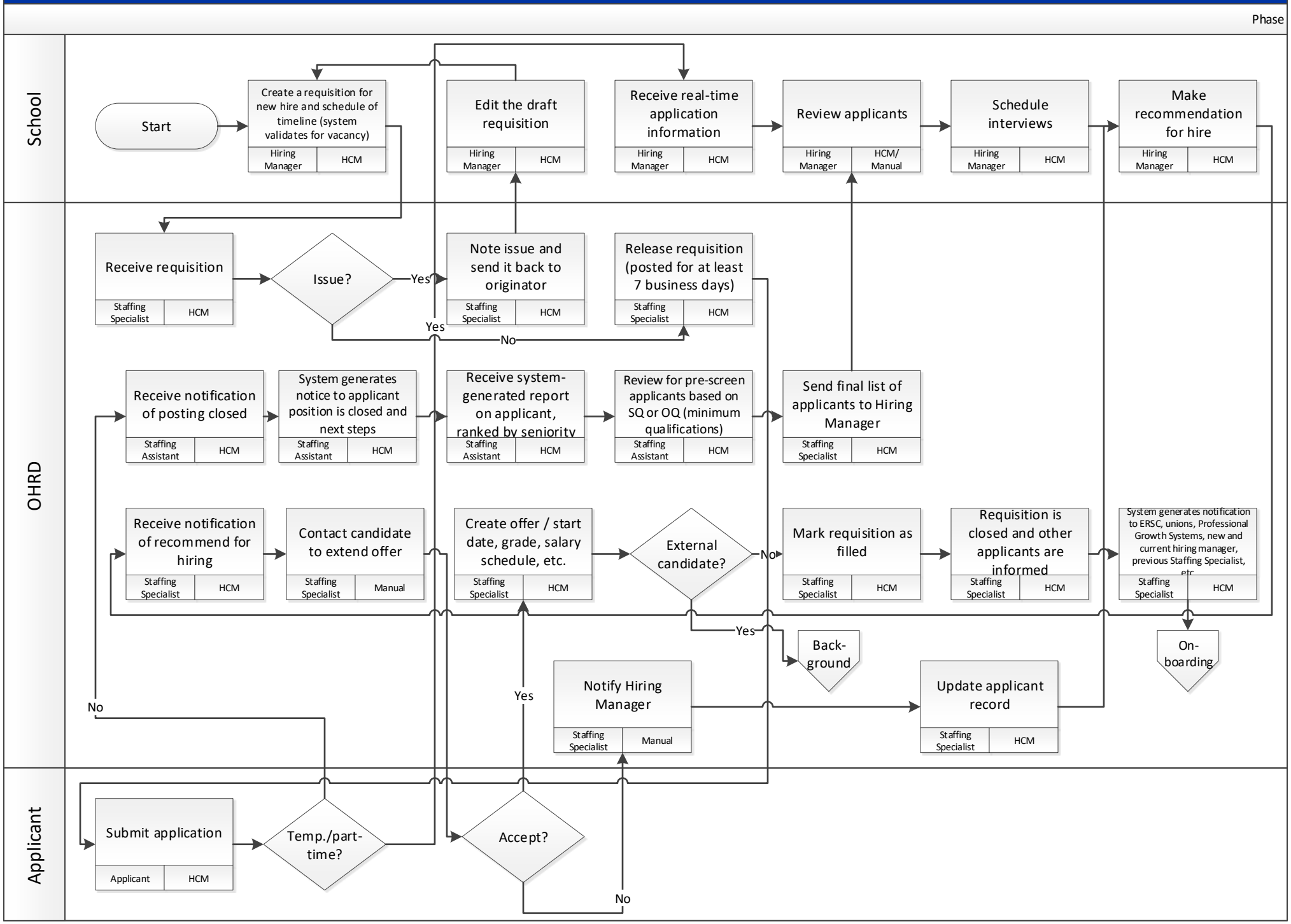


# Reclassification
Future



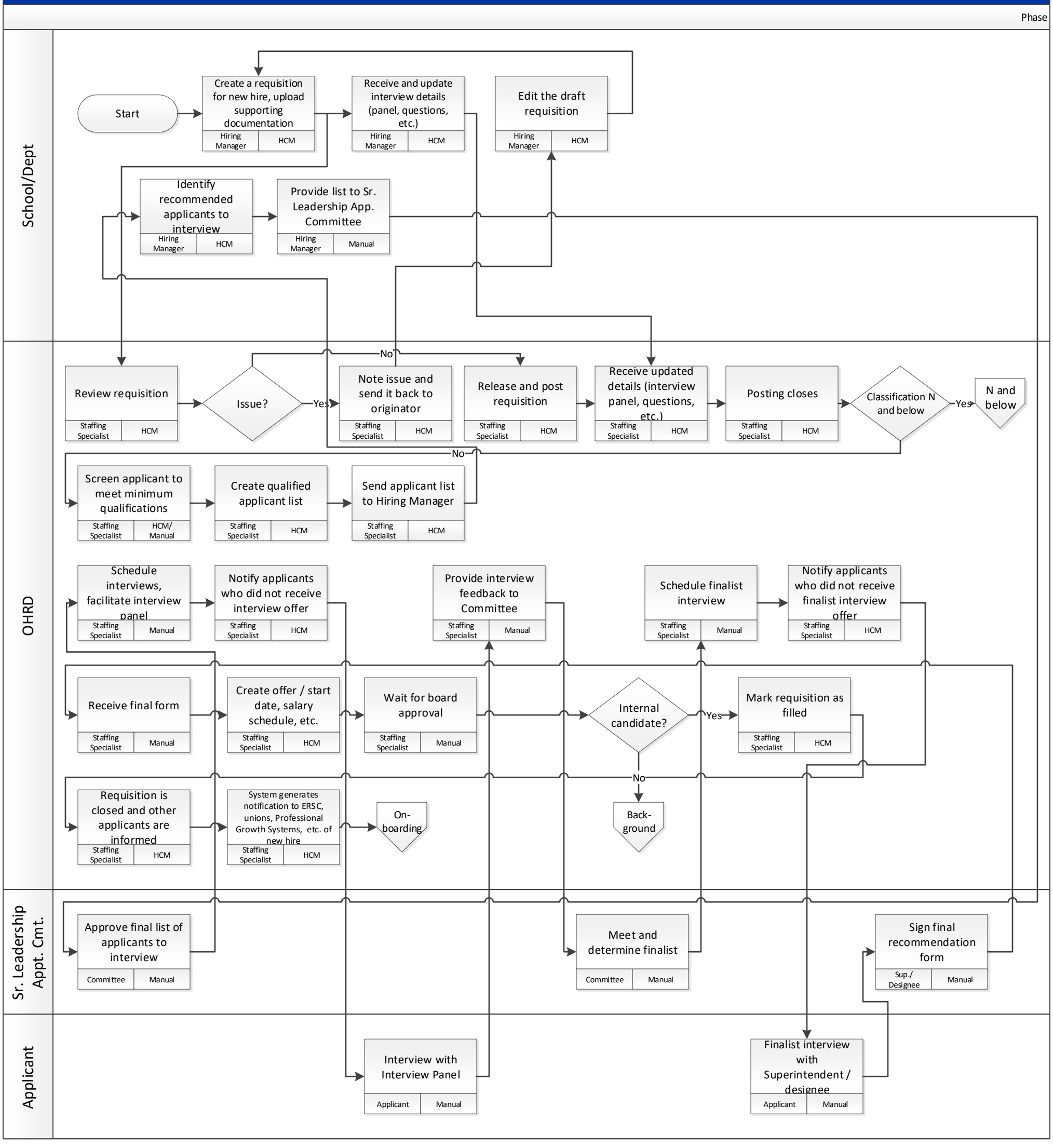
# New Hire – Support Services for School

Future



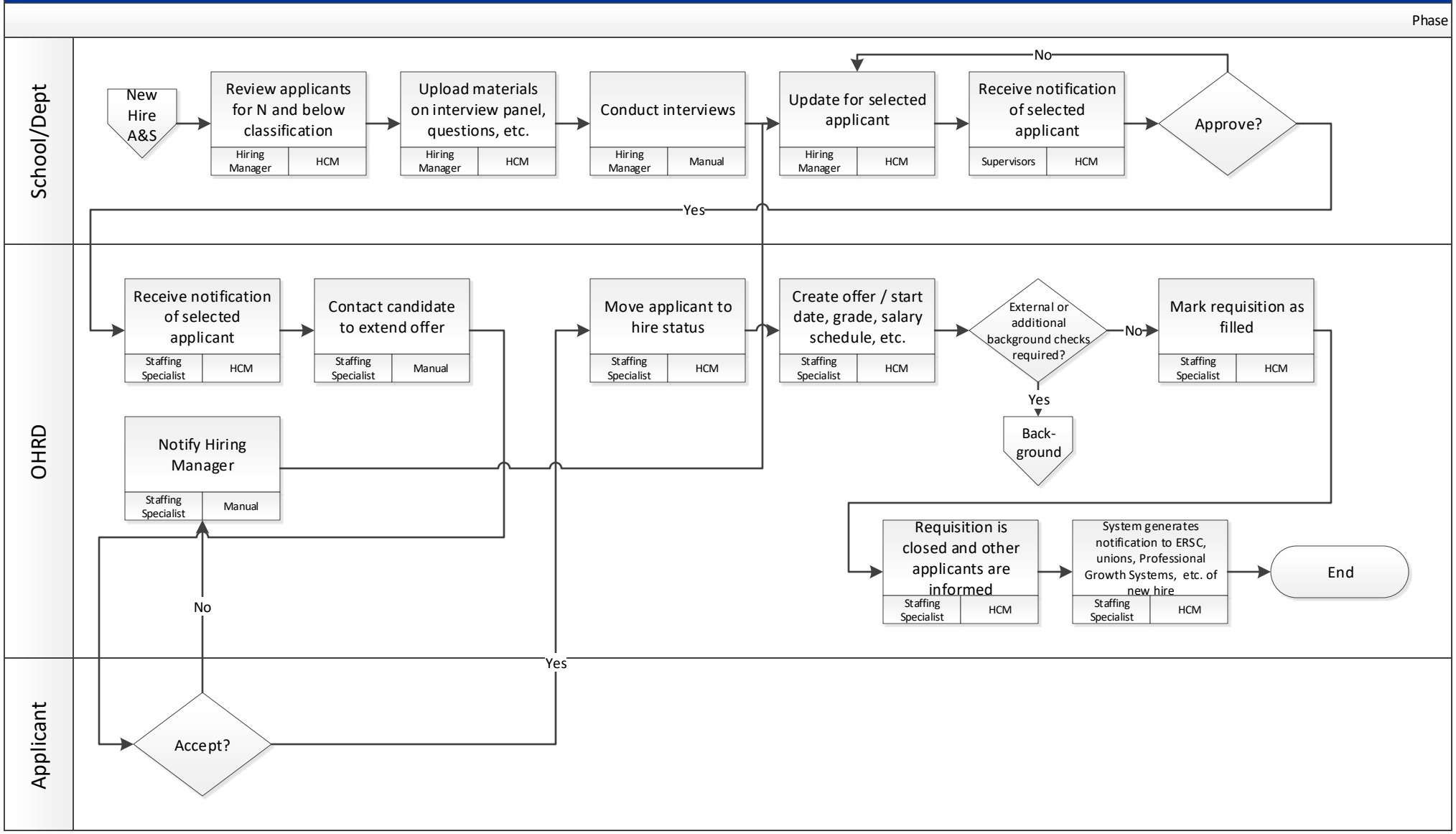
# New Hire – Administrative & Supervisors (O and above)

Future



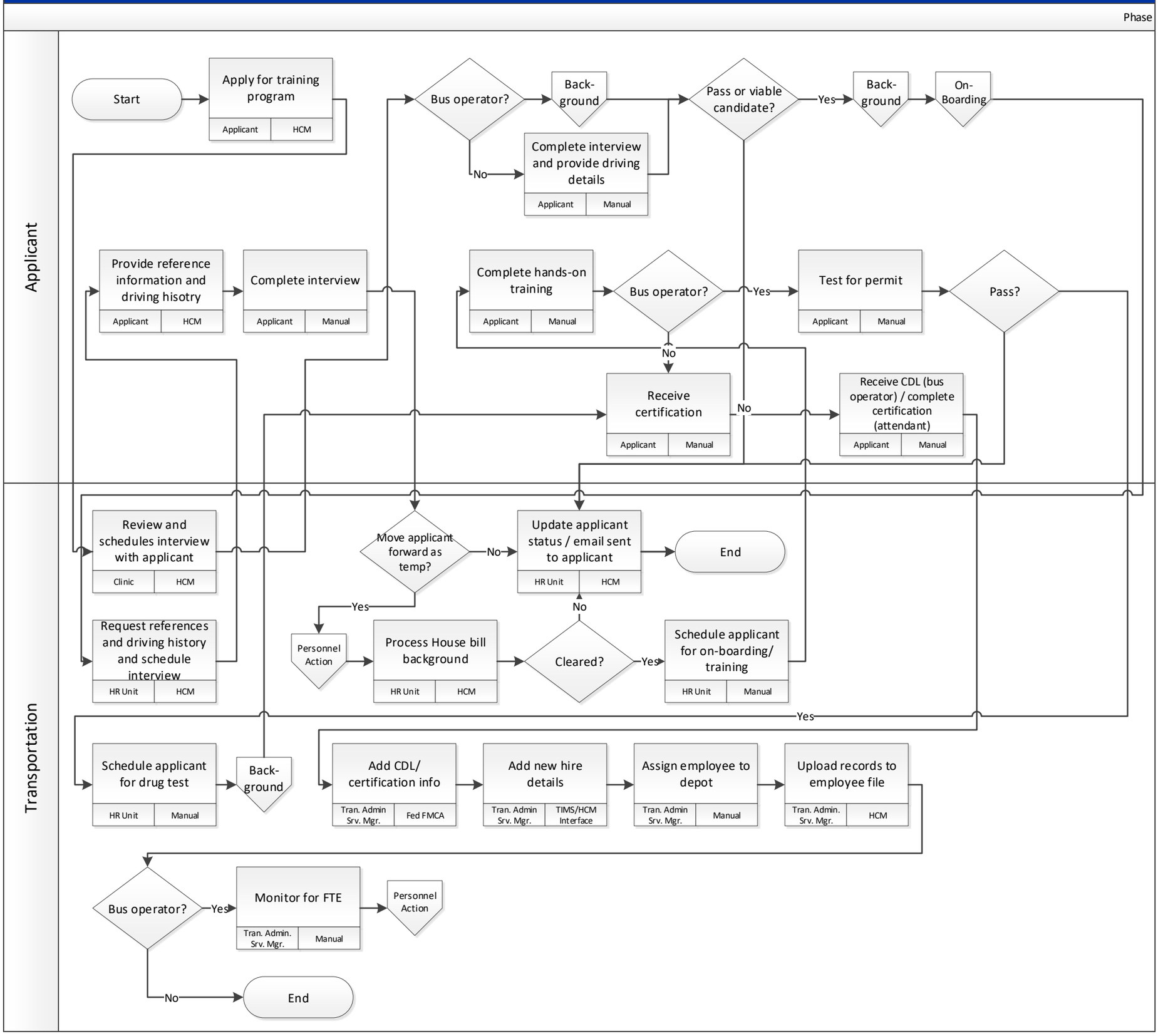
# New Hire – Administrative & Supervisors (N and Below)

Future



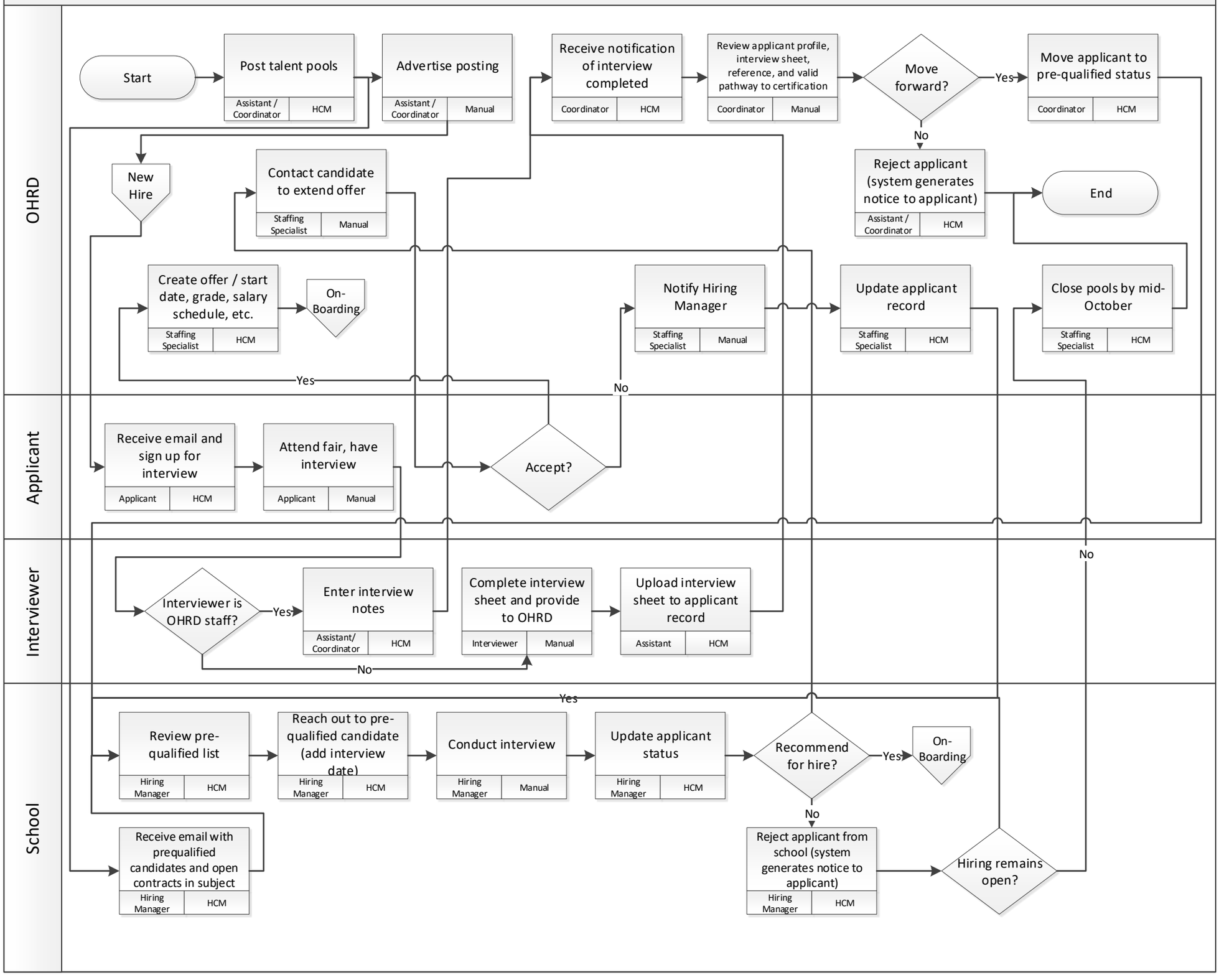
# New Hire – Transportation (Bus Operators and Attendants)

Future



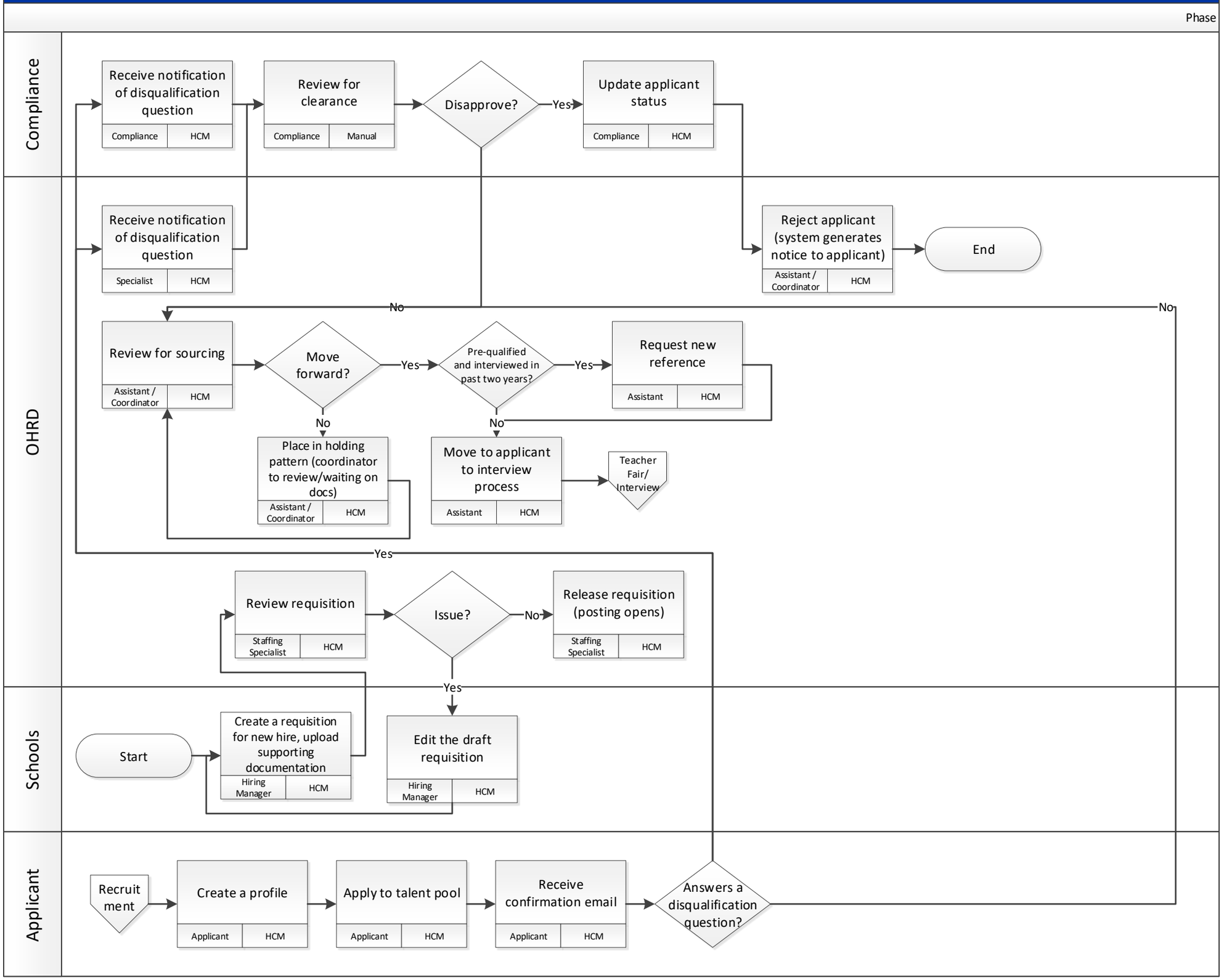
# New Hire – Recruitment and Interview

Future



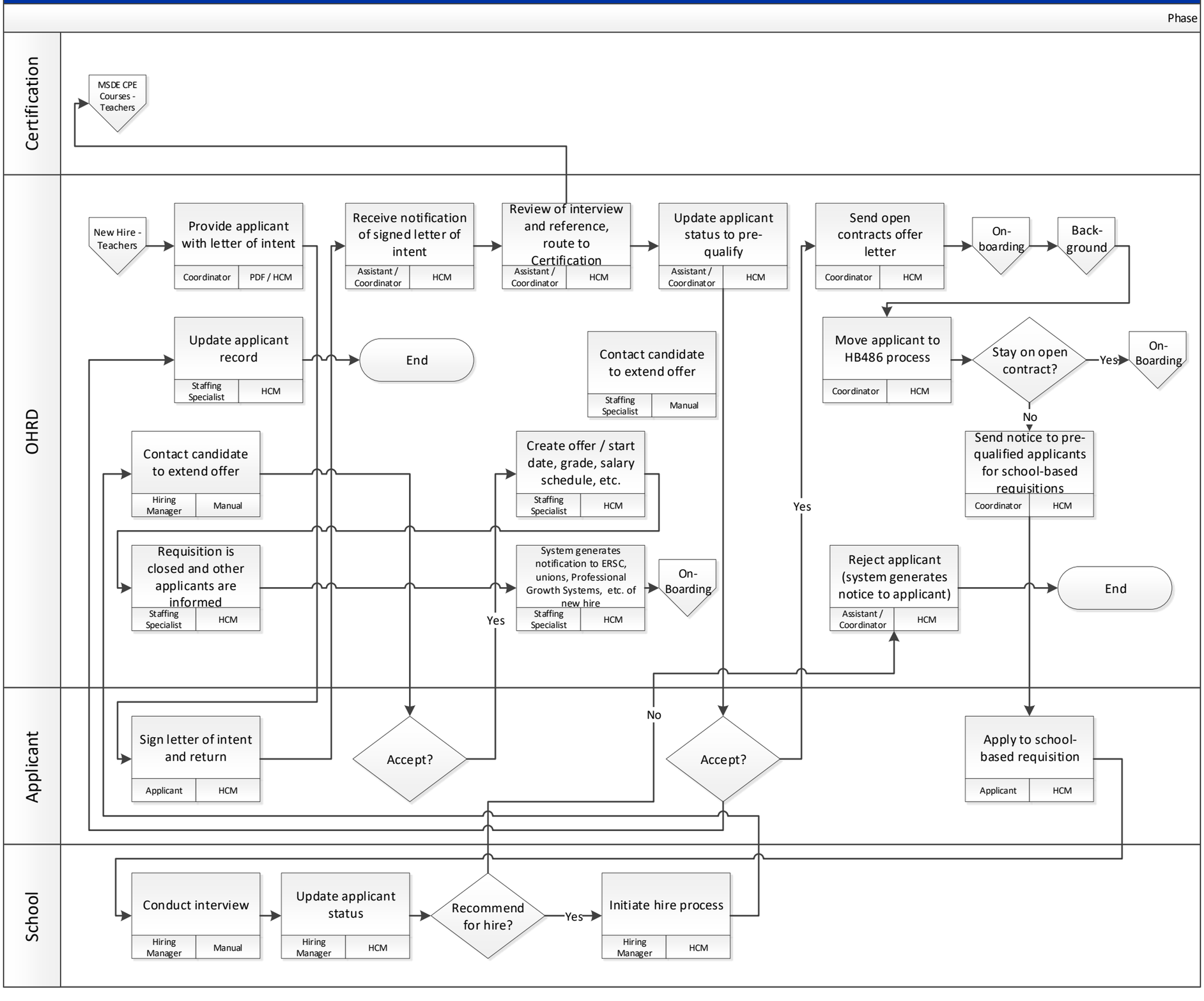
# New Hire – Teachers

Future

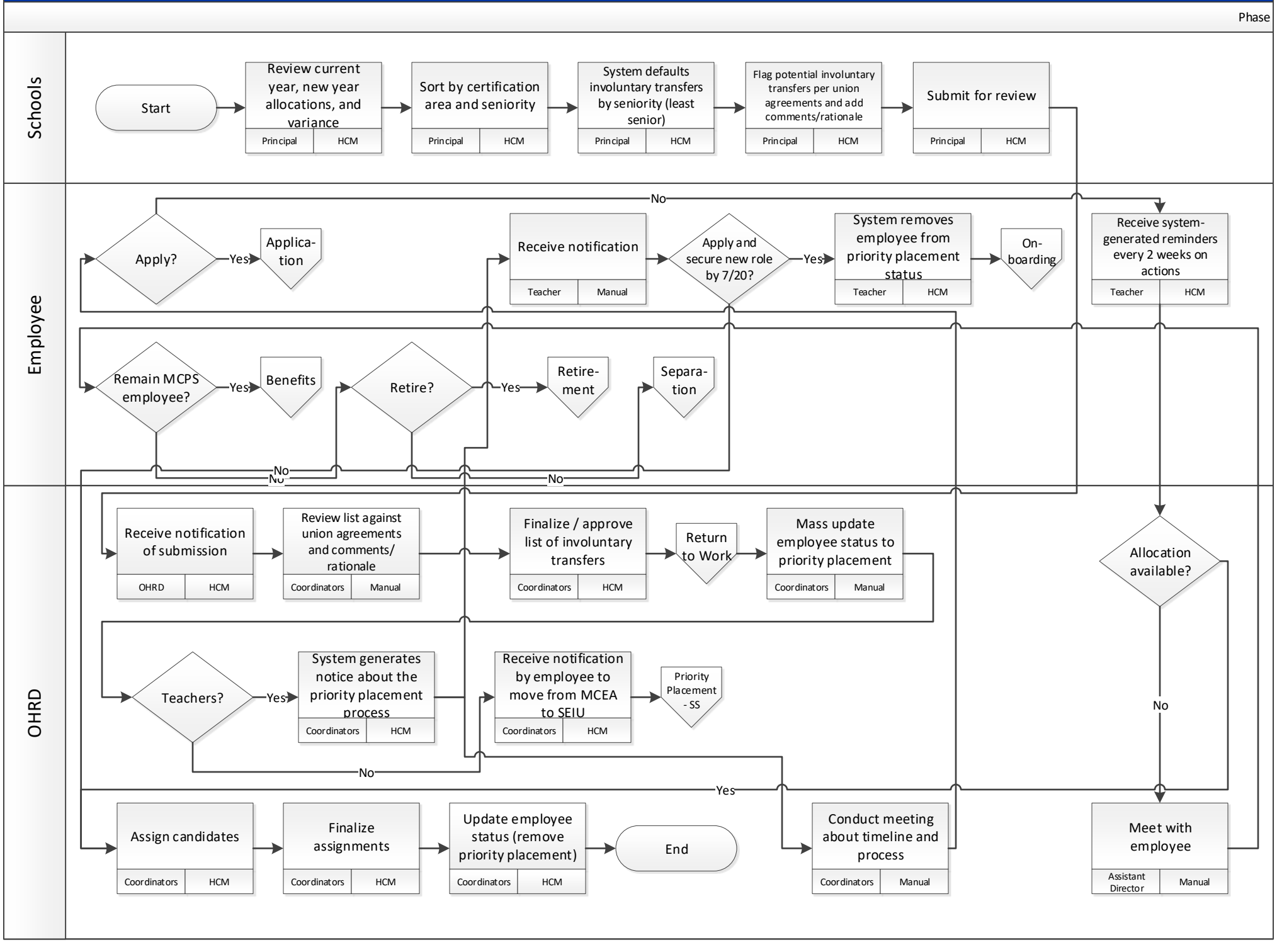


# New Hire – Open Contracts

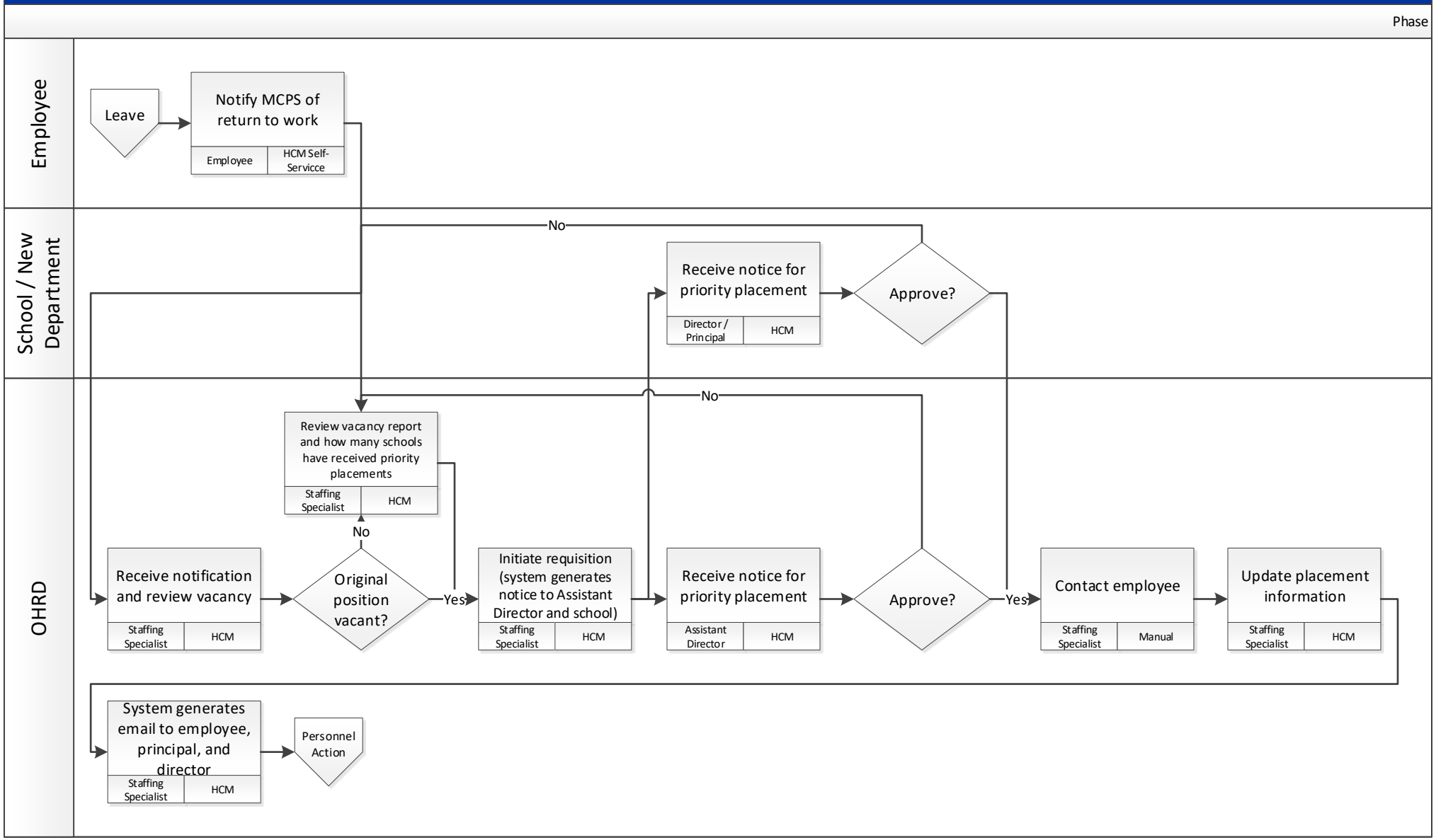
Future



# Involuntary Transfers
Future

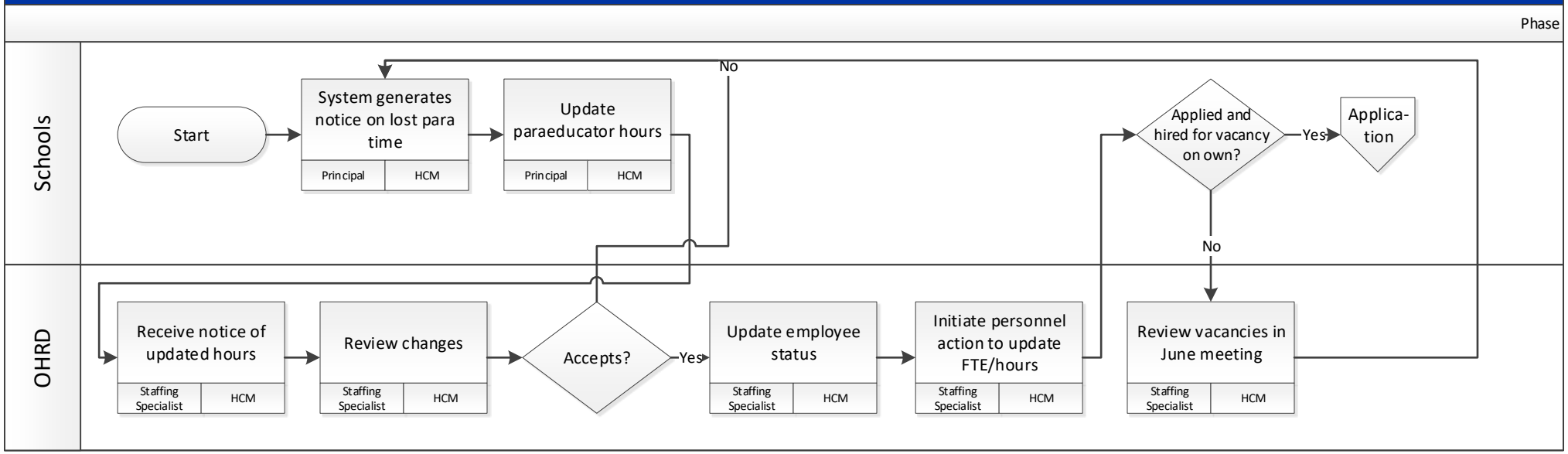


# Priority Placement Assignments
Future

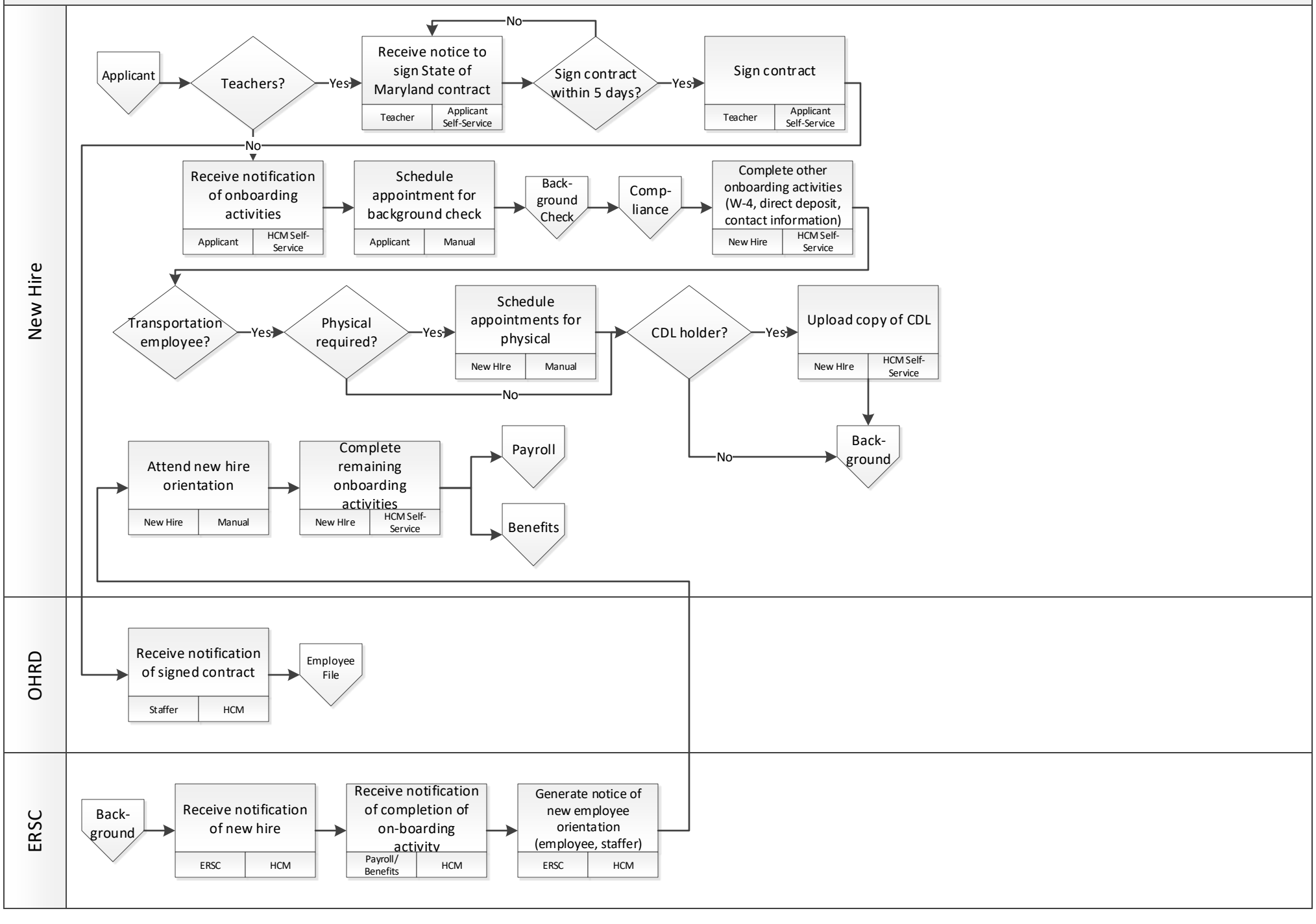


# Priority Placement – Paraeducator

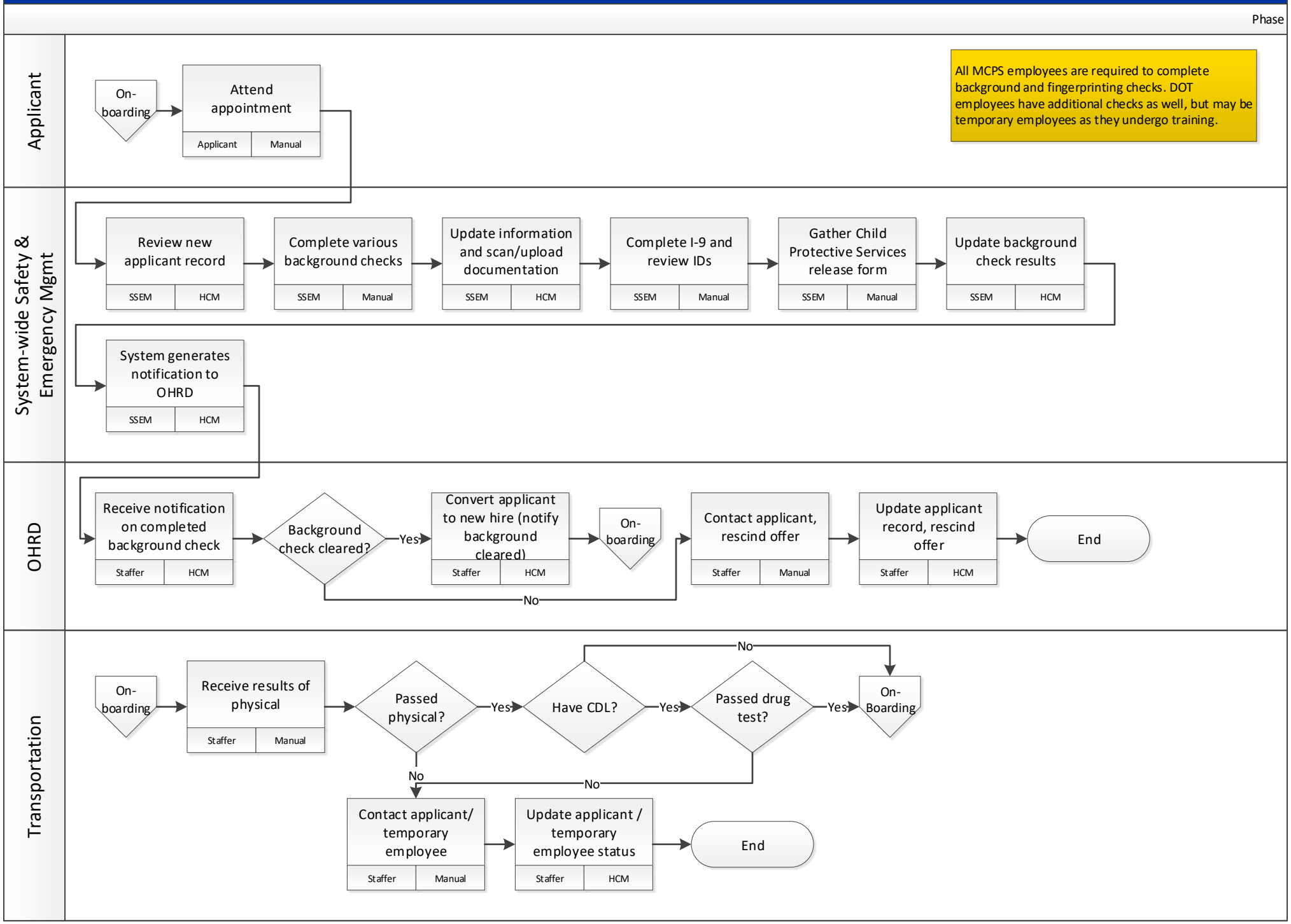
Future



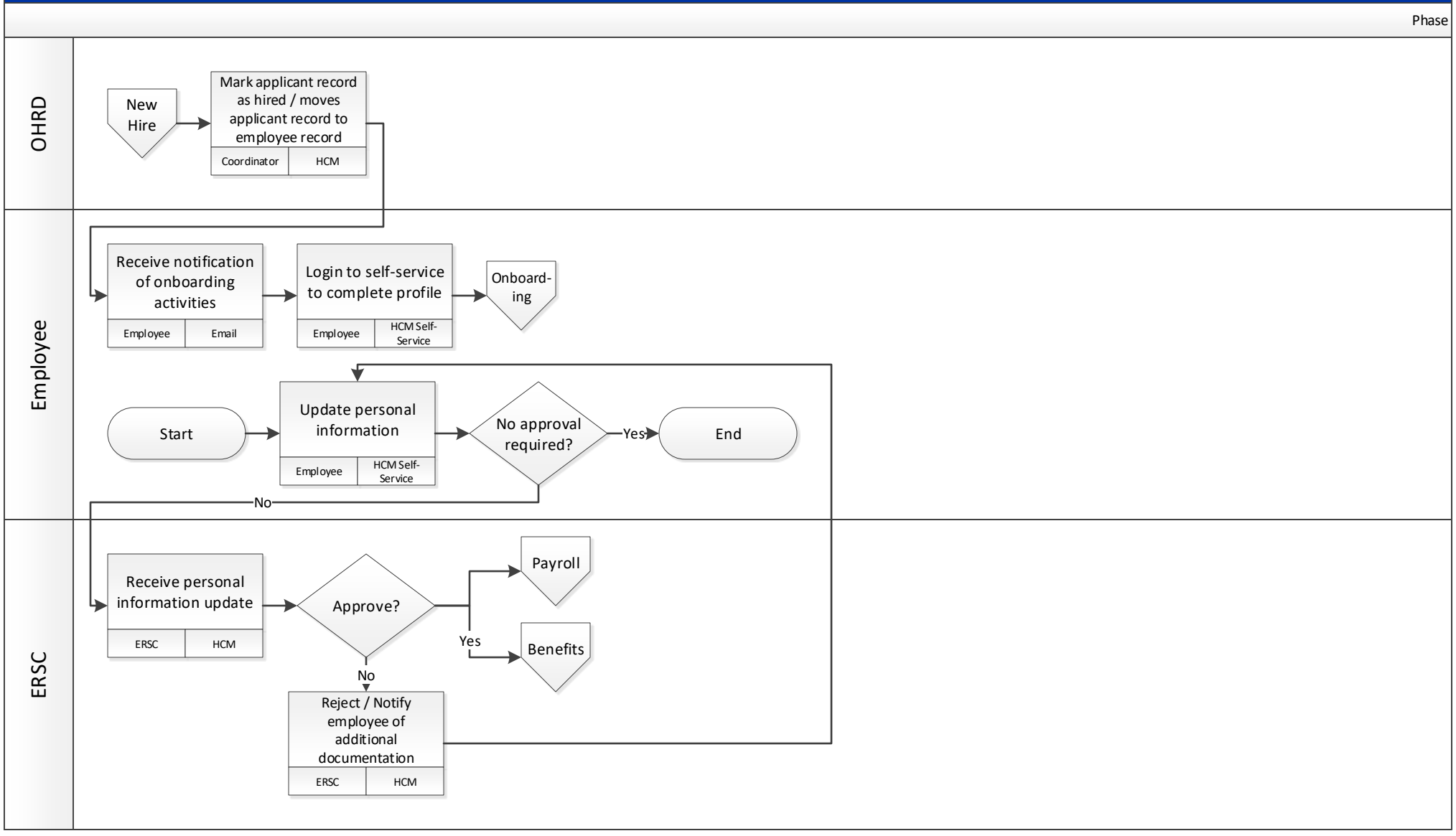
# Onboarding
Future



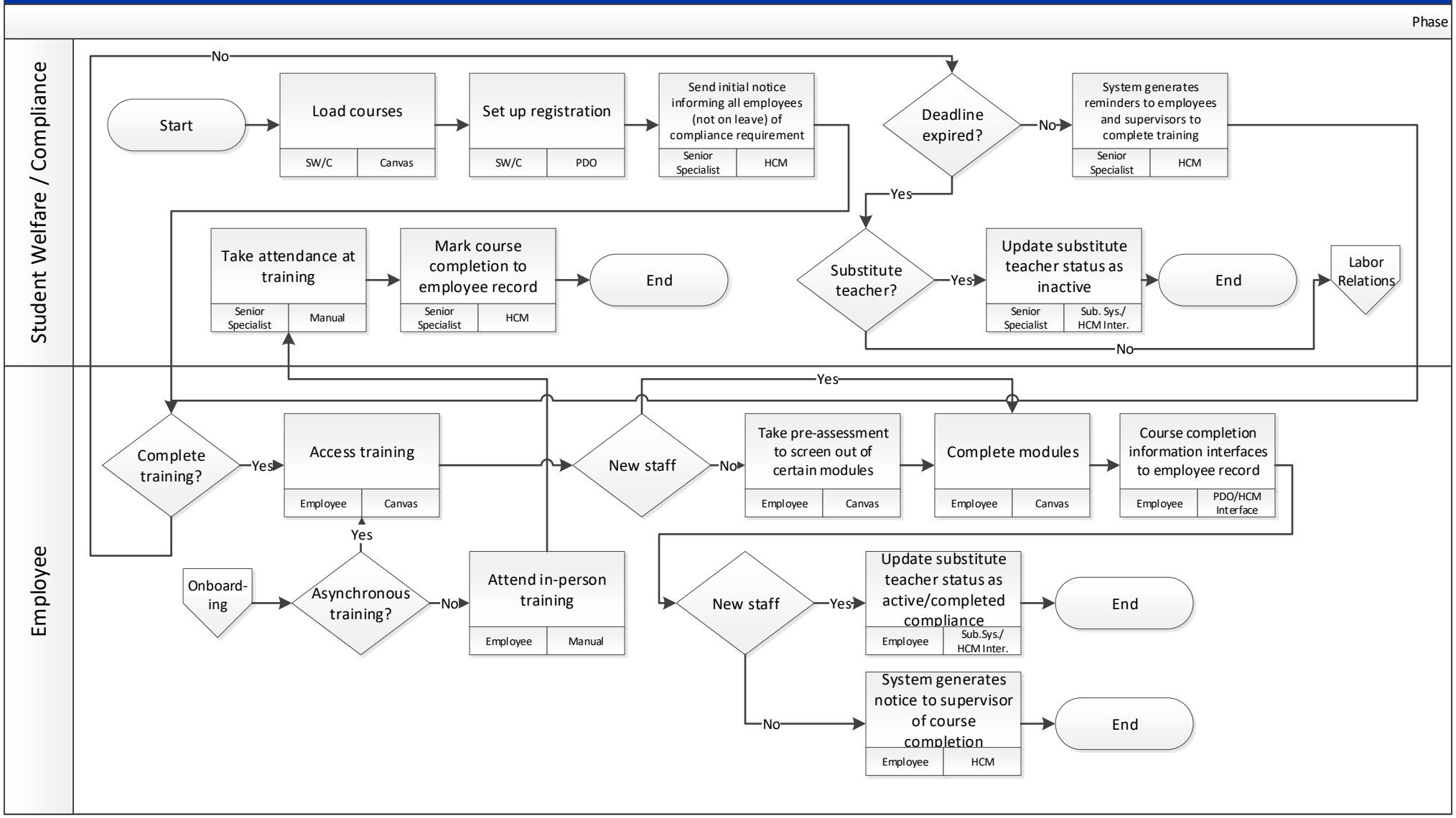
# Background Check
Future



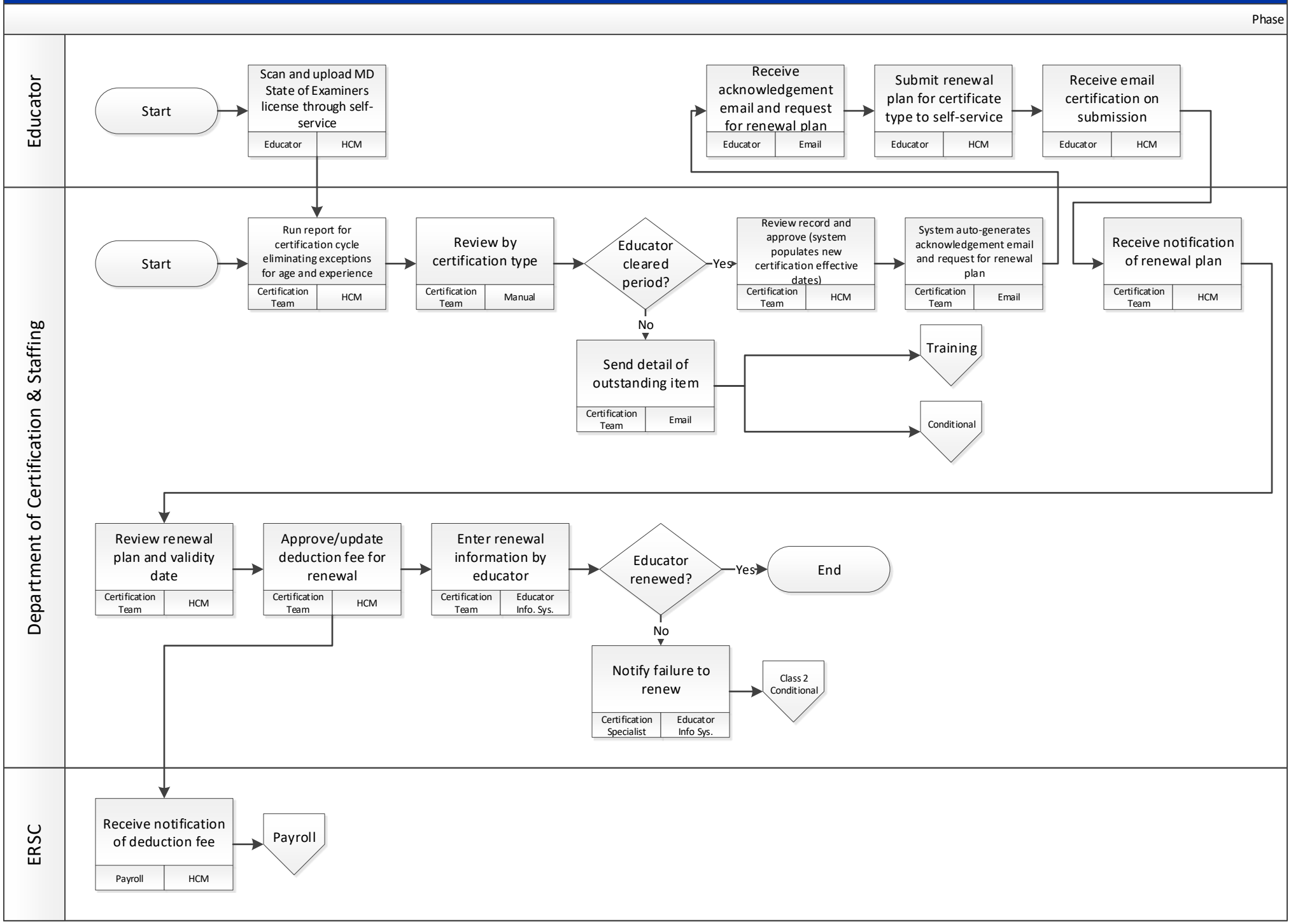
Employee File
Future



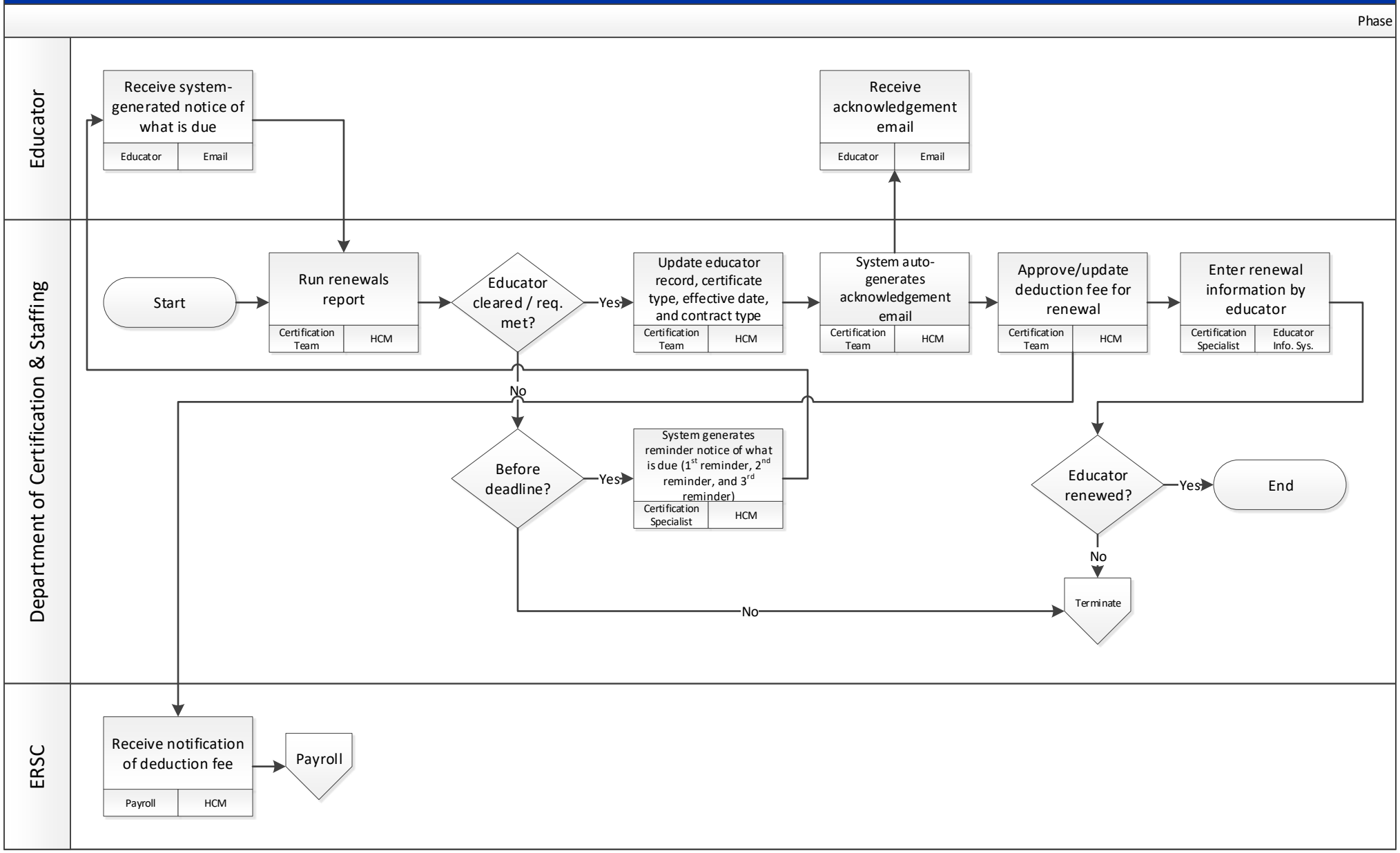
# Compliance
Future



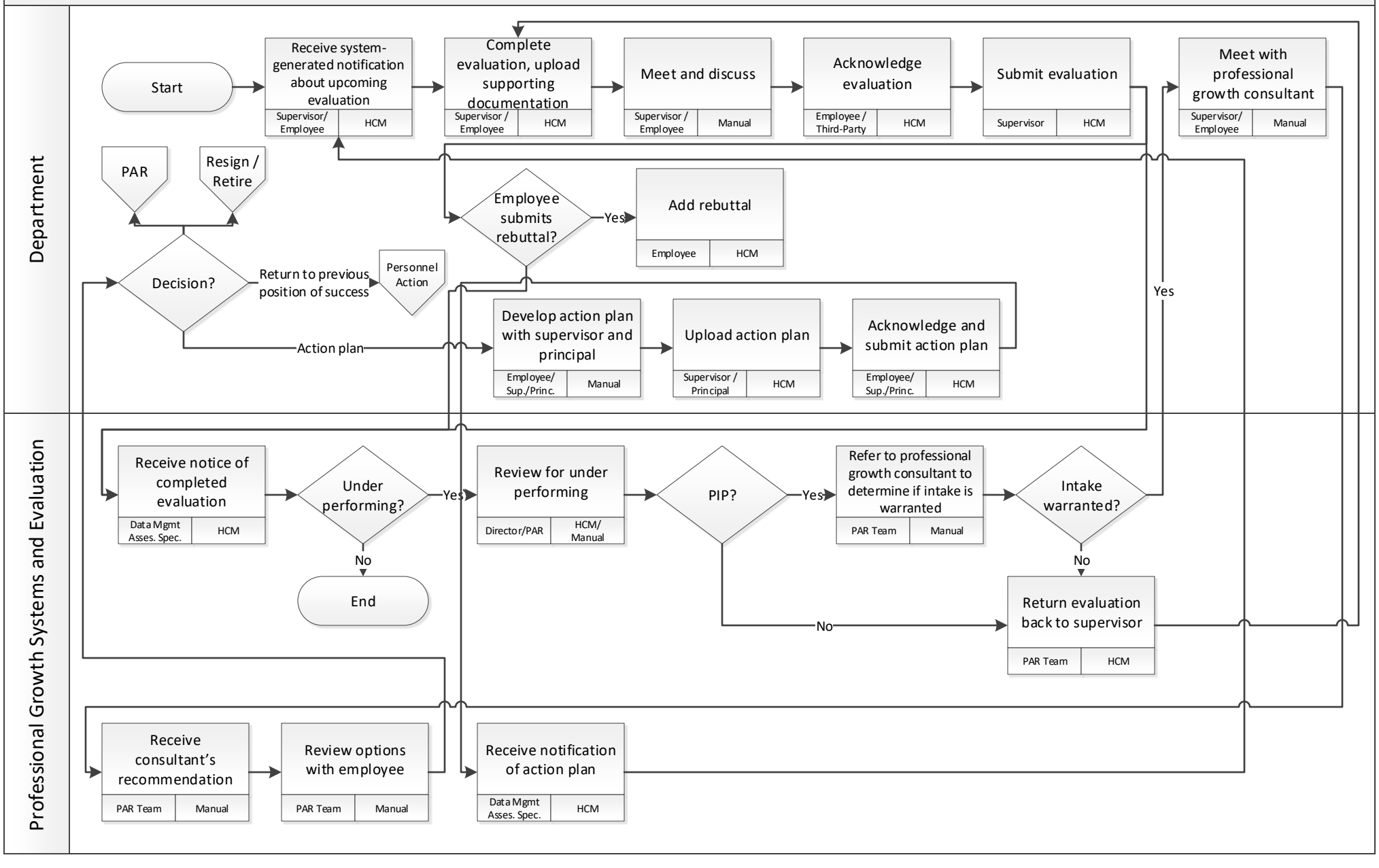
# MSDE Certificate Renewal
Future



# Renewals Conditional
Future

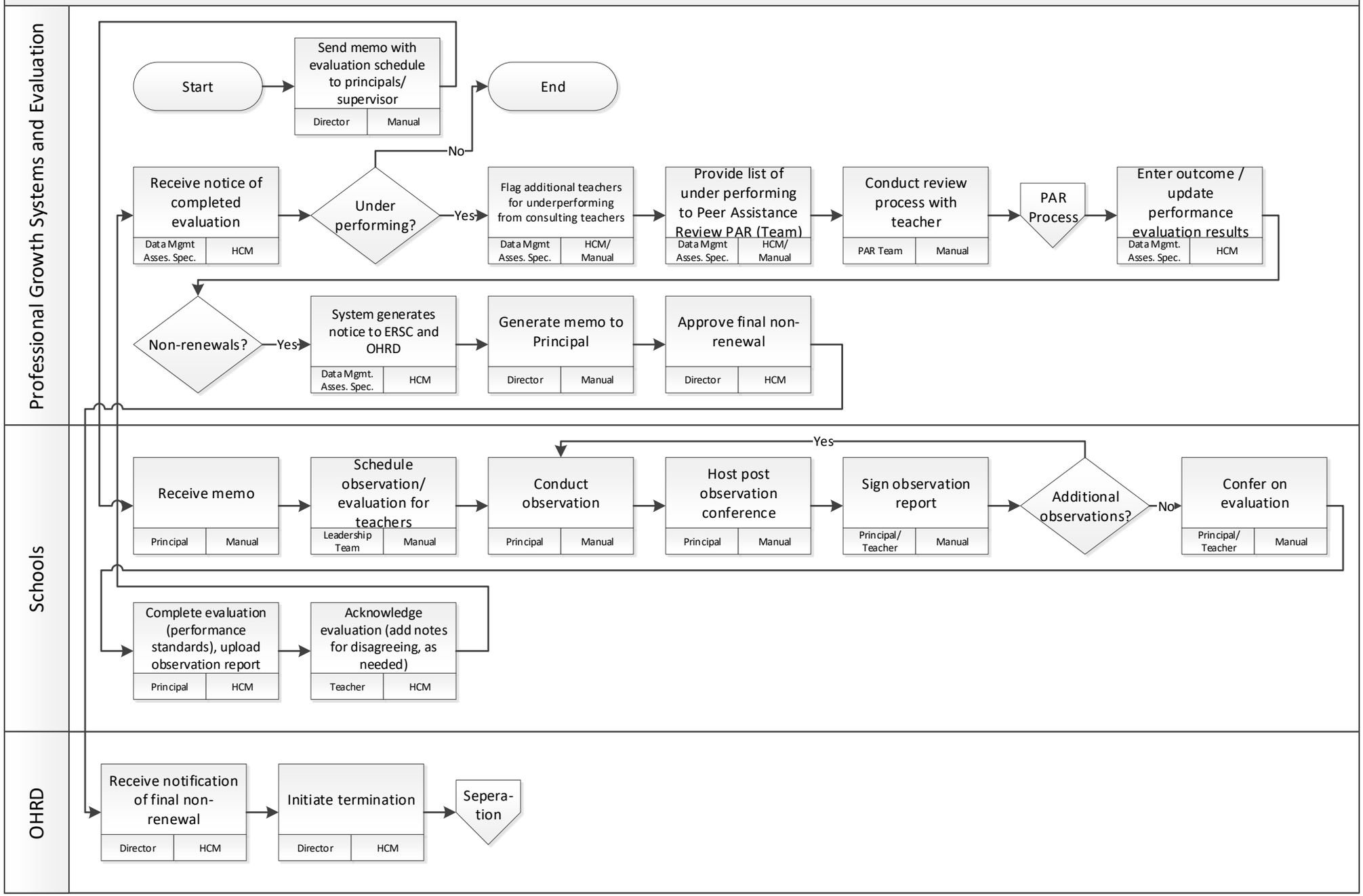


# Evaluation – SEIU and PIP
Future



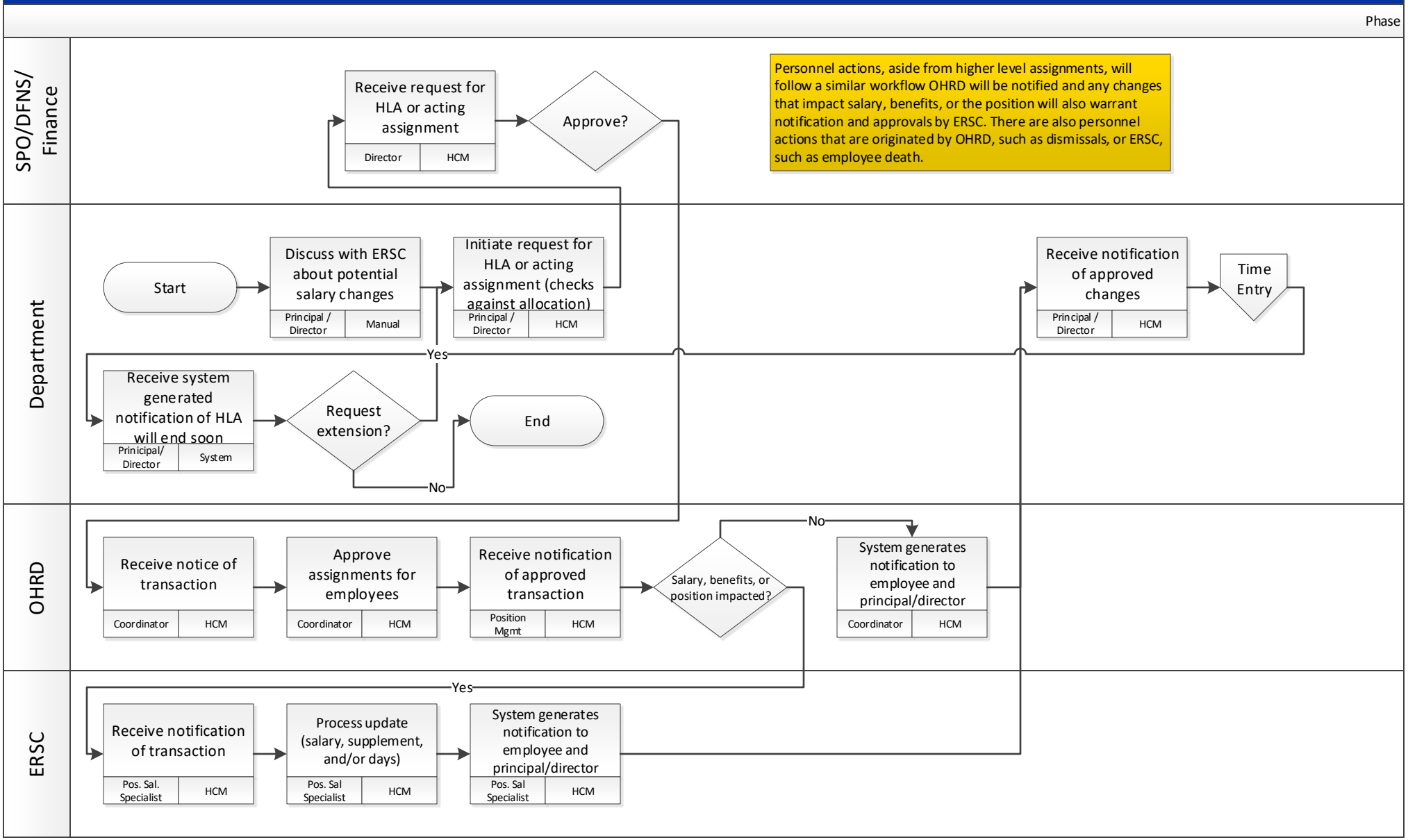
# Evaluation – Teachers & Administration

Future

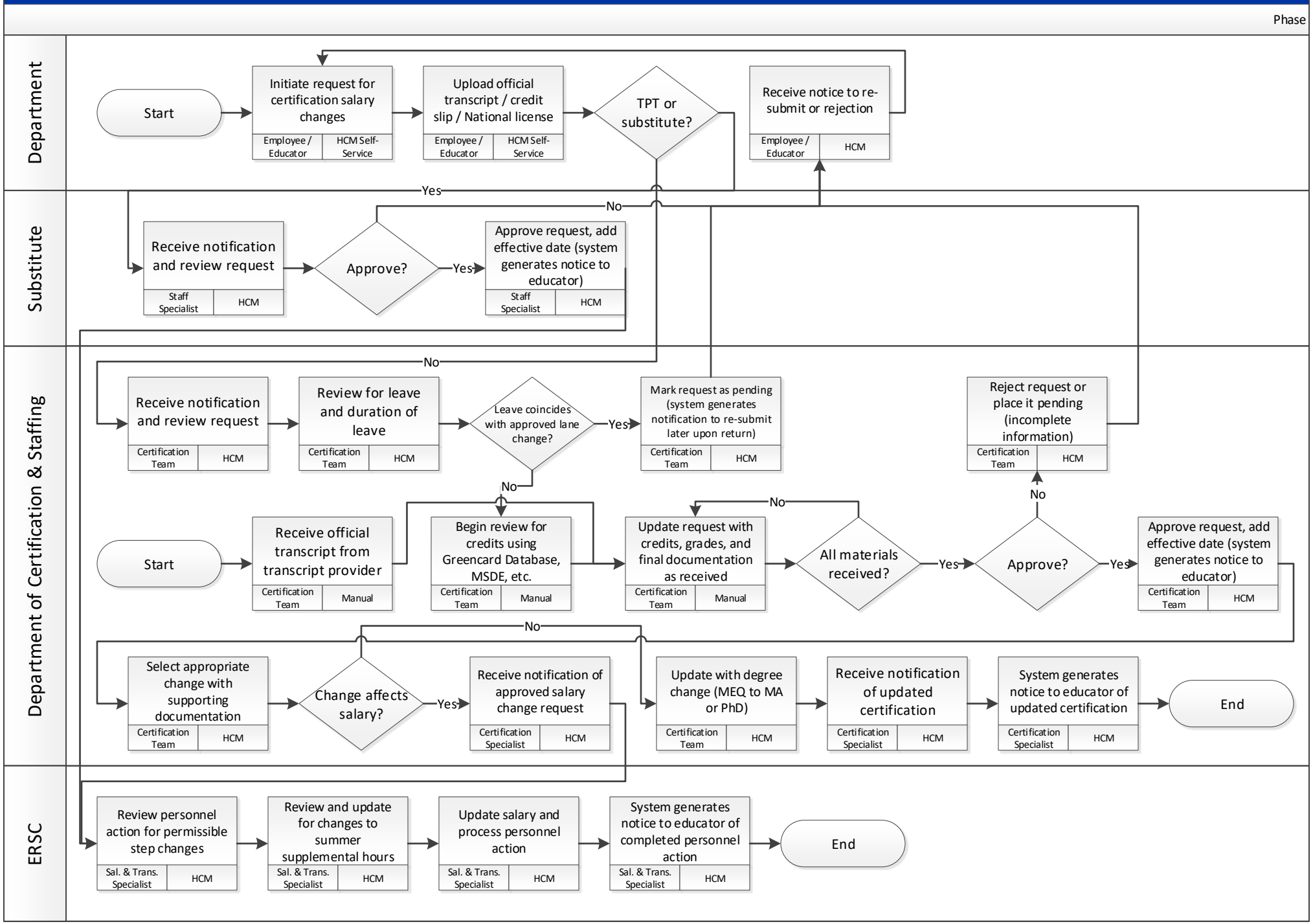


# Higher Level Assignment / Acting Position

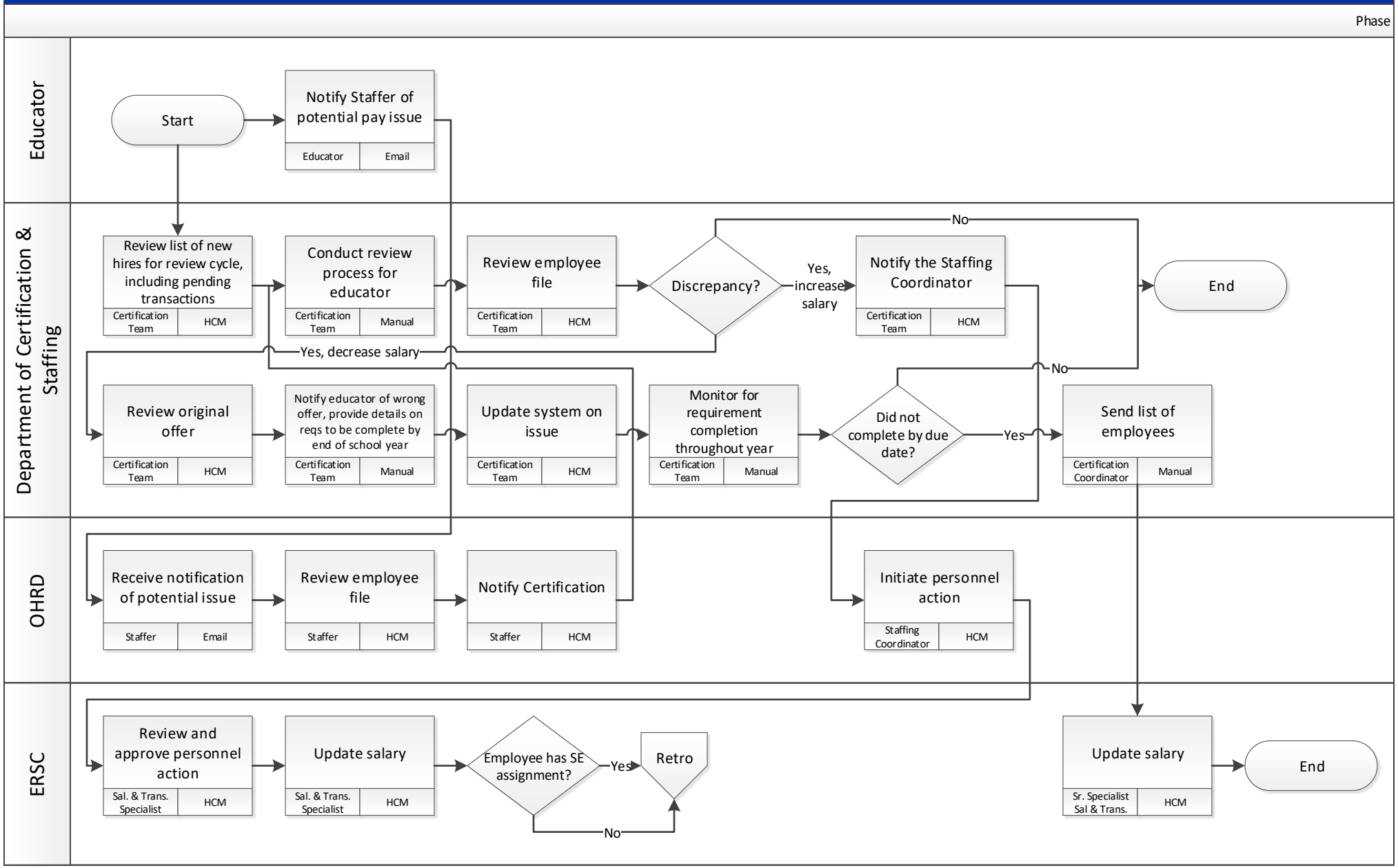
Future



# Salary Advancement (certifications)
Future

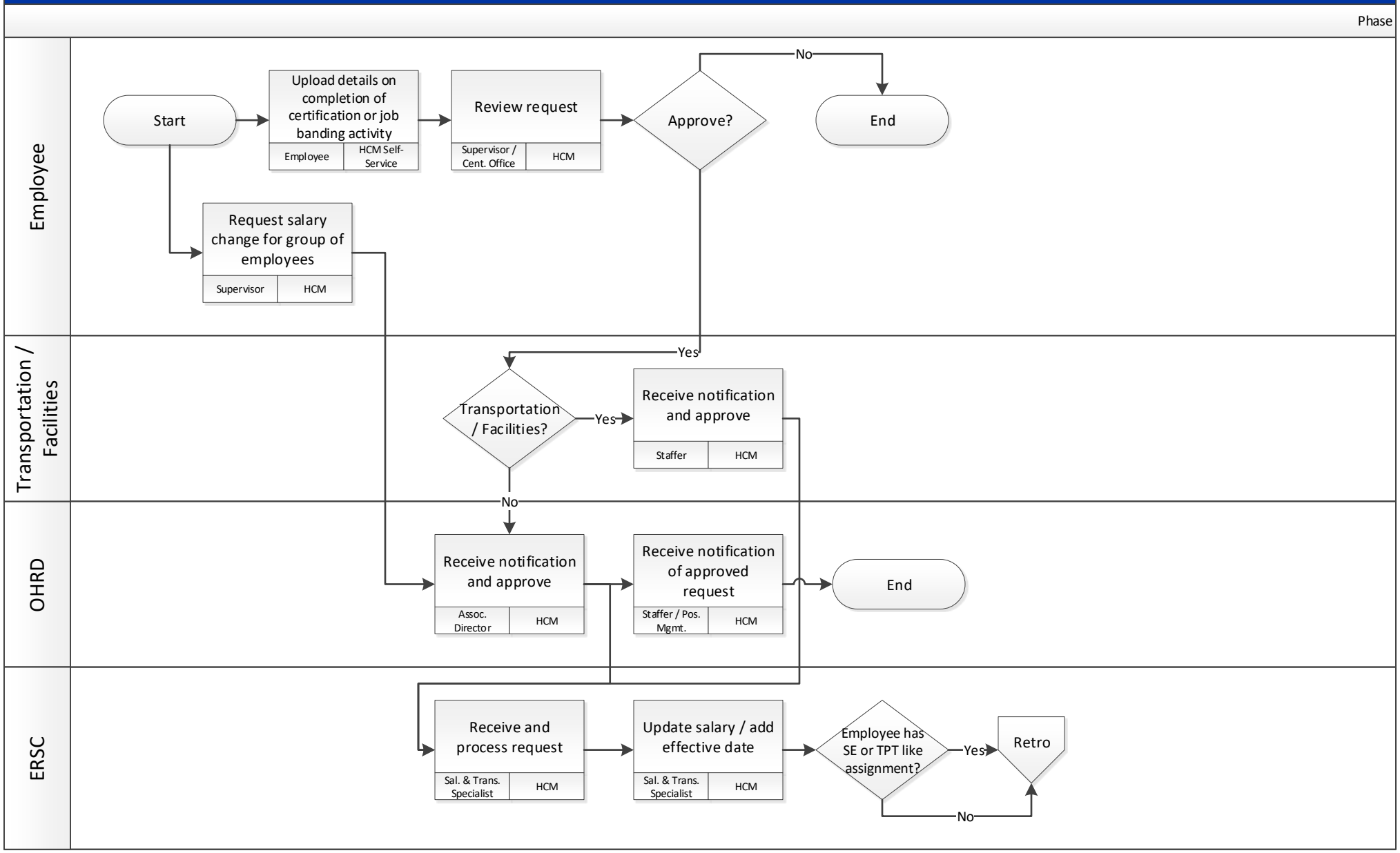


# Salary Correction – MCEA
Future



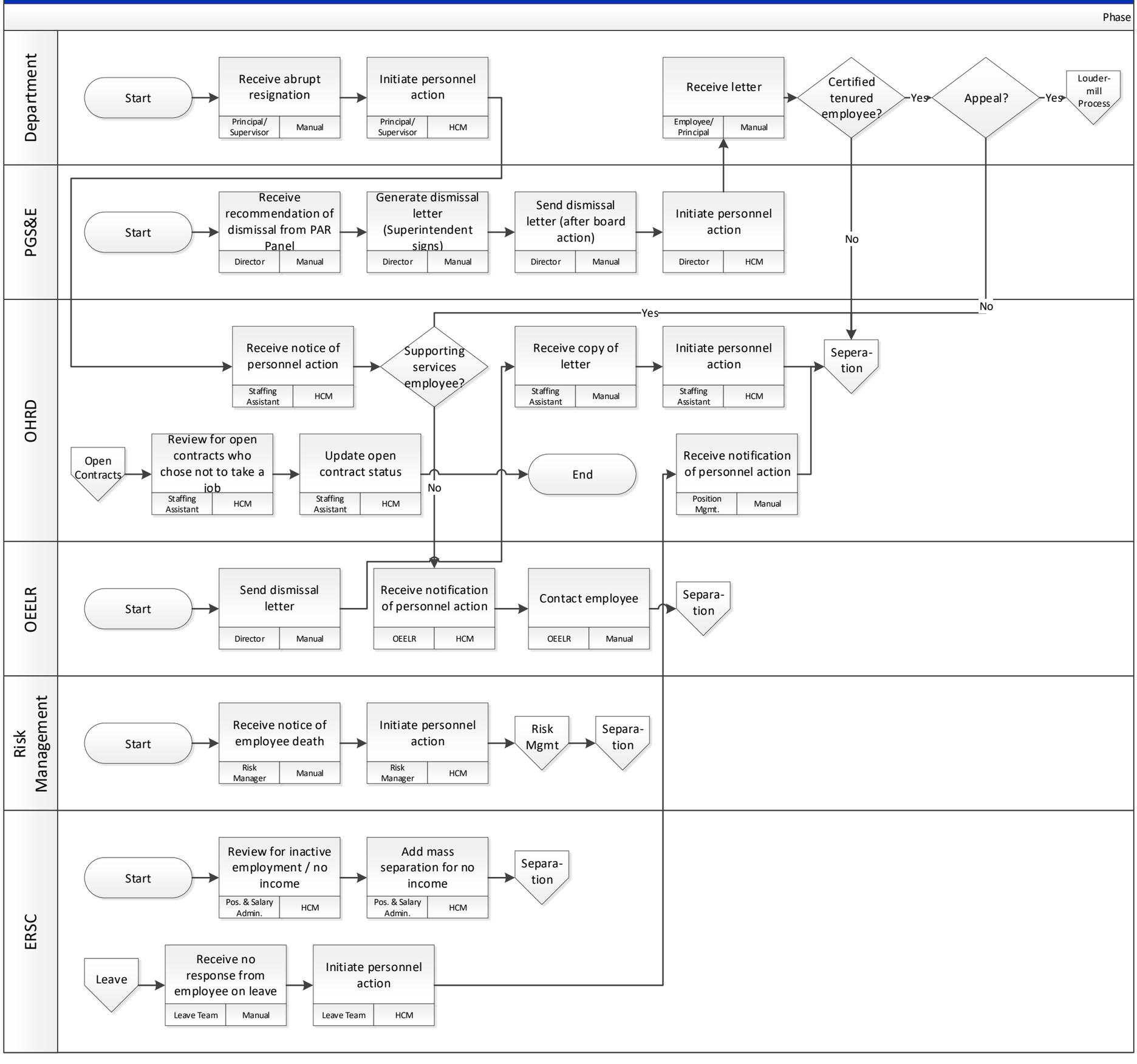
# Salary Adjustment – SEIU

Future

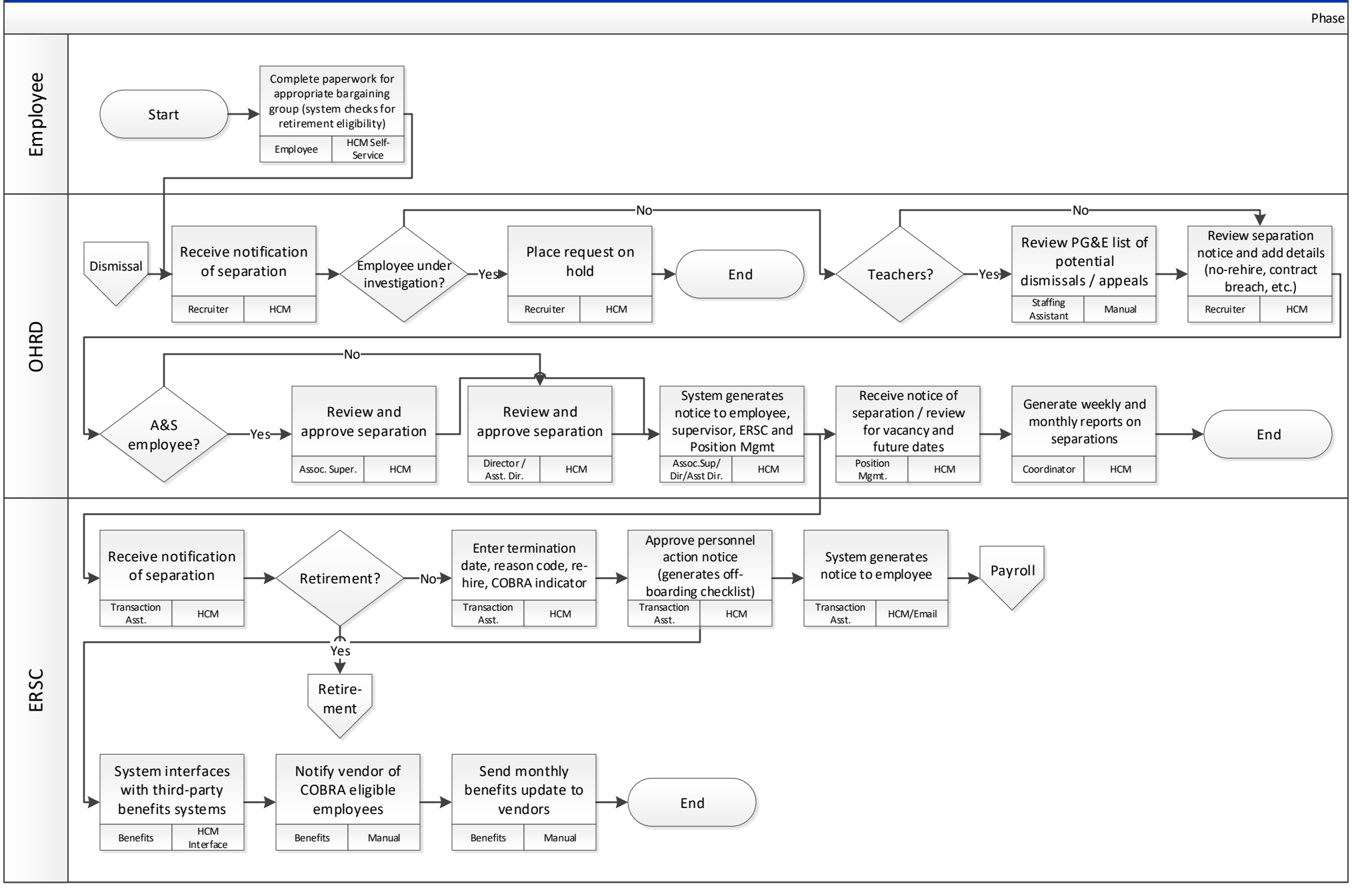


# Dismissals / MCPS-Initiated Separations

Future

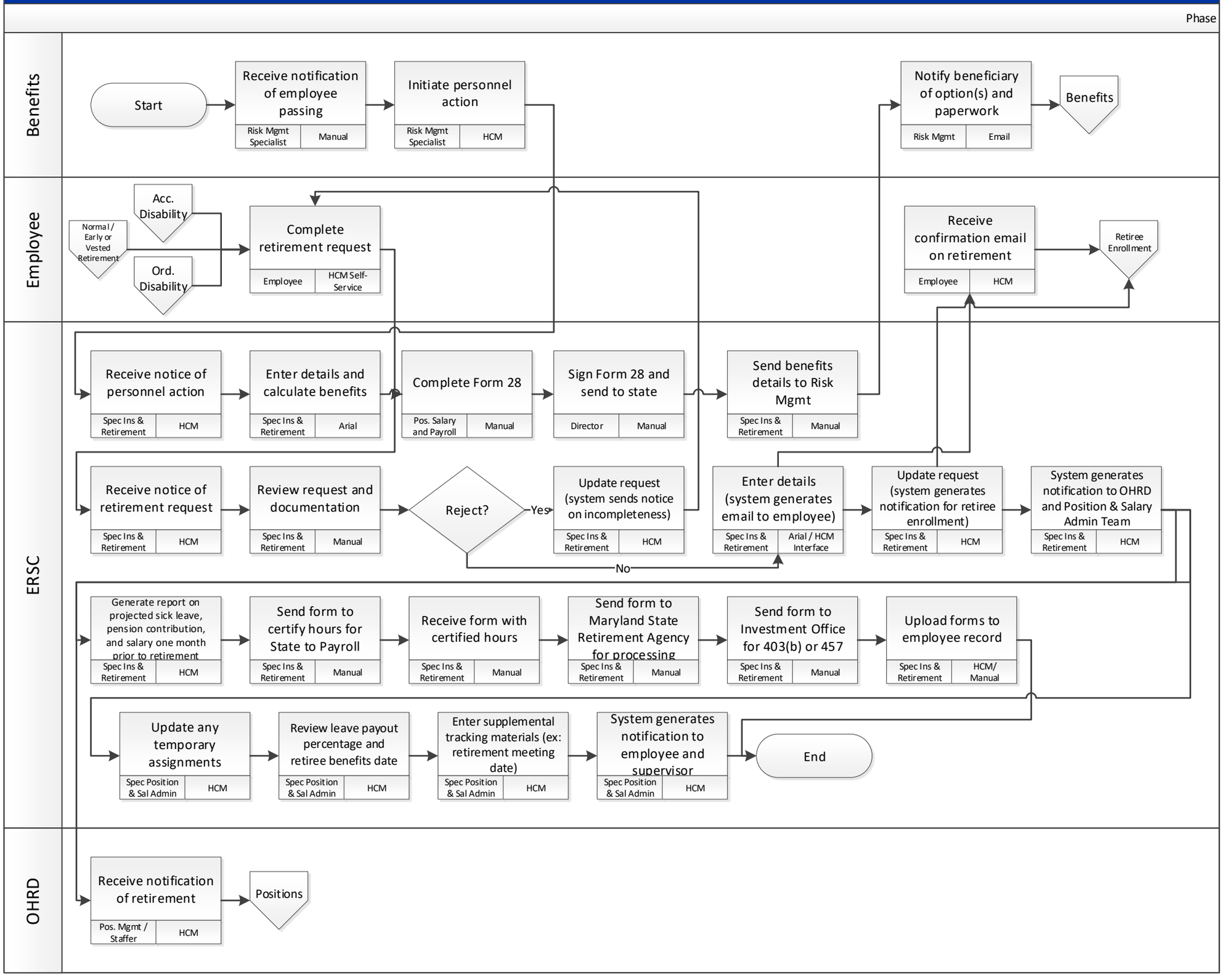


# Separation
Future



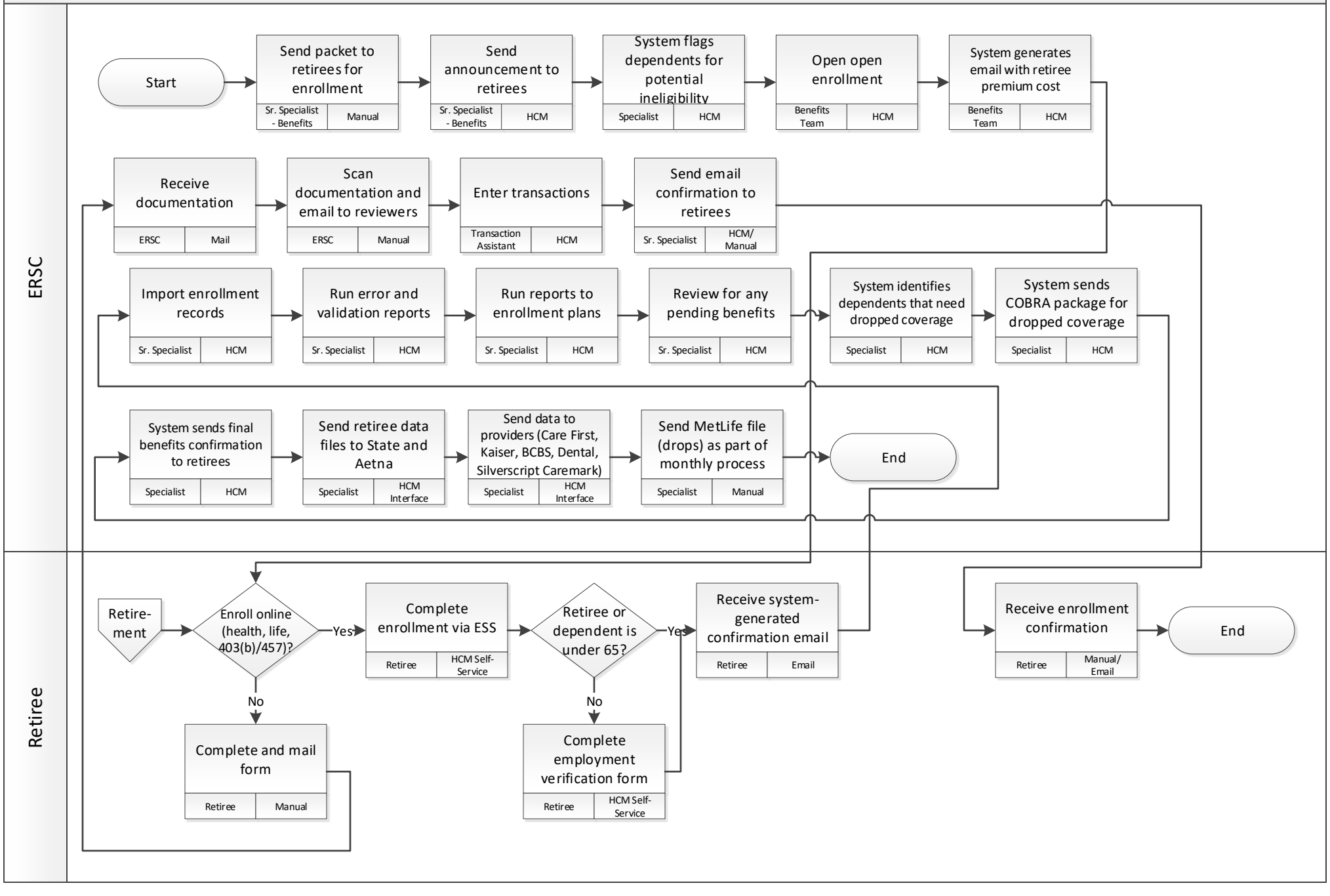
# Retirement

Future



# Retiree Enrollment
Future

Phase



# Open Enrollment
# Future

Phase

## ERSC

Start

**Complete rate adjustments** — Director | Manual

**Receive rate file from Aon** — Director | CSV

**Create columns for groups receiving 1-2% "discount"** — Director | CSV

**Update rate table** — Sr. Specialist – Tech. | HCM

**System flags employees for potential eligibility per ACA and MCPS rules** — Sr. Specialist - Benefits | HCM

**Review for eligibility** — Sr. Specialist - Benefits | Manual

**Update employees who are eligible** — Sr. Specialist - Benefits | HCM

**Send announcement to active employees** — Sr. Specialist - Benefits | HCM

**System flags dependents for potential ineligibility (age off, death, etc.)** — Specialist | HCM

**Open open enrollment** — Benefits Team | HCM

**System generates email with employees premium cost** — Benefits Team | HCM

**Receive documentation** — ERSC | Mail

**Scan documentation and email to reviewers** — ERSC | Manual

**Need dependent information?**
- Yes → **Send notification to employee to provide** — ERSC | Email
- No → **Enter transactions** — Transaction Assistant | HCM

**Send email confirmation to employees** — Sr. Specialist | HCM

**Receive notification of supporting documentation** — Sr. Specialist | HCM

**Approve?**
- No → **Reject (system generates notification to employee of issue)** — Sr. Sepcialist | HCM
- Yes → **Import open enrollment records** — Sr. Specialist | HCM

**Run error and validation reports** — Sr. Specialist | HCM

**Run reports to enrollment plans** — Sr. Specialist | HCM

**Review for any pending benefits** — Sr. Specialist | HCM

**System identifies employees and dependents that need dropped coverage** — Specialist | HCM

**System sends COBRA package for dropped coverage** — Specialist | HCM

**System sends final benefits confirmation to employees** — Specialist | HCM

**Send retiree data files to State and Aetna** — Specialist | HCM Interface

**Send data to providers (Care First, Kaiser, BCBS, Dental)** — Specialist | HCM Interface

**Send FSA file** — Sr. Specialist | Manual

**Send MetLife file (drops) as part of monthly process** — Specialist | Manual

End

## Employee

**Enroll online?**
- Yes → **Complete enrollment via ESS** — Employee | HCM Self-Service
- No → **Complete and mail form** — Employee | Manual

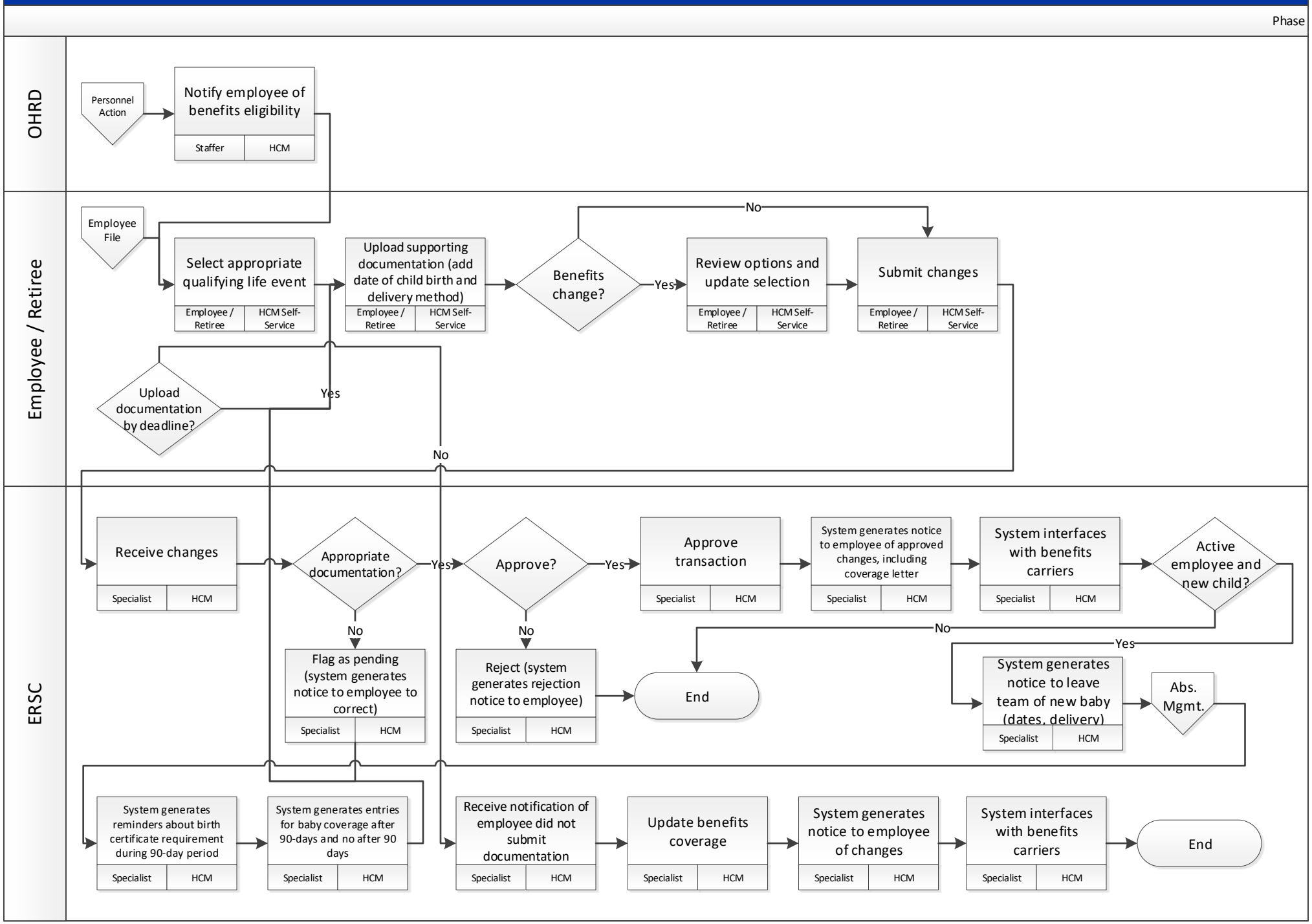
**Adding dependents?**
- Yes → **Upload supporting documentation** — Employee | HCM Self-Service
- No → **Enrollment via ESS?**
  - Yes → **Receive system-generated confirmation email** — Employee | Email

**Receive enrollment confirmation** — Employee | HCM

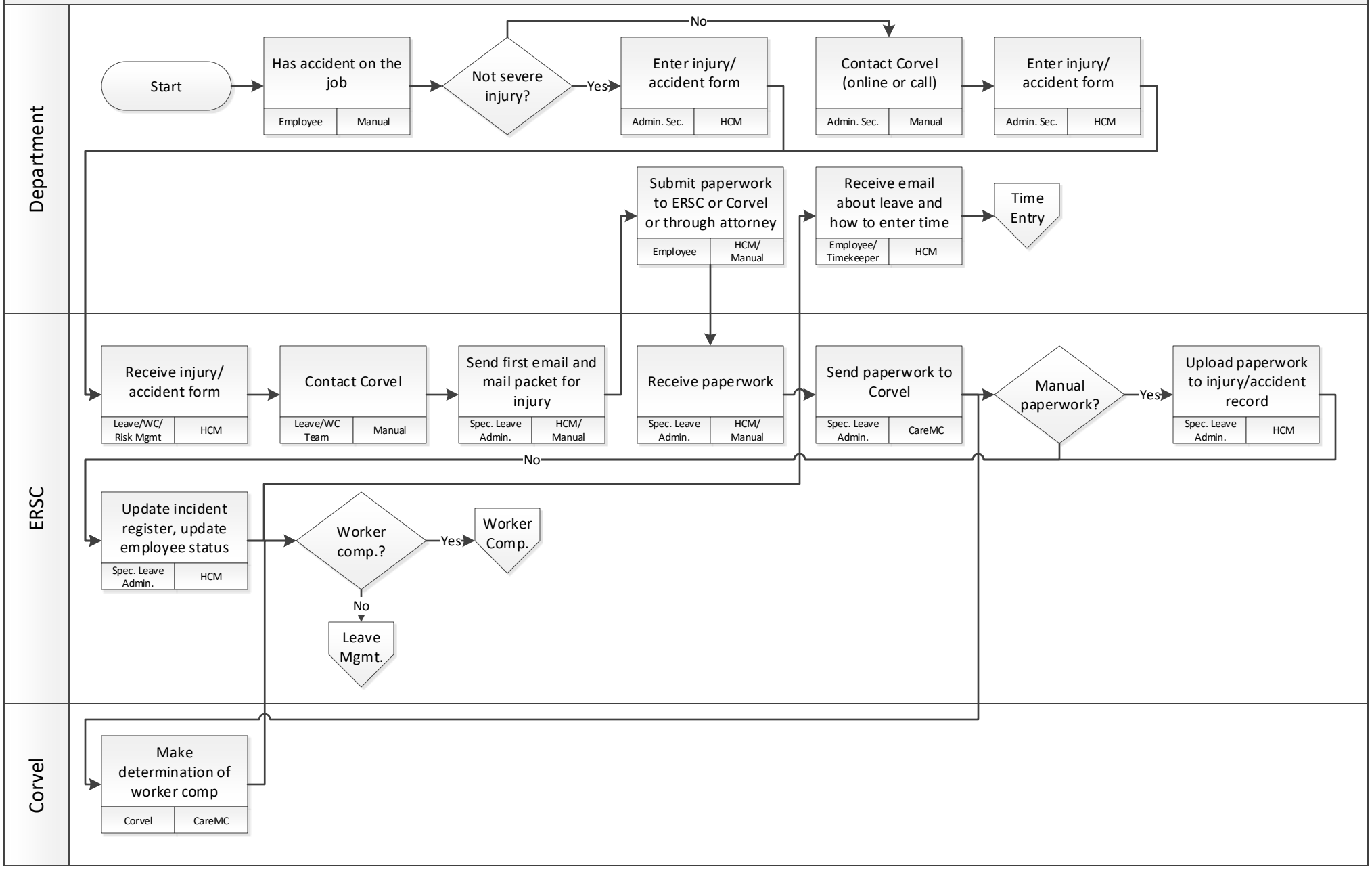
End

No

# Qualifying Life Event
Future

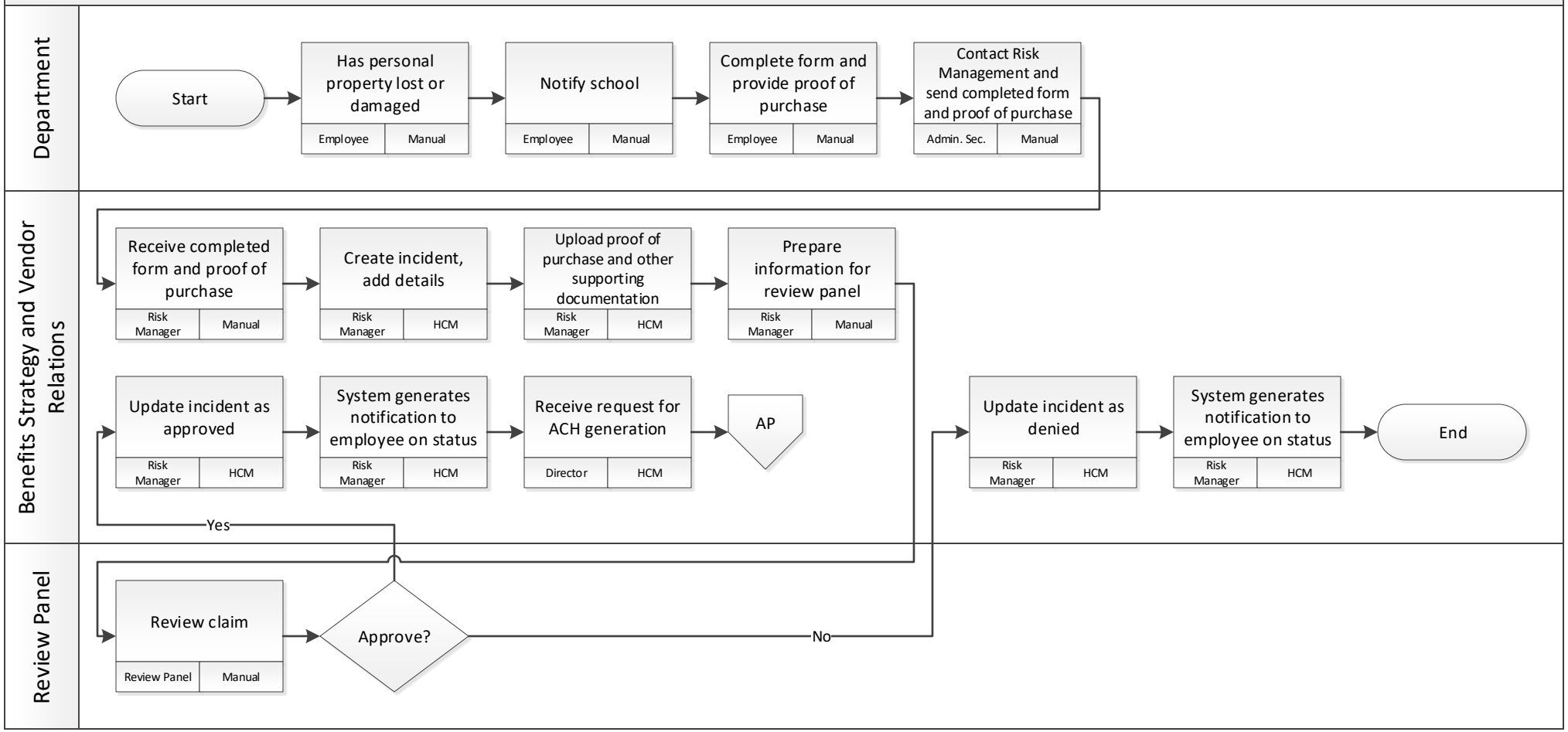


# Injury
Future



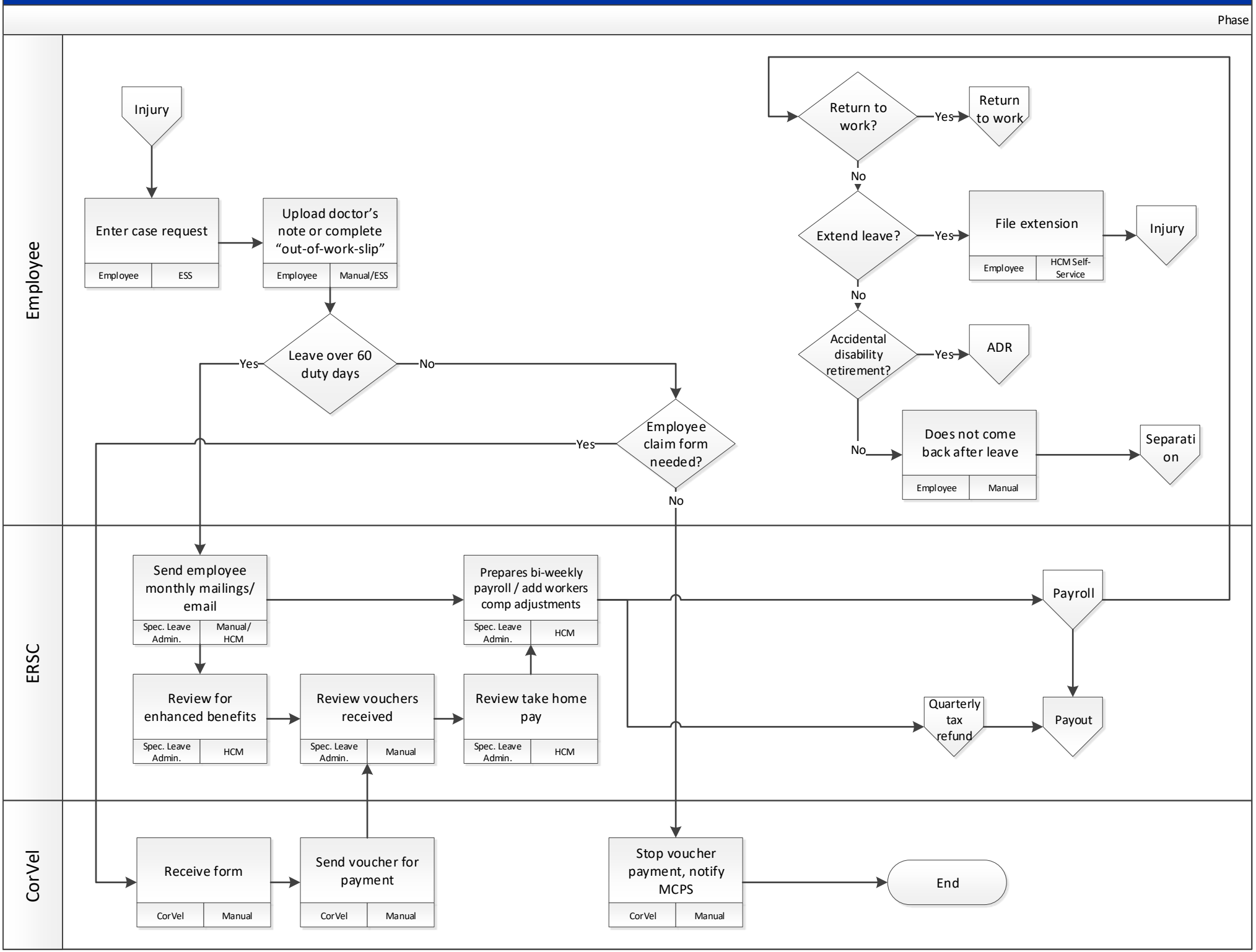
# Small Personal Property Claims

Future



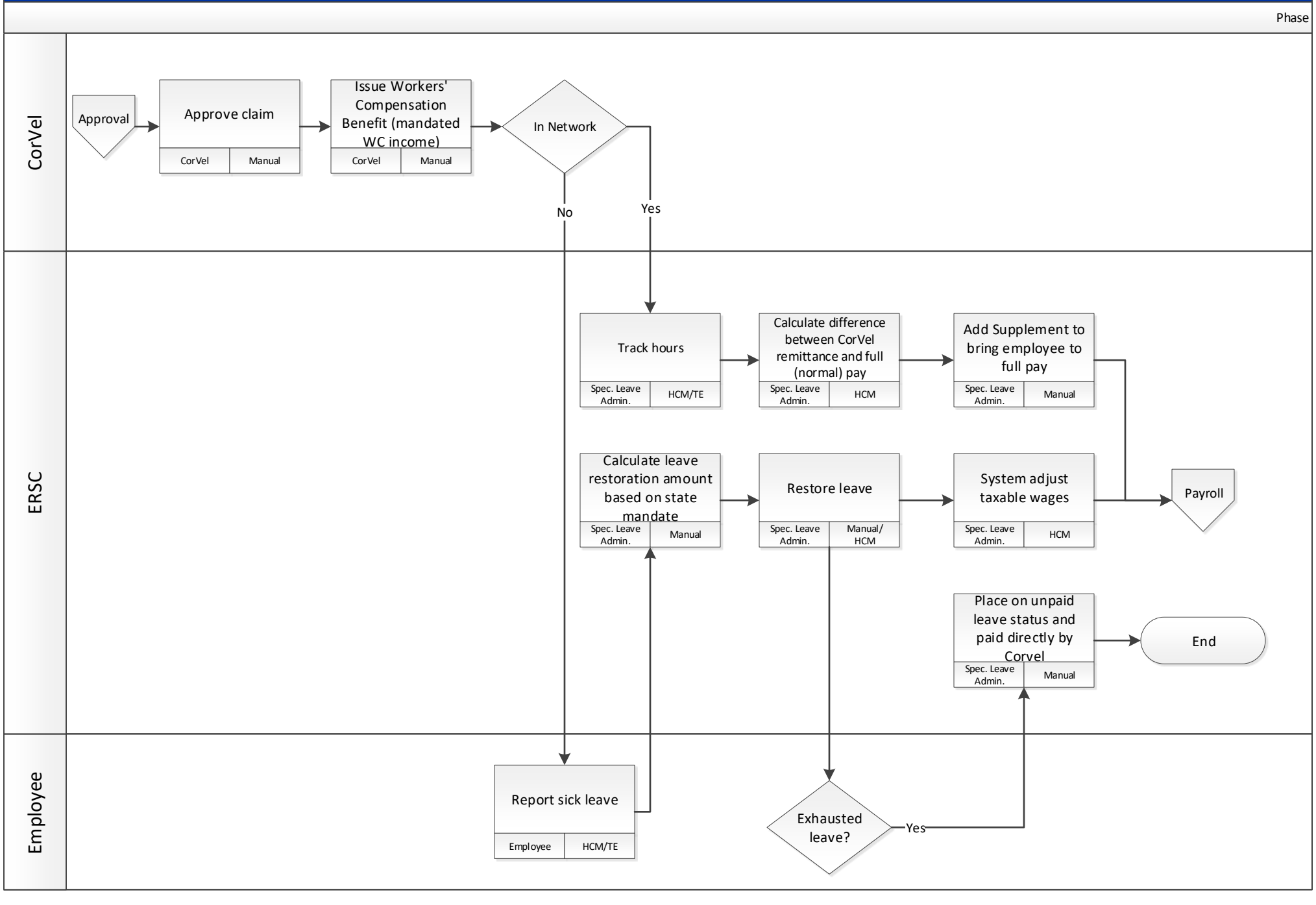
# Workers' Compensation (Claim Approval)

Future



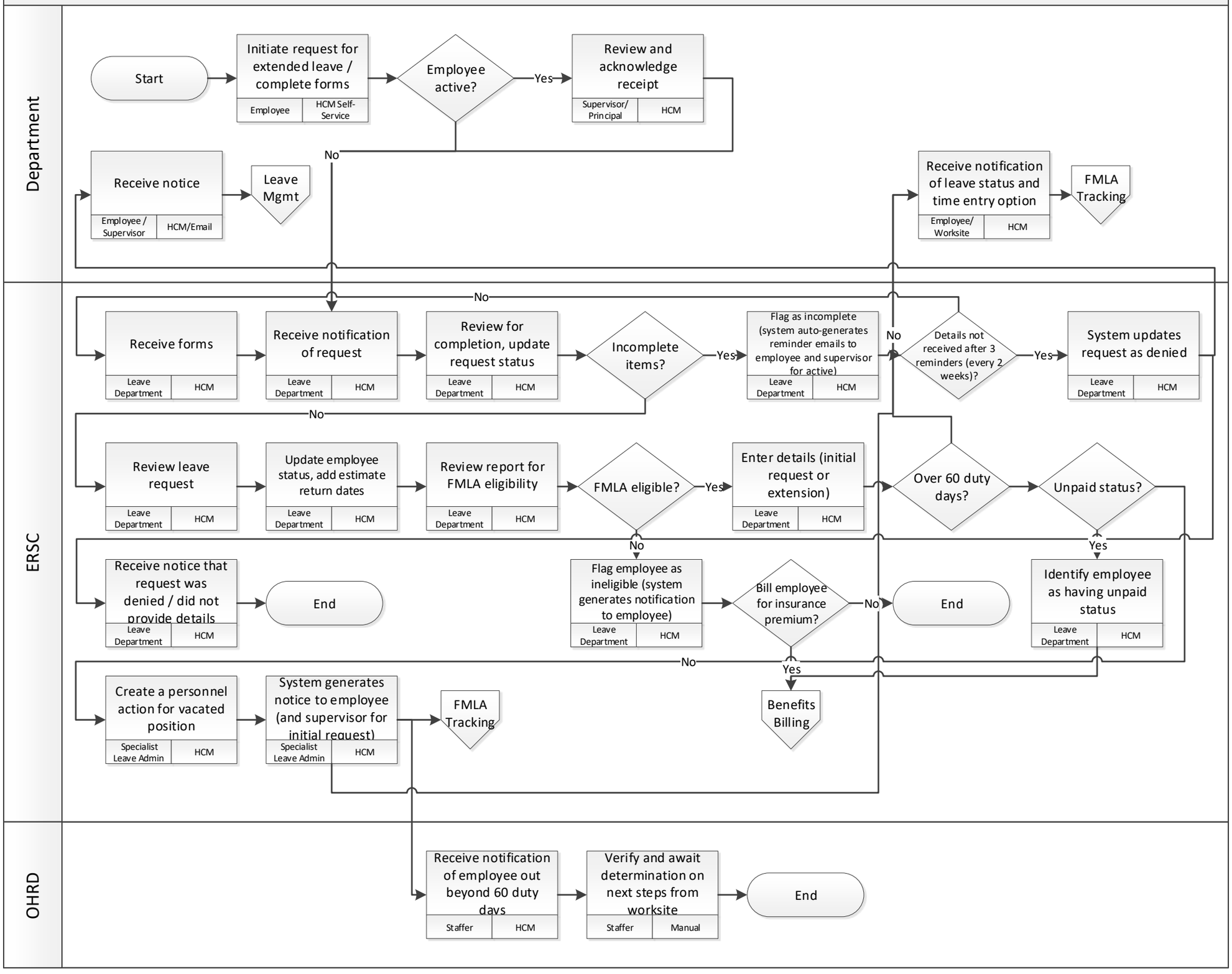
# Workers' Compensation (Payout Process)

Future

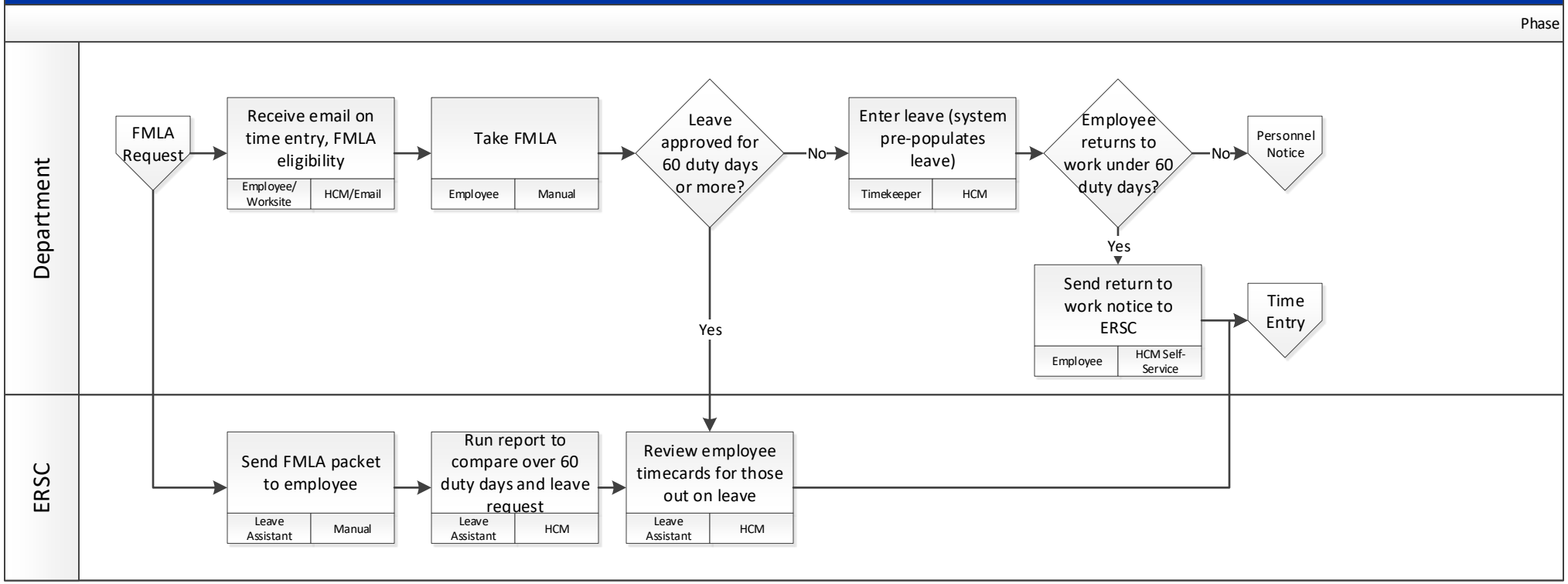


# FMLA and non-FMLA Request

Future



FMLA and Long-Term Leave Tracking
Future



# Return to Work
Future

Phase

## OEELR

Start → Complete form on behalf of employee (Legal | HCM Self-Service)

## Legal

LT Leave → Complete form on behalf of employee (Legal | HCM Self-Service)

## Employee

Start → Submit return to work notice (Employee | HCM)

Worker Comp. / LT Leave → Complete form for appropriate employee group (Employee | HCM Self-Service)

Receive notification of updated status (Employee/ Supervisor | Email) → Time Entry

Benefits Enroll.

## ERSC

Receive notification of return to work (Spec. Leave Admin. | HCM) → Employee does not have job restrictions?

Yes → Fewer than 60 duty days?

Yes → Process return to work (Spec. Leave Admin. | HCM) → System generates notice to employee, supervisor, location Dropbox, DPGS Evaluation (Spec. Leave Admin. | HCM) → End

No → Update employee status as priority placement (Spec. Leave Admin. | HCM) → System generates notice to Staffing Coordinator (Spec. Leave Admin | HCM) → Priority Placement

Yes → Review transaction / update employee status (Sal. Admin. & Trans. | HCM) → Review for any step increases (Sal. Admin. & Trans. | Manual/ HCM) → Process transaction (Sal. Admin. & Trans. | HCM) → Need to re-enroll in benefits?

No → End

Yes → System generates notice to employee (Benefits | HCM) → End

## OHRD / DOT

Receive notification of return to work with restrictions (Coordinator/ Specialist | HCM) → Discuss with Compliance or School as needed (Coordinator/ Specialist | HCM) → Add effective dates, if any (Coordinator/ Specialist | HCM) → Review to see if job is available, any LT substitutes or higher-level assignments (Position Mgmt. | HCM) → Job available?

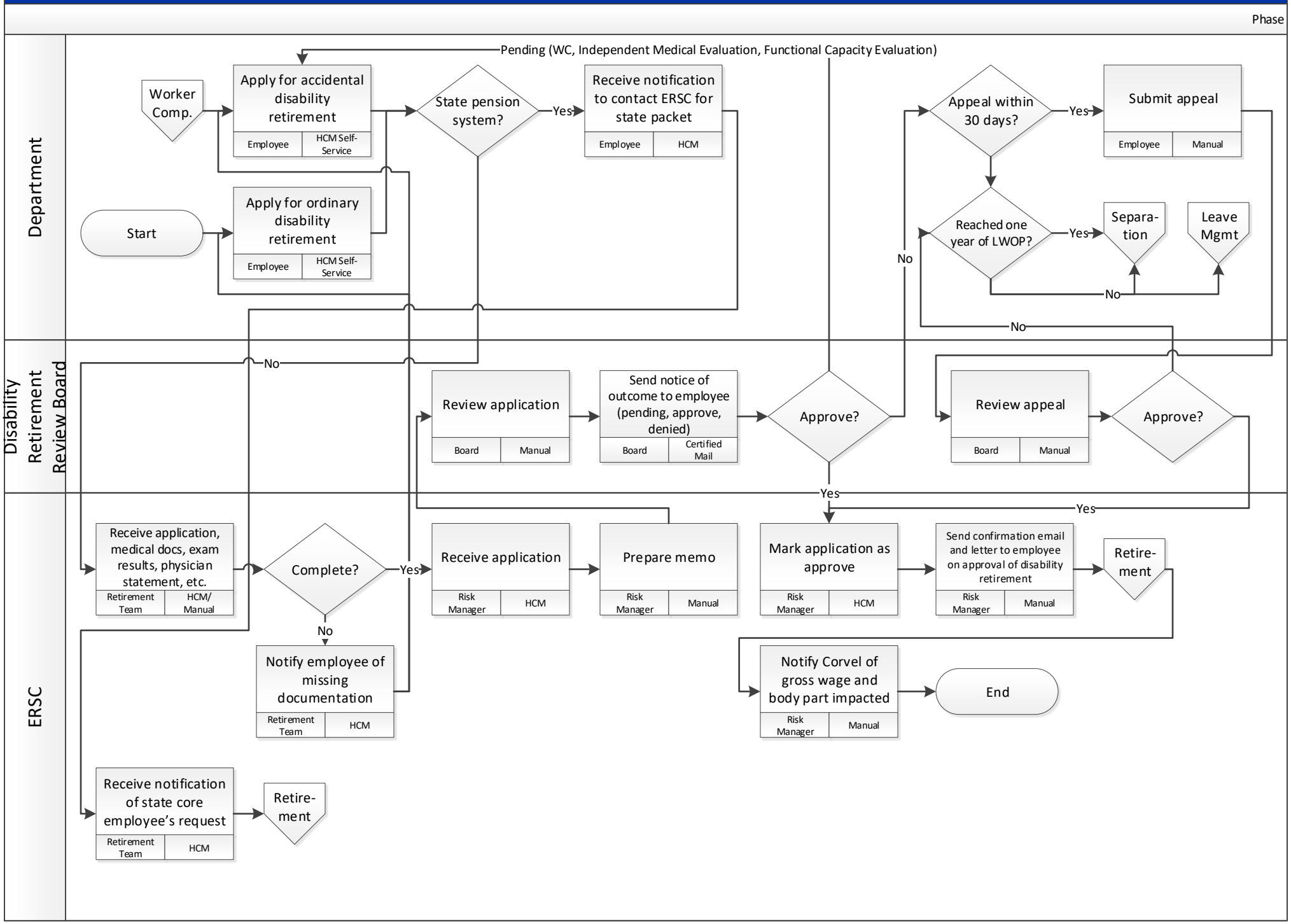
Yes → Approve and initiate transactions for LT substitutes or higher-level assignments as needed (Position Mgmt. | HCM) → Notify work site of person returning (Coordinator/ Specialist | HCM)

No → Priority Placement

Update transaction with job opened (Coordinator/ Specialist | HCM)

Department of Transportation (DOT) has its own HR staff whose process will be the same as OHRD. Return to work requests from DOT employees will go to DOT's HR.

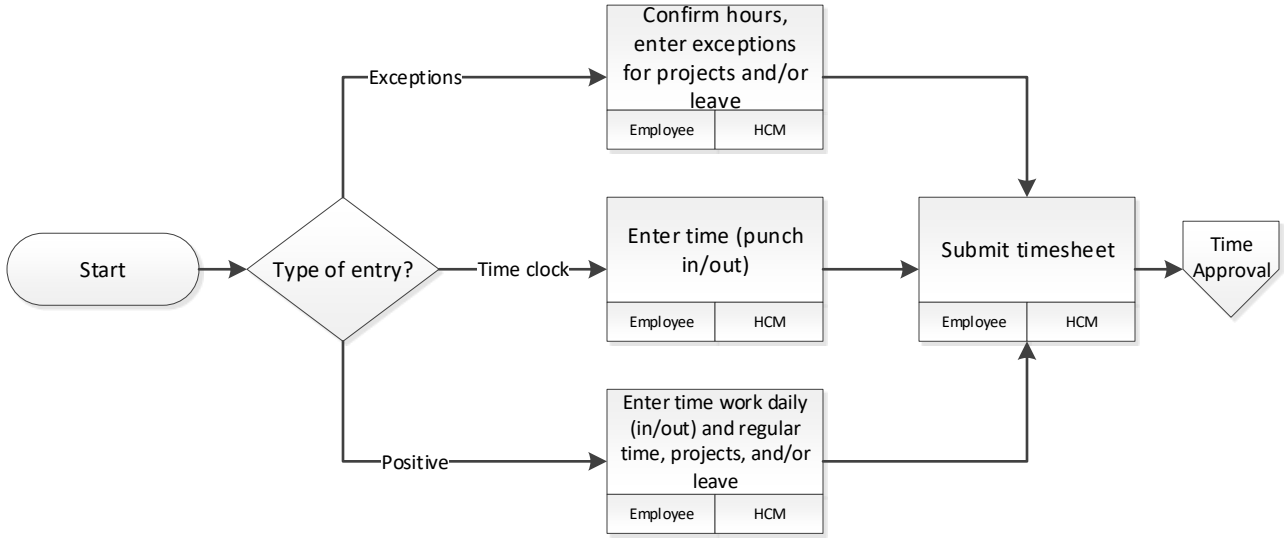
# Ordinary/Accidental Disability Retirement
Future



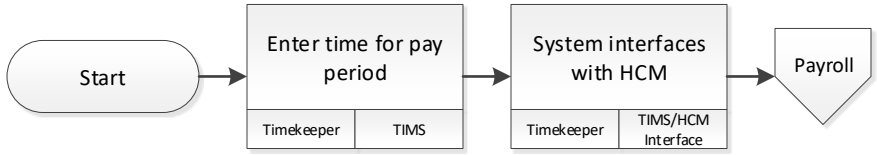
# Time Entry
Future

Phase

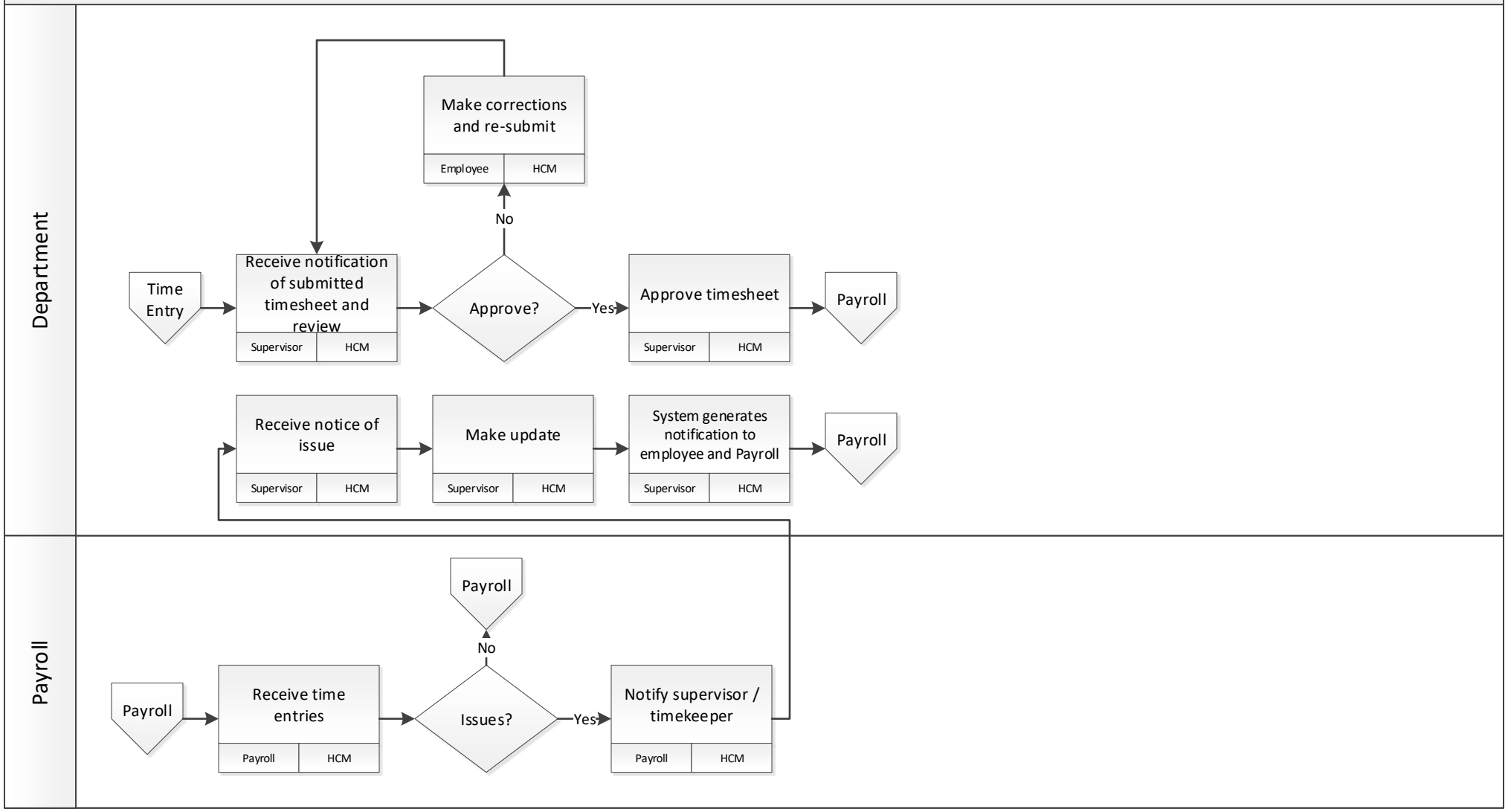
## Department



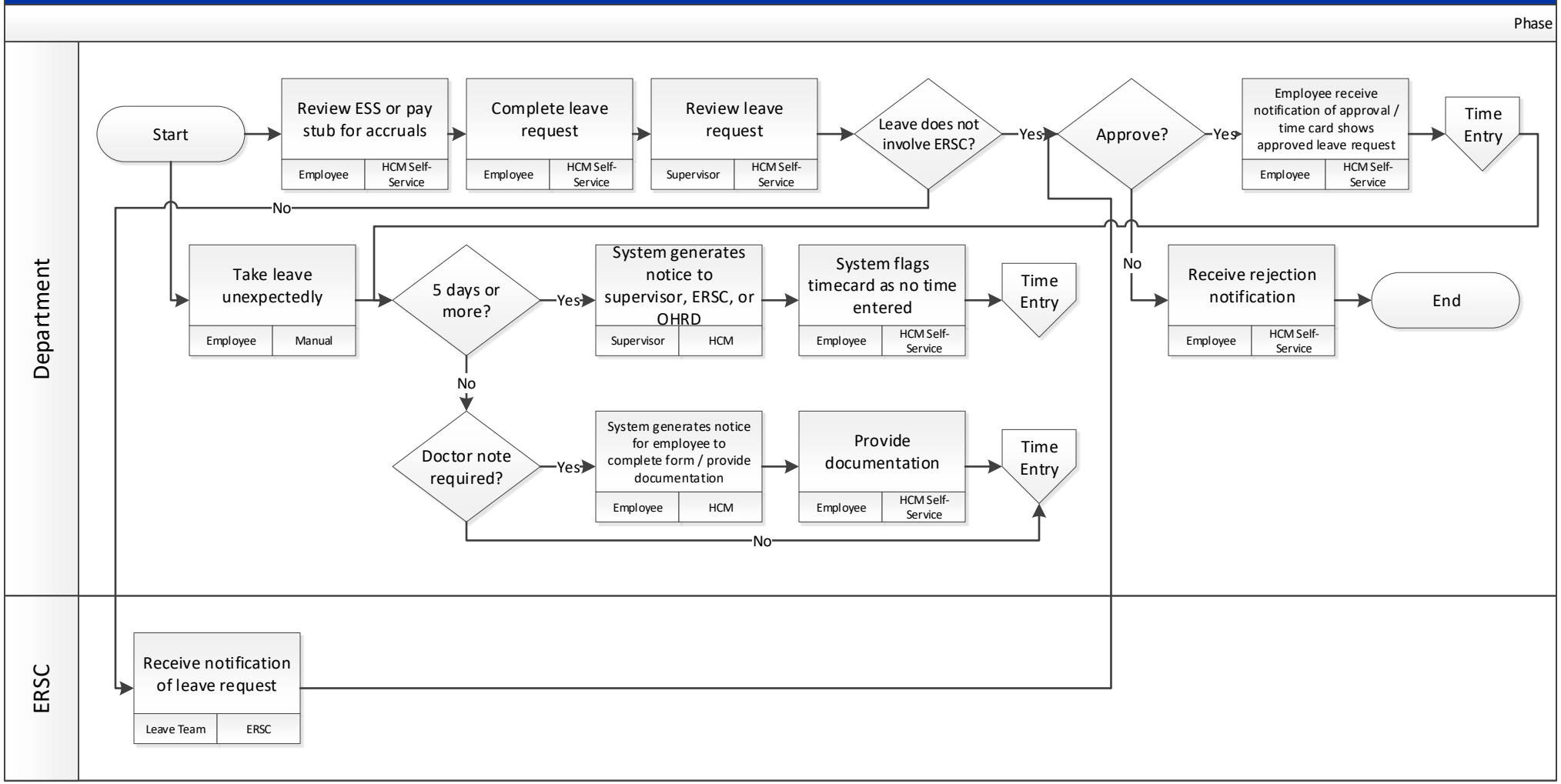

## Transportation



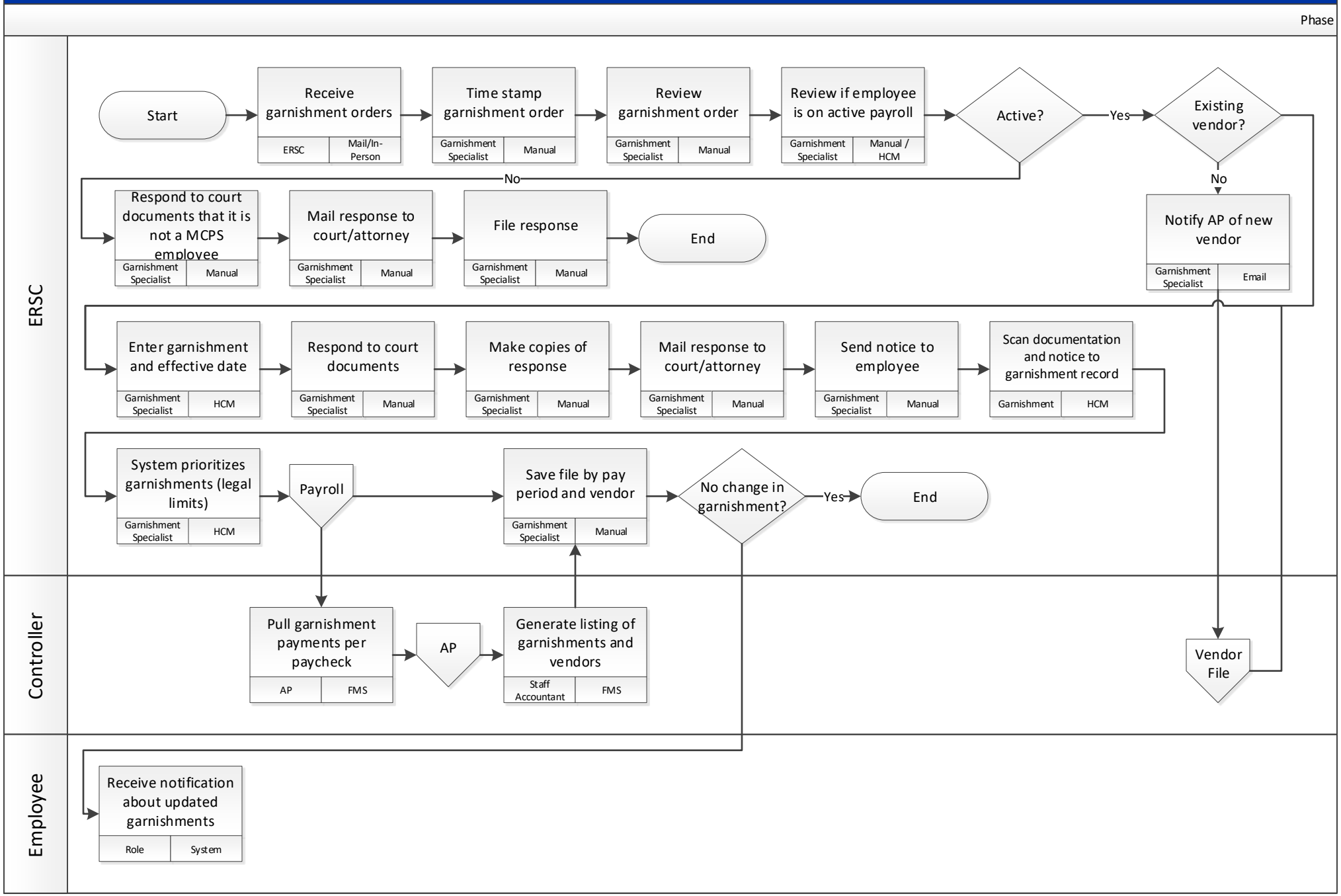
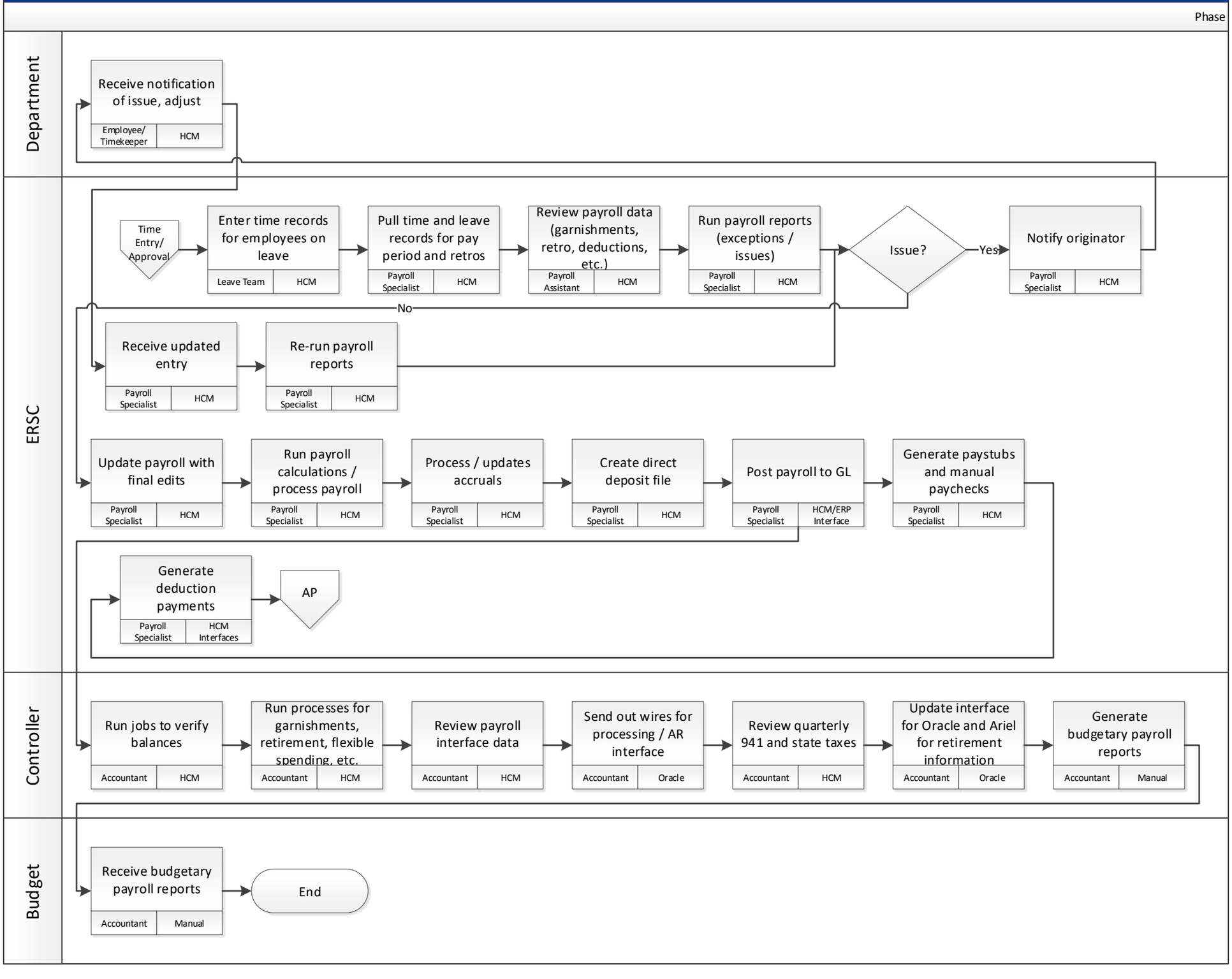
# Time Approval
Future



# Leave Entry
Future



Garnishments
Future



# Payroll Processing
Future