How to set up proper termination approval processes in an organization for ensuring that terminations are conducted legally, fairly, and in accordance with company policies. These approvals protect both the organization and its employees while promoting transparency, consistency, and ethical behavior in the workplace.

Sai Raj Kondogi Shiridi
Oracle Certified HCM Cloud Architect & Implementation Specialist
Individual Contributor
Austin, TX, USA.

Abstract:
This comprises of a comprehensive analysis on Termination approval workflow, primarily focusing on 11 distinct Rulesets that define the parameters for approving termination requests. These Rulesets include HRAdminRule, HRandMGRRule, MGRRuleVoluntary, MGRRuleInVoluntary, HRSSRule, HRSSandMGRRule, HRBPRule, HRBPandMGRRule, HRBPDirectRule, HRBPDirectandMGRRule, and HRUKRule. This paper talka about the 8 out of the 11 Rulesets redundantly shared the same approval flow, resulting in inefficiencies. To optimize this workflow, a proposed solution is devised, involving two primary actions, by combining two applications flows into 1 and remove 4 application flows.
Keywords: *Termination Approval Flow, Rules, Inefficiencies*

I.   Introduction

The efficient management of employee termination processes is crucial for organizations to ensure compliance, reduce administrative overhead, and enhance operational effectiveness. This paper presents a comprehensive review of the termination approval workflow for eleven distinct rulesets and proposes a streamlined solution to optimize this critical aspect of HR operations. In this analysis, we will delve into the Oracle Fusion Cloud existing rulesets, their approval criteria, and their associated technicalities. The primary goal is to identify opportunities for improvement, eliminate redundancy, and simplify the approval process, all while maintaining compliance with organizational requirements and ensuring the proper handling of employee terminations. By enhancing the termination approval workflow, organizations can achieve greater efficiency, reduce the potential for errors, and ensure that the appropriate individuals that are involved in the decision-making process. This proposal seeks to align the termination approval process with best practices, ultimately facilitating smoother transitions for departing employees and supporting HR teams in their mission to uphold workforce management standards. The termination approval workflow for 11 rulesets has been reviewed, and a proposal for a streamlined solution is presented below.

II.   Analysis:

This paper is focused on evaluating the existing termination approval workflow, which consists of eleven distinct rulesets. The purpose of this analysis is to identify areas of redundancy, assess the approval criteria for each ruleset, and propose an optimized solution that simplifies and streamlines the process while maintaining compliance with organizational requirements. Ruleset Overview, Redundancy Identification, Specific Approval Criteria, Termination Type Differentiation, Business Unit Consideration, Optimization Opportunity, Compliance and Efficiency

There are a total of 11 rulesets for termination:

1. HRAdminRule
2. HRandMGRRule
3. MGRRuleVoluntary
4. MGRRuleInVoluntary

5. HRSSRule
6. HRSSandMGRRule
7. HRBPRule
8. HRBPandMGRRule
9. HRBPDirectRule
10. HRBPDirectandMGRRule
11. HRUKRule

III.   Solution Proposal

Out of these 11 rulesets, 8 rulesets share the same approval flow and are configured twice, resulting in redundancy.
To optimize the workflow, the following changes are proposed:

Termination Approval Rule Name:
Ruleset 1-11 Solutioning

1. **HRAdminRule**
   - Requestor should have the appropriate role for HR Admin approval.
   - The employee should not belong to the "BU."
   - Approval will be triggered to Level 1 HR representative.

2. **HRandMGRRule**
   - Requestor should have the appropriate roles for HR Admin and Manager approval.
   - The employee should not belong to the "BU."
   - Approval will be triggered to Level 1 HR representative.

3. **MGRRuleVoluntary**
   - Requestor should have the appropriate role for Manager approval.
   - Requestor should not have roles for shared services, HR admin, HRBP, or HRBP direct approval.
   - Termination Type is voluntary.
   - The employee should not belong to the "BU."
   - Auto Approval.
   - FYI will be triggered to Region HR representative.

4. **MGRRuleInVoluntary**
   - Requestor should have the appropriate role for Manager approval.
   - Requestor should not have roles for shared services, HR admin, HRBP, or HRBP direct approval.
   - Termination Type is not voluntary.
   - The employee should not belong to the "BU."
   - Approval will be triggered to Region HR representative.

5. **HRSSRule**
   - Requestor should have the appropriate role for HR Shared Services approval.
   - Requestor should not have the role for Manager approval.
   - The employee should not belong to the "BU."
   - Approval will be triggered to Level 1 HR representative.

6. **HRSSandMGRRule**
   - Requestor should have the appropriate roles for HR Shared Services and Manager approval.
   - The employee should not belong to the "BU."
   - Approval will be triggered to Level 1 HR representative.

7. **HRBPRule**
   - Requestor should have the appropriate role for HRBP approval.
   - Requestor should not have the role for Manager approval.
   - The employee should not belong to the "BU."
   - Approval will be triggered by Line Manager and CEO representative.

8. **HRBPandMGRRule**
   - Requestor should have the appropriate roles for HRBP and Manager approval.
   - The employee should not belong to the "BU."
   - Approval will be triggered by Line Manager and CEO representative.

9. **HRBPDirectRule**
   - Requestor should have the appropriate role for HRBP Direct approval.
   - Requestor should not have the role for Manager approval.
   - The employee should not belong to the "BU."
   - Auto Approval.

10. **HRBPDirectandMGRRule**
   - Requestor should have the appropriate roles for HRBP Direct and Manager approval.
   - The employee should not belong to the "BU."
   - Auto Approval.

11. **HRUKRule**
   - The employee should belong to the "BU."
   - Auto Approval.

Advantages of the above proposal:
Reduction in Redundancy: The proposed solution eliminates redundancy in the approval workflow by consolidating similar approval flows. This simplification reduces the chances of errors, streamlines the process, and makes it easier to manage.
Enhanced Efficiency: By combining redundant approval flows, the proposal significantly improves workflow efficiency. It reduces the time and effort required to process terminations, allowing HR teams to focus on more strategic tasks.
Improved Compliance: The proposal ensures that the termination approval process remains compliant with organizational policies. It defines clear criteria for approval, reducing the risk of non-compliance with internal and external regulations.
Simplified Decision-Making: Streamlining the approval process makes it easier to understand and manage. HR staff can quickly determine the appropriate approval path, leading to faster decision-making and reduced bottlenecks.
Clearer Accountability: With a simplified workflow, it becomes clearer who is responsible for each approval step. This enhances accountability and transparency in the termination process.
Adaptability to Termination Types: The proposal differentiates between voluntary and involuntary terminations, ensuring that the approval process aligns with the specific circumstances of each case. This adaptability enhances fairness and consistency.
Auto-Approval Where Appropriate: The proposal introduces auto-approval for certain cases, reducing the need for manual intervention in straightforward termination scenarios. This feature speeds up the process and frees up HR resources for more complex cases.
Optimization of HR Resources: By reducing manual, repetitive tasks associated with approval, HR teams can allocate their resources more efficiently. This can lead to cost savings and improved resource allocation.
Minimized Risk of Errors: Simplified approval criteria and automated processes help minimize the risk of errors in the termination approval process, which can have legal and financial implications for the organization.
Consistency Across Departments: The standardized approval criteria and workflow ensure consistency in termination processes across different departments or teams within the organization. This consistency promotes fairness and equity.
Enhanced Employee Experience: A streamlined approval process means quicker resolutions for departing employees, which can contribute to a more positive employee experience during a challenging time.
Facilitation of Reporting and Analytics: The streamlined process makes it easier to collect data and generate reports on termination approvals. This data can be valuable for analyzing HR trends and making data-driven decisions.
In summary, the proposed optimization of the termination approval workflow brings numerous advantages, including efficiency improvements, compliance assurance, clarity in decision-making, and enhanced HR resource allocation. These advantages collectively contribute to a more effective and streamlined HR process, ultimately benefiting both the organization and its employees.

Feasibility considerations:

System Compatibility: Ensure that the existing HR and workflow management systems can accommodate the proposed changes without significant technical challenges or the need for extensive system upgrades.

Integration: Assess the feasibility of integrating the new workflow with existing HR and IT systems seamlessly.

IV.   Conclusion:

In conclusion, the proposed optimization of the termination approval workflow presents a strategic solution to address redundancies and streamline processes efficiently. By consolidating similar approval flows and eliminating unnecessary complexities, this proposal aims to enhance the organization's operational efficiency. It ensures compliance with organizational policies and relevant regulations while promoting clarity and accountability in decision-making. The differentiation between voluntary and involuntary terminations adds adaptability to the workflow, aligning it with various scenarios. The introduction of auto-approval for straightforward cases accelerates the process, allowing HR teams to allocate resources more effectively. The feasibility conditions considered encompass technical, financial, operational, and legal aspects, ensuring a well-rounded approach to implementation. Overall, this optimization effort offers the organization a pathway to a more efficient, transparent, and compliant termination approval process, benefiting both the organization and its employees.

Acknowledgments

References
Journal article
[1].   Sai Raj Kondogi Shiridi, How to set up proper termination approval processes in an organization

Book/Configuration Guide Oracle:
[2].   Oracle Corporation Version 23 C - Implementing Recruiting
[3].   Oracle Fusion Cloud Talent Management Implementing Recruiting F81728-03 Author: Viviane Filloles

Webpage
[4].   [1] https://docs.oracle.com/en/cloud/saas/talent-management/23c/faimh/create-a-prescreening-question.html#s20059756
[5].   [2] https://docs.oracle.com/en/cloud/saas/talent-management/23c/faimh/index.html#COPYRIGHT_0000