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FORMVERSE BUSINESS CASE SERIES

The Florey Institute Staff Variation Application

July 2019

FORMVERSE

Staff Variation Application

Summary: FORMVERSE Enterprise Automation Platform Application

The Florey Institute of Neuroscience and Mental Health is one of the largest and highly respected brain research centers in the world. Their research teams work on a range of serious diseases that include: stroke, epilepsy, Alzheimer's, Parkinson's and other motor neuron diseases, depression and addiction. For The Florey Institute, keeping employee records up to date and ensuring that supervisors can make these changes at any time, were the friction points that lead them to FORMVERSE Enterprise Automation Platform to create and automate their **Staff Variation Application**.

Components of the Application

The **Staff Variation Application** is a process, in which, a supervisor has the option to change any Florey Institute employee details for their direct reports. To initiate the application and process, supervisor's login to the **FORMVERSE WebApp** through any web browser, where the application automatically pickups and fills in the supervisor's email address. The email address filters what employees the supervisor has access to and ability to make any changes for.

In the "Employee Details" section, the supervisor utilizes a dropdown menu that is pulling data bidirectionally from the **FORMVERSE SQL Database**.

Again, the dropdown menu is configured to only show employees that report directly to the supervisor. When the supervisor selects an employee, all the text fields populate with the existing employee information that was queried from the records stored in the **FORMVERSE Database**.

EMPLOYEE DETAILS

Name:			
Employee No:		Job Title:	
Employment Status (Type):		(Basis):	
Theme:		Group/Lab:	
Weekly Working Pattern/Hours			
Classification & Full Time Salary:		Annual Salary:	
Standard Hours Per Week:		Fraction (FTE):	
Contract End Date:		Allowance:	
Costing Details - Team		Costing Details - Funding Source	

Proposed Variation

The proposed variation section is where the supervisor will change details regarding the selected employee. These changes include adjustments to: classifications, hours, contract extensions, a change in supervisor, job title, job cessation along with the effective date for when it will take place.

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All changes are represented in a different way as per The Florey Institute's specifications.

Examples:

- **Changes to Employee Salary Type**
  There are 4 customized options, each with a dropdown of different types of classification codes. Each code signifies their own type of salary corresponding to them.

- **Changes to the Employee Schedules**
  When a selection is made from a dropdown list that includes the following working days: 5, 4, 3, 2, 1, 0.5, 4.5, 3.5, 2.5 and 1.5. The FTE (Full Time Employment) field is then automatically calculated.

  Ex.: If the supervisor selects a **5**, signifying a five-day work week, the calculated FTE equals: **1** FTE. The other values, are fractions of a full-time employment work week, meaning, 4 days = 0.8 FTE, 3 days = 0.6 FTE, etc.

  The supervisor also has the option to adjust the number of hours the employees will be working each day.

- **Contract Changes**
  The ability to change when employee contracts end.

- **Team Costing Changes**
  For any cost changes within their research team(s). Supervisors can input where a funding source comes from and when it will be effective.

An additional section for **funding** is also provided for the supervisor, for any applicable cases:

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Approvals

After the supervisor submits their proposed changes, HR receives this request. They can approve, deny or request more changes. This is the first level of approval required to get the proposed changes permitted. In the image below, you can see the possible process steps that have been created for this **FORMVERSE Application**, using the **Application Template Editor**, where you can customize your Application's business process flow.
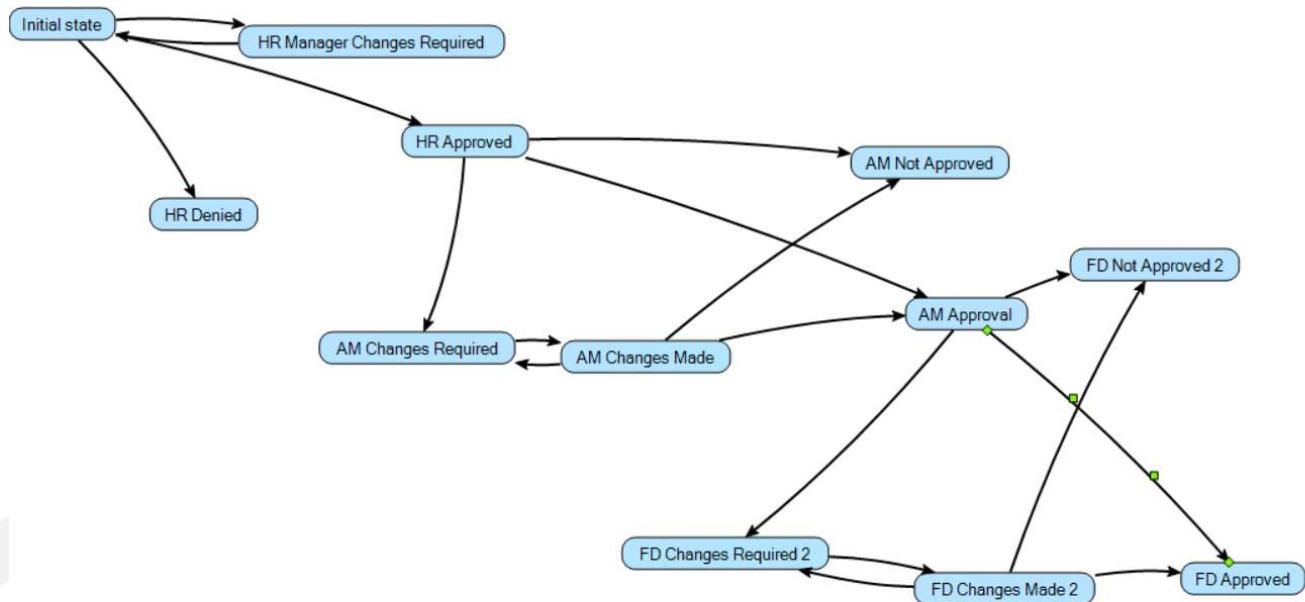
After HR makes an approval, the request will go to one (of four) Account Managers based on the Branch Code that the employee is assigned. Account Managers can further approve, deny or request changes.

After the Account Manager makes an approval, the request is automated to forward the request to the Finance Department, where they will approve, deny or request changes.

After the final level of approval, the application automatically notifies both the Senior HR admin and the supervisor that initiated the application. This will now allow them to make the approved changes in their talent acquisition and retention systems.

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The **FORMVERSE Enterprise Automation Platform**, gives customers the flexibility of a No-Code Application Development Platform, combined with the power of an Intelligent Process Automation solution. It gives every employee the ability to rapidly deploy configurable **FORMVERSE Applications** that are capable of automating even the most complicated business processes.

FORMVERSE Applications improve productivity by automating both high value strategic processes and eliminating time consuming repetitive tasks. Our platform makes both Attended and Unattended automations easy, freeing end users and adding value to your organization's bottom line. All with no developers needed!

FORMVERSE PASSPORT, bidirectionally integrates data between your company's **FORMVERSE Applications** and any of your existing Enterprise applications. Data can seamlessly travel to and from multiple disparate systems, centralizing end user's work, inside one easy-to-use interface and eliminating time-consuming manual data entry.

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