



## TRANSITION



**Increase agility by reducing time, cost and risk** of ongoing or event-based employee separations. Use best-practice process management, automation and reporting to align the organization with business objectives.

# TRANSITION

Report > Event Cost > Marketing Reorganization

Population Name: Product Directors Total Members: 6

Members	Projected			Approved		
	Severance	Vacation	Outplacement Cost	Severance	Vacation	Outplacement Cost
Balakrishnan, Shane	22,292.31	0.00	0.00	2,950.00	0.00	0.00
Monahan, Shawn M.	12,797.02	0.00	0.00	2,950.00	0.00	0.00
Orama, Shao Qing C.	46,461.54	0.00	0.00	2,950.00	0.00	0.00
Seidl, Shaun G.	31,125.00	0.00	0.00	2,950.00	0.00	0.00
SINGH, Shari J.	19,800.00	0.00	0.00	2,950.00	0.00	0.00
Tharp, Shannon M.	40,286.54	0.00	0.00	2,950.00	0.00	0.00
<b>Population Totals</b>	<b>172,762.41</b>	<b>0.00</b>	<b>0.00</b>	<b>17,700.00</b>	<b>0.00</b>	<b>0.00</b>

Transition Manager's clear reporting functions make all your information readily accessible and easy to understand. View all costs and calculations associated with employee separations.

https://demo43.transitionmgr.com/smp/event/notificationLetterPDF.asp

Information on response time matters in order to receive your PEP. If your employment status changes in any way during the notification period (e.g., you desire to leave the payroll before 10/7/2009), please notify your supervisor.

**Payment Summary and Calculation:**  
Your Post Employment Payment (PEP) calculation is based upon the following:  
(a) dividing your annual base rate of pay by 52; and then  
(b) multiplying the result by the multiplier shown below (number of weeks of severance based on your net credited service date through your scheduled off-payroll date).

Annual Base Rate of Pay divided by 52	\$ 128,800.00
Multiplier (based on net credited service date)	9 Weeks
Post Employment Payment - Gross Amount	\$ 22,292.31

Resources Available to You: **Outplacement and Financial Planning Services:** CompanyABC has retained the services of two highly recognized critical suppliers: CompanyXYZ and Company123. CompanyXYZ's professional career consultants provide a full spectrum of career services that will assist you in identifying job opportunities outside of CompanyABC. To register for outplacement services, please call 1-800-888-8888 no later than 11/6/2009. Company123 offers unbiased, comprehensive financial planning services from experienced financial planners familiar with CompanyABC's payment and the benefits you will be receiving as part of the SMP. To find out seminar dates and times or to enroll, please call Company123's enrollment line at 1-888-888-8888 before your off-payroll date.

Sincerely,  
  
Shu Hong Al-Enazi

Create and calculate separation packages within the program, ensuring that you have accurate and auditable information for each employee.

Companies undergo reorgs, restructuring and reductions in force (RIFs) in order to reduce cost or address strategic opportunity. However, these events are resource-intensive, complex, and fraught with risks that could jeopardize your company's ability to meet Wall Street commitments, cost reduction targets and other goals. Runaway administrative expenses and legal and regulatory risks can negate planned cost savings. Delays, errors and disgruntled employees can cause reputation damage and missed opportunity. The entire reorg process, from deciding which employees to retain or terminate, to communicating the news, to processing the separations is difficult to manage in a way that is consistent and that complies with business rules. If mistakes are made, your organization risks costly delays, key employee loss, legal challenges and financial damage.

Transition Manager provides a secure end-to-end solution for managing ongoing employee separations or those resulting from reorganization or restructuring events. The solution facilitates a consistent and auditable process, generates cost and compliance reports, and produces separation packages for voluntary or involuntary terminations. This allows you to mitigate risk, meet financial targets, and identify key employees for retention so your organization can more quickly and effectively pursue strategic initiatives.



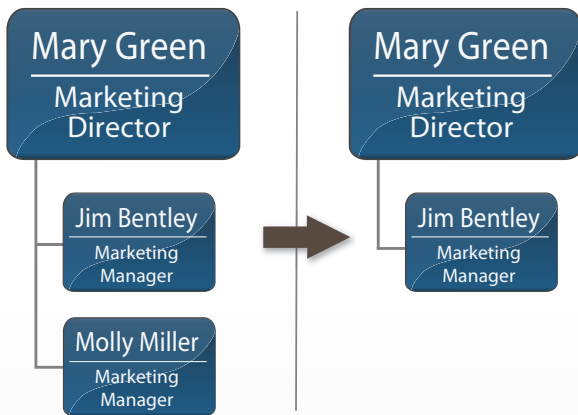
*"With Transition Manager, our organization achieved target staff reductions quickly, efficiently and with full compliance."*

**Tiffany Schildge**  
Manager, Talent Services  
American Airlines

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## Why You Need Transition

- You will provide a secure, business-compliant solution for managing employee separations or those resulting from reorgs, Reductions in Force (RIFs) and other restructuring events.
- You will identify key employees for retention, mitigate business risk and meet financial targets associated with employee separations.
- You will facilitate a consistent and auditable process, including cost and compliance reports and separation packages for voluntary or involuntary terminations.
- You will potentially save millions by avoiding costly delays, excessive administrative expenses, key employee loss, disgruntled employees, legal challenges and financial damage.
- You will increase your organization's agility, protect its reputation and quickly realign organizational structures with business objectives.



## Benefits

- **Define.** Set the parameters of a separation event, including goals, populations for consideration, and roles such as evaluator and approver. Once the event is defined, Transition Manager records all actions and decisions associated with that event for tracking and future audits.
- **Evaluate.** Establish decision criteria to be used in retention or termination decisions. Evaluate candidates for separation based on these agreed-upon criteria in order to provide the basis for fair, fact-based decision making.
- **Decide.** Make retention and separation decisions by collaborating with relevant stakeholders. Transition Manager's security rules allow you to distribute evaluation and decision-making directly to managers who have first-hand employee knowledge.
- **Report.** Gain transparency into event progress as well as the impact of proposed actions on costs, protected classes and diversity.
- **Comply.** Ensure compliance with diverse internal business rules and external regulations. Transition Manager encodes union, contract and employment terms to ensure that the correct rules are applied to each effected individual. The system also allows planners to monitor the event's compliance with WARN, OWBPA and SOX-404 and other external regulatory requirements.
- **Communicate.** Clearly and accurately communicate options and decisions to effected employees. For voluntary severance programs, employees can access personalized portals to understand their options and accept or decline offers. In involuntary programs, evaluators and decision-makers can securely communicate within the system without the risks inherent in traditional email or spreadsheet communications.
- **Separate.** Once decisions are finalized, Transition Manager generates separation packages customized with individual employees' information and severance calculations. In the event that dates or terms change at the last minute, packages are instantly recalculated without the administrative overhead or errors that manual processes create.
- **Update.** Inform the entire HR systems' infrastructure of separation decisions. Begin outplacement, stop payroll payments and terminate system access automatically.

Visit [www.HumanConcepts.com](http://www.HumanConcepts.com)  
or call Toll Free 1.888.821.1261

## About HumanConcepts:

HumanConcepts is the global leader in on-demand workforce decision support solutions. The world's largest organizations use HumanConcepts to better understand their workforces and manage change using information-rich org charts, user-configurable workforce metrics, and advanced collaborative modeling tools. HumanConcepts also provides solutions for managing and processing workforce transitions. HumanConcepts' solutions integrate seamlessly with Oracle, SAP, and other leading HCM HR systems.

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