Williamson County

Transition Committee Update

Transition Committee Goal

Goal: Continuously improve Williamson County's employee (on/off)-boarding processes.

Solution: Combination of Laserfiche and ServiceNow platforms offer an on/off-boarding management system to ensure availability, standardization and consistency during the employment lifecycle.

3 Phases

Phases:

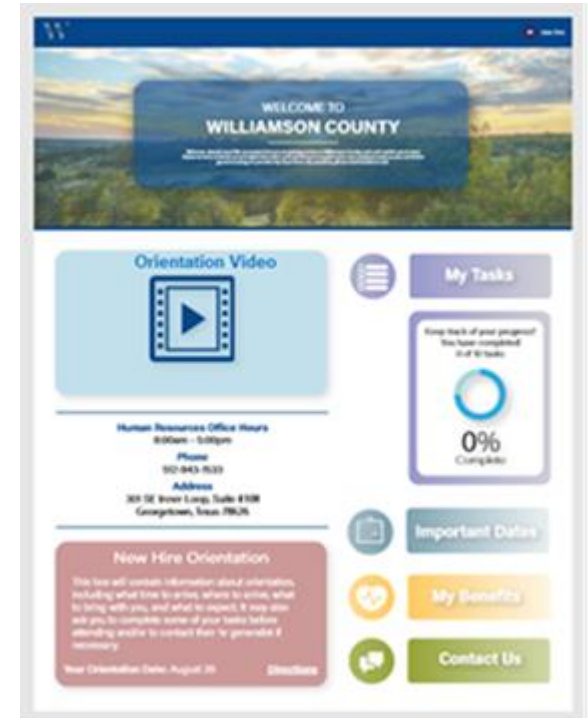| Phase	Desc.	Date
1	Centralized employee assets management	9/30/2018
2	Transparent on/off-boarding	11/01/18
3	Departmental on/off-boarding tasks and employee assets management	Continuous

WILLIAMSON
COUNTY
1848

Phase 1- Employee Assets

> Allows pre-employment and asset requests
> Tracks assets provided to non-employees (volunteers, outside agencies)
> Documents departments' and employees' accountability for assigned county assets

Phase 2: On/Off-boarding

➢ Transparent view to an employee's progress through the on-boarding process.

➢ Home and mobile device access to new hire portal.

➢ Provides, creates and routes all new-hire documents to internal HR employee files.

➢ Electronic signatures

➢ Real-time on-boarding status

Phase 3: Continuous Enhancements

- Asset bundles based on roles

- Departmental specific on-boarding tasks

- Unique assets per job functions (Tools, Camera)

- Detailed breakdown of access to modules within a software application

- Departmental work order systems

Questions