

**August 2001
HRIS Follow-up Task Report**

Return completed document to Judy.Thai@ucop.edu by August 30, 2001

ITEM #: 21	Maintain a library of form letters and track computer generated correspondence.
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Team #: 4	Reported by: Mary Anne Keenan, UCDHS
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<p>Definition Statement: (1-9, 31-2) Based on user-defined criteria, specific events or transactions in PPS or a bolt-on system would generate form letters to applicants, employees or former employees. The form letters should be produced in a format that allows individual locations to customize letters based on an individual basis. It would also be necessary to have the ability to print the letters on campus letterhead.</p> <p>Examples of forms letters for library include:</p> <ul style="list-style-type: none"> • Referral of applicant for vacancy • Results of employment interview • Hire letter • Confirmation of transfer/promotion • Reclassification notification • Leave of absence benefits continuation • Licensure/certification expiration • COBRA rights on separation
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Re-engineering Required? Y/N: No

Size/Scope (person months)	Small < 1 month	Medium 1-3 months	Large 3-6 months	Extra Large > 6 months	Super Size > 1 Year
Requirements Definition & Development		1-9 and 31-2. Campus consensus on letters			
Programming		X			
Campus Implementation	1-9 and 31-2 Campus notification and implementation				

Comments/Risk Factors:

The assumption is that all, or at least most, of the basic data needed to complete the form letters would already be stored in the system. Depending on how letters would be generated, there could be issues related to Campuses having necessary software to produce documents.

Programming Assumptions:

The existing IDOC function in P/PS may be acceptable as is for some of the additional notices; other documents may need to be imported into a word processor for customization and improved presentation. A log could be maintained as documents are produced; if more extensive tracking and/or document storage is required, the project could become large.