Layoff Tool – Department User Manual

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1 Layoff Plans – Start to Finish

Below is an outline of the Layoff Plan process for Departments as it relates to the Layoff Tool*:

1. **Department alerts DPA Analyst that it will be in Layoff**.

2. **Department requests access for new tool Users, if necessary**. (See Section 2.2)

3. DPA issues Username and Password to Department User.

4. **Department User logs in to Layoff Tool**.
   - Creates a Layoff Plan, including the justification portion. (See Section 3.2)
   - Adds employees by selecting from a list of Department employees. (See Section 3.4.2)
   - Selects an Area of Layoff for each affected class. (See 3.5)
   - Adds "actual impacted" numbers for each class. (See Section 3.5)
   - Views/prints a summary of the draft Layoff Plan. (See Section 3.7)
   - Submits the Layoff Plan to the DPA Analyst for review. (See Section 3.9)

5. **Department provides demotional and organizational charts to DPA Analyst via email.**

6. DPA Analyst reviews the electronic Layoff Plan and all documents emailed from Department.
   - Rejects the Layoff Plan if any changes are needed.

7. **Department revises Layoff Plan.** (See Section 3.10)
   - Clicks Submit again. (See Section 3.9)

8. DPA Analyst re-reviews the Layoff Plan.
   - Sends Official Layoff Plan electronically to Department for signature.

9. **Department prints, signs, and electronically returns Official Layoff Plan to DPA.** (See Section 3.11)

10. DPA Analyst receives signed plan from Department.
    - Prints partially signed Official Layoff Plan and routes it for DPA review and signatures.
    - Approves plan in Layoff Tool.

11. **Department submits mitigation information for review.** (See Section 3.12)
    - DPA Analyst reviews pending Mitigations for approval or rejection.

12. **Department submits reconciliation info for remaining plan employees.** (See Section 3.13)
    - DPA Analyst reviews pending Reconciliations for approval or rejection.

13. Layoff is complete when all plan employees are removed from plan with reasons.

***Note: Departments still have responsibility for several steps of the layoff process that do not involve the Layoff Tool. Those steps will not be covered here. Departments should consult the California Civil Serivce Layoff Manual, the Layoff Process Overview, and should refer questions to their assigned Analyst at DPA.**

1.1 Workflow States of Plans in the Layoff Tool

The outline on the previous page describes the actions that move a Layoff Plan from beginning to end. Each phase of that progressive lifecycle has a name. These phases, known as **Workflow States**, are:

- **Preparing –** From the moment a plan is created until the Department clicks Submit.
- **Reviewing –** From the time the Department clicks Submit until the Analyst Approves or Rejects the plan.
- **Revising –** From the time the Analyst Rejects the plan until the Department Submits again.
- **Mitigating –** From the moment the Analyst Approves the plan until the effective date of the Layoff Plan. Department submits names for Mitigation. (Plan does not roll into Reconciling until Department tells Analyst that it is done keying Mitigations.)
- **Reconciling –** From the effective date of Layoff Plan until all employees on plan have been accounted for. Department submits names for Reconciliation.
- **Final –** When all people on the Layoff plan have been accounted for during Mitigation or Reconciliation, the Layoff Plan is considered closed.

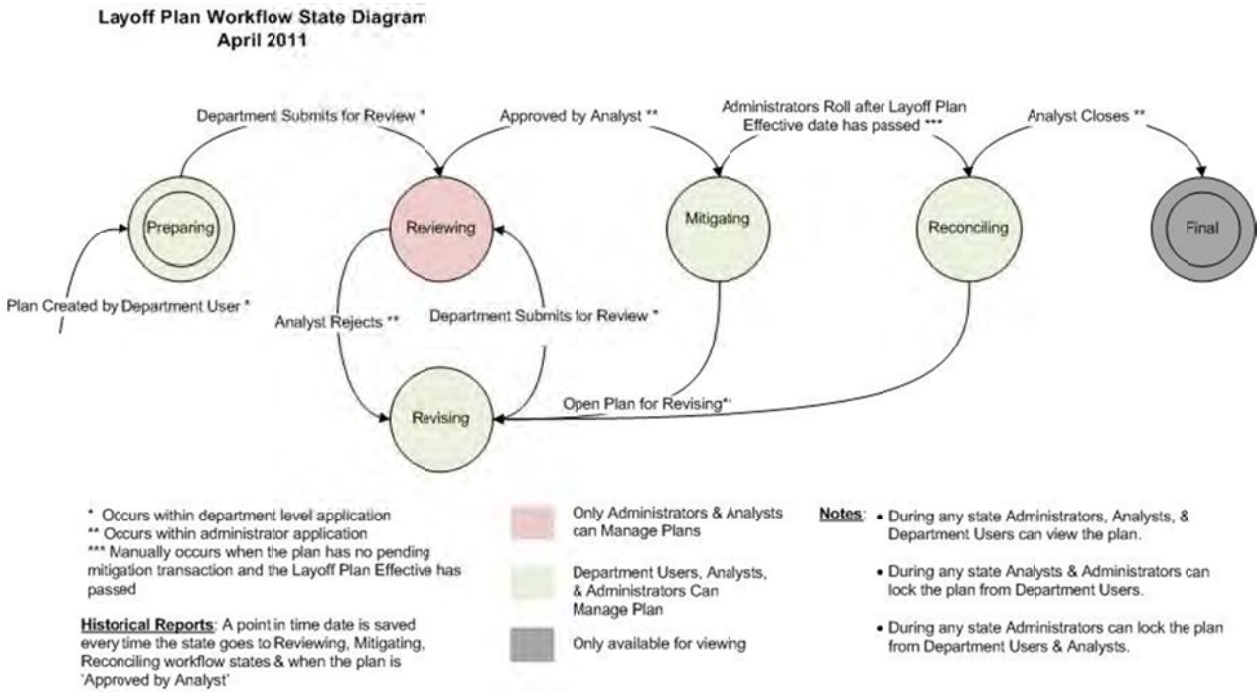


Figure A: Layoff Plan Workflow State Diagram

1.2 What's the Difference between Mitigating and Reconciling?

As described above, Mitigating and Reconciling are distinct states of a Layoff Plan within the Layoff Process. Within the Layoff Tool specifically, these two states can be distinguished by the options available to the Department user when removing* employees from the Layoff Plan.

Reasons Removed from Layoff Plan Mitigating	Reasons Removed from Layoff Plan Reconciling
EE resigned	Demotion in Lieu (of Layoff)
EE retired	EE resigned
EE separated	EE retired
EE transferred inside dept	EE separated
EE transferred outside dept	EE transferred inside dept
Incorrect Data	EE transferred outside dept
No longer impacted due to other ee attrition	Incorrect Data
No longer impacted due to seniority	Laid Off
Other Remove (describe)	No longer impacted due to other ee attrition
	No longer impacted due to seniority
	Other Remove (describe)

Figure B: Mitigating vs. Reconciling Options in Layoff Tool

***Note: In Mitigating, Departments may also add employees to the plan and add/edit Areas of Layoff, subject to DPA Analyst approval. However, in Reconciling, Departments may only remove employees from the plan, subject to DPA Analyst approval.**

1.3 Workflow States of Layoff Tool in Relation to 9 Phases of Layoff Process

9 PHASES	WORKFLOW STATE	WORKFLOW STATE DETAIL
Phase 1: Pre-Layoff Preparation	N/A	N/A
Phase 2: Layoff Preparation, Consultation and Training	N/A	N/A
Phase 3: Layoff Plan Entry, Submission and Concurrent Activities	**Preparing**	Department creates plan, inputs justification, selects affected employees, chooses area of layoff for each class, inputs "actual impacted" numbers, submits plan.
	Reviewing	Submitted plan goes to Reviewing state. Department is locked out of plan during Reviewing.
Phase 4: DPA Review and Approval	**Reviewing**	Analyst reviews plan with PSB and LRD. DPA rejects plan if changes are needed.
	Revising	Rejected plan goes to Revising state. Department can make any changes necessary and resubmit.
	Reviewing	Resubmitted plan goes back to Reviewing state. Department is locked out of plan during Reviewing. DPA re-reviews plan. Approves if changes are good.
	Mitigating	Approved plan goes to Mitigating state. Department submits mitigation requests (mitigations) to add/remove individual employees from plan. Department cannot make changes to the justification during Mitigating. DPA must review and approve/reject each mitigation. State of whole plan remains in Mitigating. Each mitigation is in "pending" until DPA approves it.
Phase 5: Plan Implementation	**Mitigating**	Same as above.
Phase 6: Layoff Tool Mitigation, Reporting and Tracking	**Mitigating**	Same as above.
Phase 7: Actual Layoff	**Mitigating**	Plan does NOT automatically roll from Mitigating to Reconciling state once effective date of layoff passes. DPA must make sure Department is done entering its mitigations before rolling plan to Reconciling.
Phase 8: Reconciliation	**Reconciling**	Department submits reconciliations to remove remaining individual employees from plan. Department cannot add employees or modify the justification during Reconciling. DPA must review and approve/reject each reconciliation. State of whole plan remains in Reconciling. Each reconciliation is in "pending" until DPA approves it.
Phase 9: Close Out	**Final**	DPA rolls plan to Final when no employees are left on the plan. Plan is now view-only for all parties.

2 Introduction to the Layoff Tool

Department Human Resources staff use the Layoff Tool to submit Layoff Plans electronically. This ensures that all Departments follow a consistent process and submit Layoff Plans that contain all needed information. It also allows DPA to easily track the status and resolution of Layoff Plans and provide relevant data to the Unions or Governor's Office in a timely manner.

2.1 What can I do in the Layoff Tool?

The Layoff Tool allows Departments to:

- Create a Layoff Plan, including the justification portion. (See Section 3.2)
- Add affected employees by selecting from a list of Department employees. (See Section 3.4.2)
- Select an Area of Layoff for each affected class. (See Section 3.5)
- Add "actual impacted" numbers for each class. (See Section 3.5)
- View/print a summary of the draft Layoff Plan. (See Section 3.7)
- Submit the Layoff Plan to the DPA Analyst for review. (See Section 3.9)
- Edit the Layoff Plan if the DPA Analyst determines changes are necessary. (See Section 3.10)
- Submit mitigations of the Layoff Plan until the effective date of the Plan. (See Section 3.12)
- Submit reconciliation information after the effective date of the Layoff Plan. (See Section 3.13)

2.2 How do I get a Password for the Layoff Tool?

If you have never had access to the Layoff Tool before, you will have to request a Username and Password from DPA by following the steps below:

1. Department sends to its assigned DPA Analyst the following information for each person who will need access to the Layoff Tool.
   - **First and Last Name**
   - **Title**
   - **Phone Number**
   - **Email Address**
2. DPA Analyst forwards information through appropriate channels to its Information Management Systems (IMS*) division.
3. IMS issues the Username and Password via separate emails for security reasons.
4. Department User tries out the Username and Password to make sure he/she can access the Layoff Tool, contacting reductionanalysis@dpa.ca.gov , Melissa Russell at 916-324-9417 if he/she encounters any problems.

***Note: It may take several days for IMS to generate the password. Please get the information to your DPA Analyst as soon as you determine that a layoff is necessary.**

2.3 Am I a "Primary" or "Secondary" User?

Every Department that gets access to the Layoff Tool will have one **Primary User**. However, when a Layoff Plan is quite large, a Department may elect to have one or more **Secondary Users**. Primary and Secondary Users have different roles and responsibilities in the Layoff Tool:

- **Primary User –** Responsible for creating a plan, inputting and modifying the plan narrative, adding "potentially affected employees" to the plan, and submitting the plan and any Mitigations.
- **Secondary User –** Responsible only for helping to add the "potentially affected employees" to the plan (for large layoffs), or may serve as a "backup" for the Primary User in case of that person's absence.

Note: Though multiple users may receive access to the same Layoff Plan, DPA discourages multiple users from adding "potentially affected employees" to a Layoff Plan at the same time, as this can result in overlapping efforts and loss or corruption of data. If a Department must have multiple users working on the same Layoff Plan simultaneously, it is up to the Department to ensure that the users' efforts do not overlap.

2.4 How can I make using the Layoff Tool smooth and easy?

To make your user experience as smooth as possible, please note the following tips:

- **Browser –** Use the Internet Explorer version 7 or newer browser. Other browsers may not interact successfully with the online tool.
- **Logging in –** For best results, copy and paste your username and password into the log-in boxes. Make sure you do not copy and paste any empty spaces with your username and password.
- **"Time outs" –** A page is considered idle if no buttons are clicked for several minutes. A page is "idle" even if you are typing in a box on it. Any changes you make after your session "times out" will not be saved. If you get "timed out," you must exit and log in again to continue.
- **Narrative –** To avoid session timeouts, prepare your plan narrative in advance in a word-processing program such as Word. Then log in to the Layoff Tool, and copy and paste it from Word into the Background/Justification box.
- **Navigation –** Use only the links provided on each page. Avoid using your browser's forward and back buttons where possible. Navigating by the "breadcrumbs" at the top of the page will result in technical errors that will force you to exit and log back in.
- **Getting help** – When contacting DPA with technical issues, please have ready: your browser version number, the action you were trying to perform when you encountered the issue, screen prints of the error message and the URL of the page where you encountered issues.

2.5 Automated Email Alerts

The Layoff Tool will send Department users automated email alerts when:

- The plan is submitted, approved or rejected
- Mitigation transactions are approved or rejected for employees or Area(s) of Layoff
- The plan is rolled to Reconciling or closed

3 Using the Layoff Tool

All of the steps necessary to complete a Layoff Plan via the Layoff Tool are described in the sections below in general chronological order.

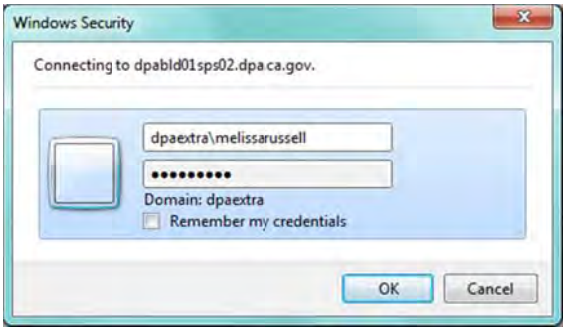
Note: The upcoming sections are written with a Primary User's role in mind. If you are a Secondary User, your role is likely to be limited to Section 3.4.2.

3.1 Log In to the Layoff Tool

1. Access the Layoff Tool either by clicking this link, or by copying and pasting it into your Web browser:

   https://portal.dpa.ca.gov/eapps/hrreduction/Layoff%20Administration/default.aspx

2. Enter the Username and Password that you received from DPA in the log-in box that appears.

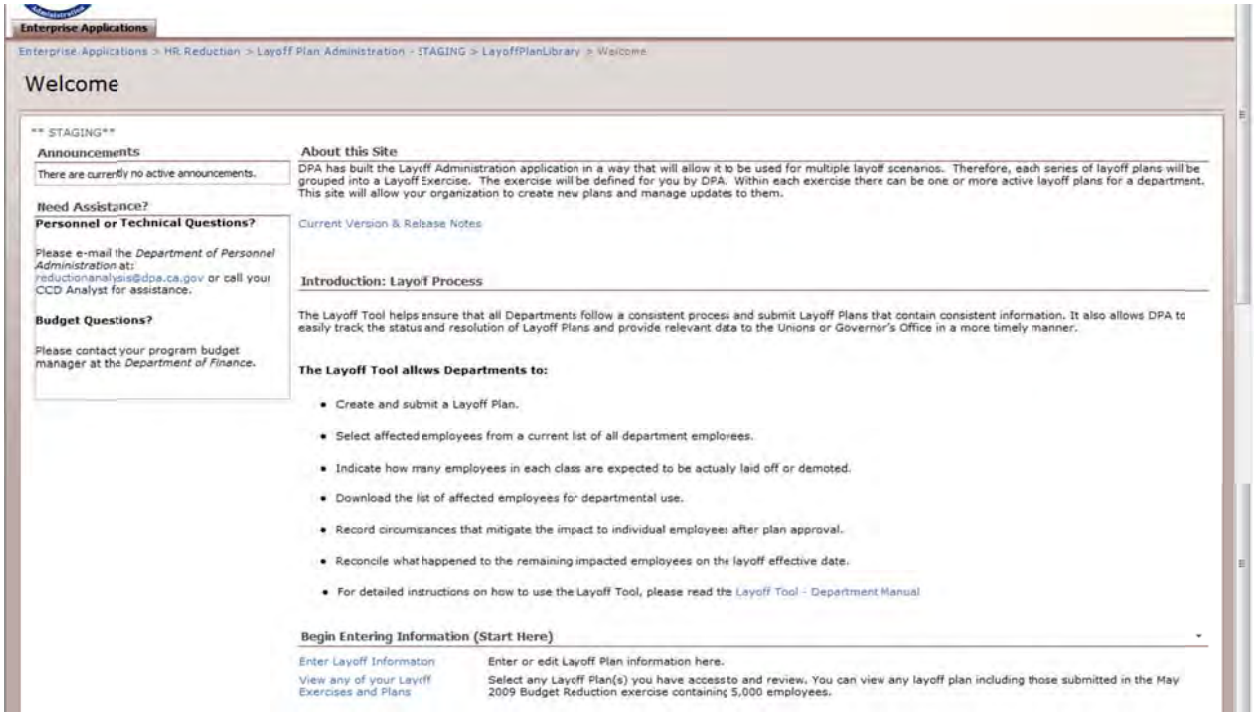


Note: You will not be able to access the Layoff Tool without a valid Username and Password from DPA.

See Section 2.2 for instructions on how to obtain access to the Layoff Tool.

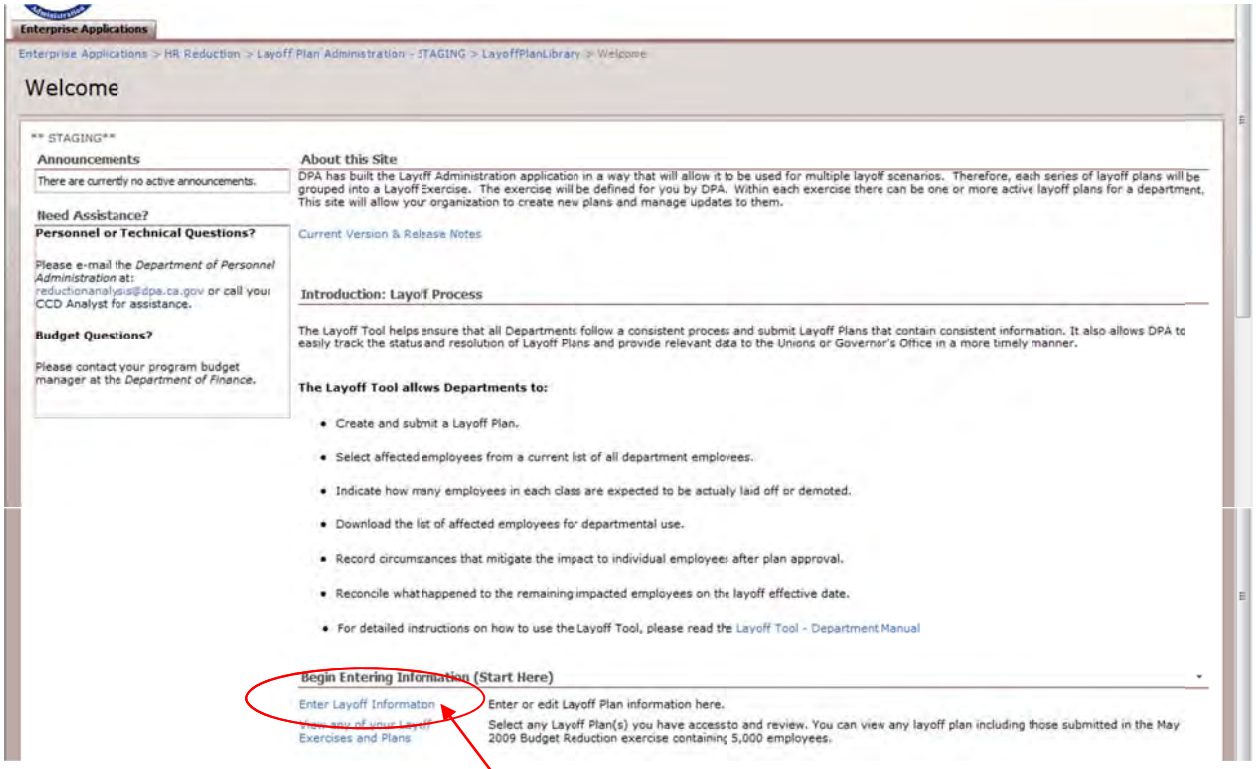
Access to the Layoff Tool is only given as needed.

3. Once you have logged in, you will reach the **Welcome** page. The Welcome page provides a basic explanation of the tool and contact information if you need help.

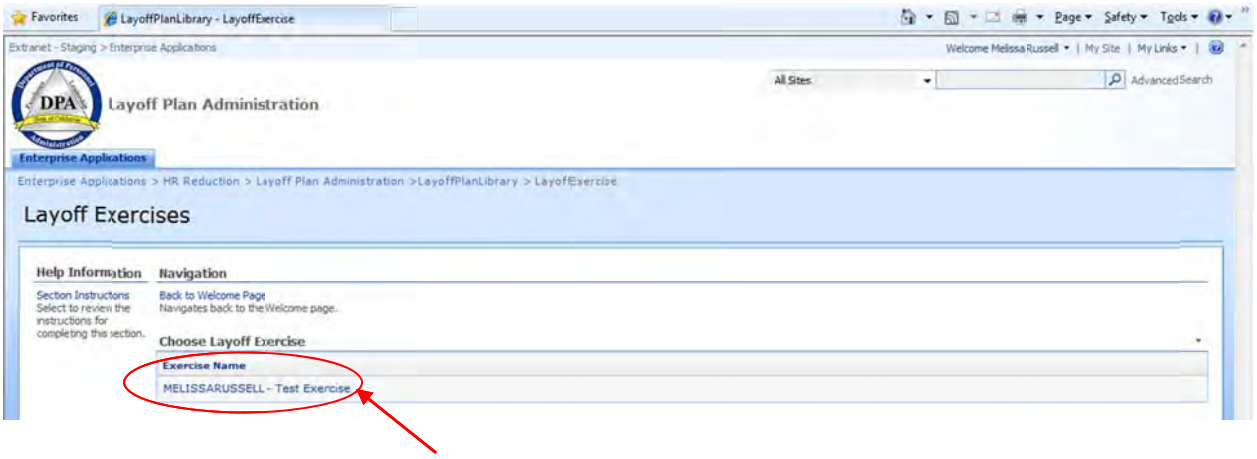


3.2 Step A: Create a new Layoff Plan

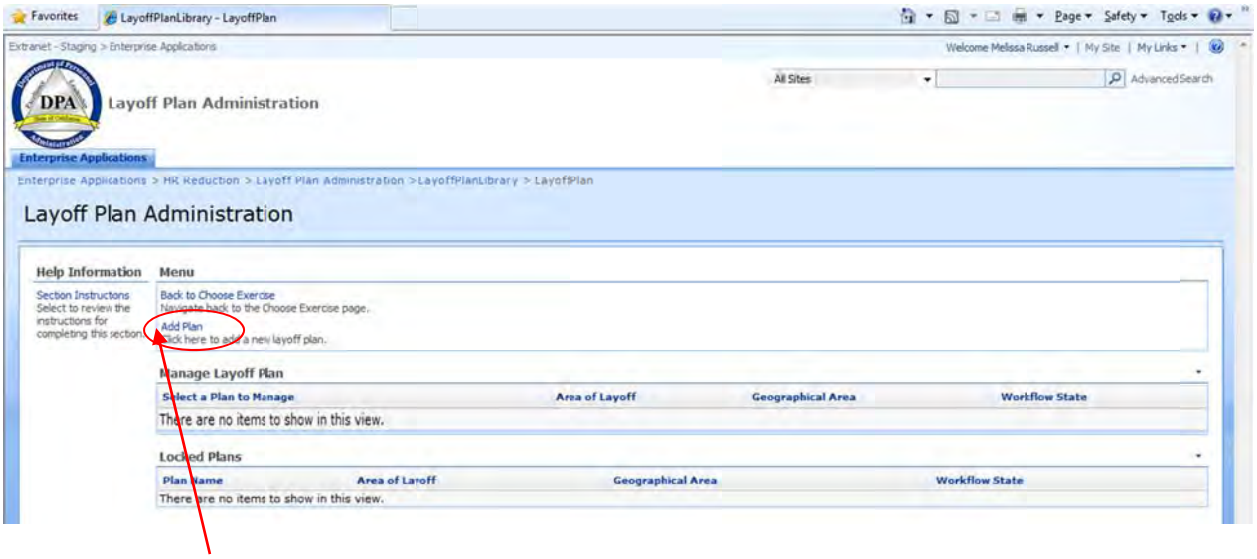
Follow these steps to create a new Layoff Plan:



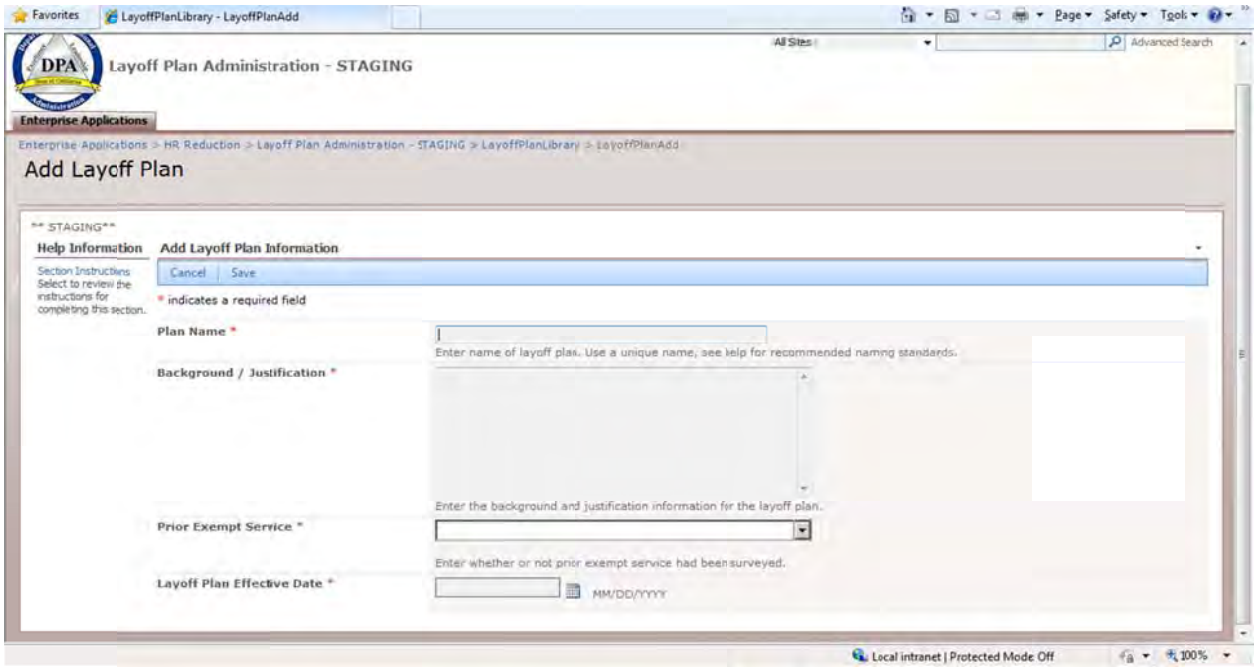
1. On the **Welcome** page, click **Enter Layoff Information**.



2. Click the **name of the Layoff Exercise** that DPA has created for you.



3. Click **Add Plan**. Fill in the fields as described below.



4. **Plan Name –** Name your plan in this format:

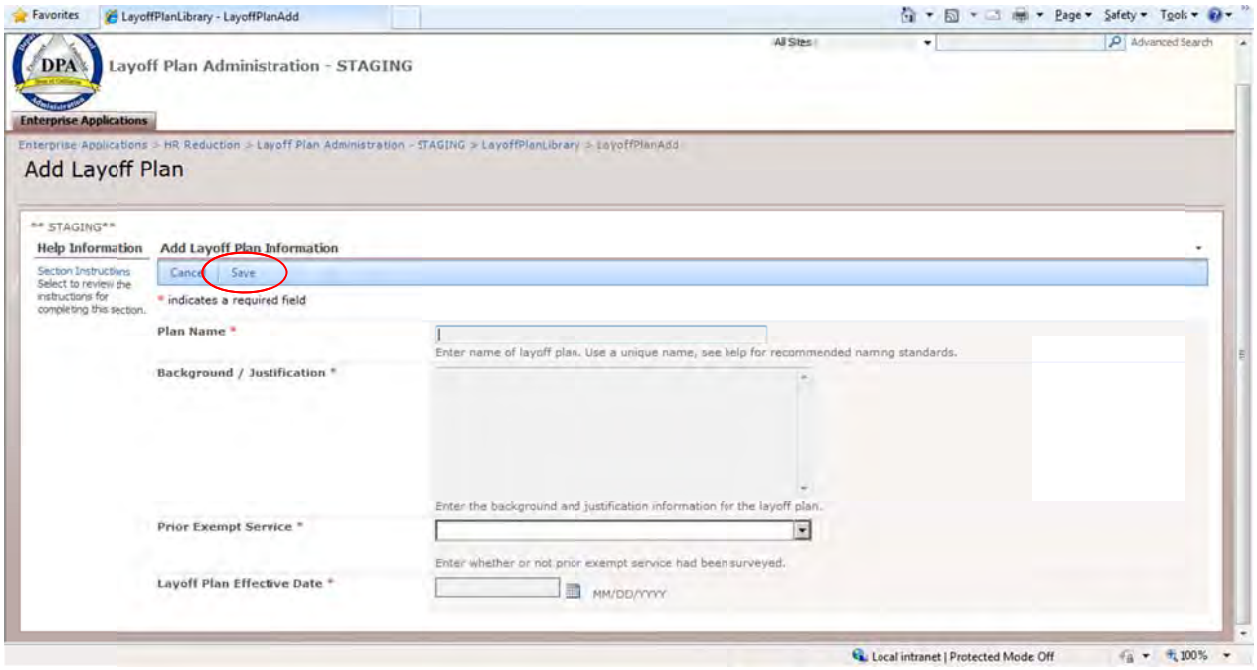
   Department abbreviation – Descriptive plan name – Year.

   (Example: **CDCR – Valley Rightsizing – 2015**.)

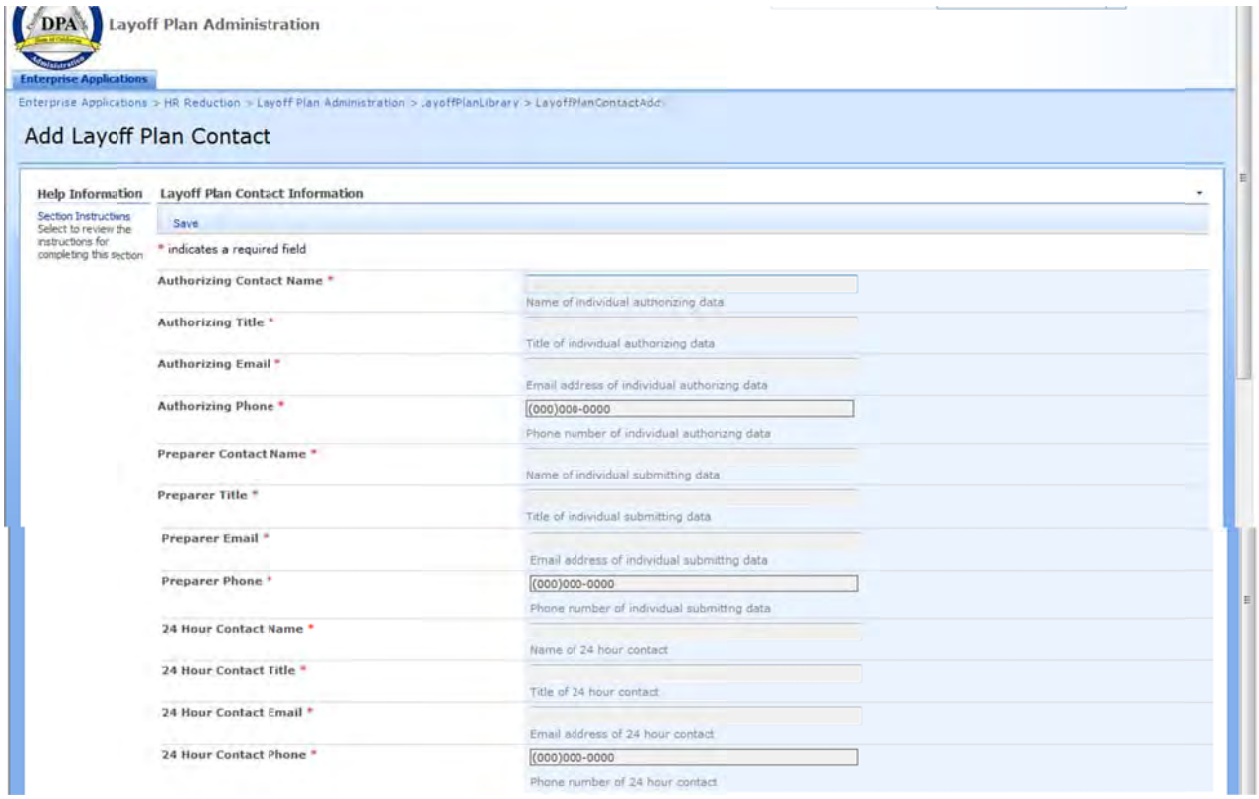
5. **Background/Justification –** Type your narrative in this field. Consult your DPA Analyst for help on the content of the Justification, but generally, this narrative should explain:
   - The cause of the layoff
   - How the Areas of Layoff were decided
   - The impact of the layoff to the Department's mission
   - The mitigating efforts made by the Department prior to resorting to layoff
   - The method for deciding which staff to impact
   - The method for absorbing any workload left due to the layoff

6. **Prior Exempt Service** – Indicate status of efforts to gather prior exempt service information from affected employees. Options are:
   - Process not started
   - No prior service indicated
   - Prior exempt service documentation is included
   - Prior exempt service documentation is pending

7. **Layoff Plan Effective Date –** Consult your DPA Analyst when determining the date impacted employees will be laid off.



8. When you are finished, click **Save.** You are required to enter contact information for new Layoff Plans. You will be directed to the contact information page automatically when you click Save.



9. Enter **contact information**. All fields are required.
10. Click **Save**. You will be directed to the **Layoff Plan Administration** main menu.

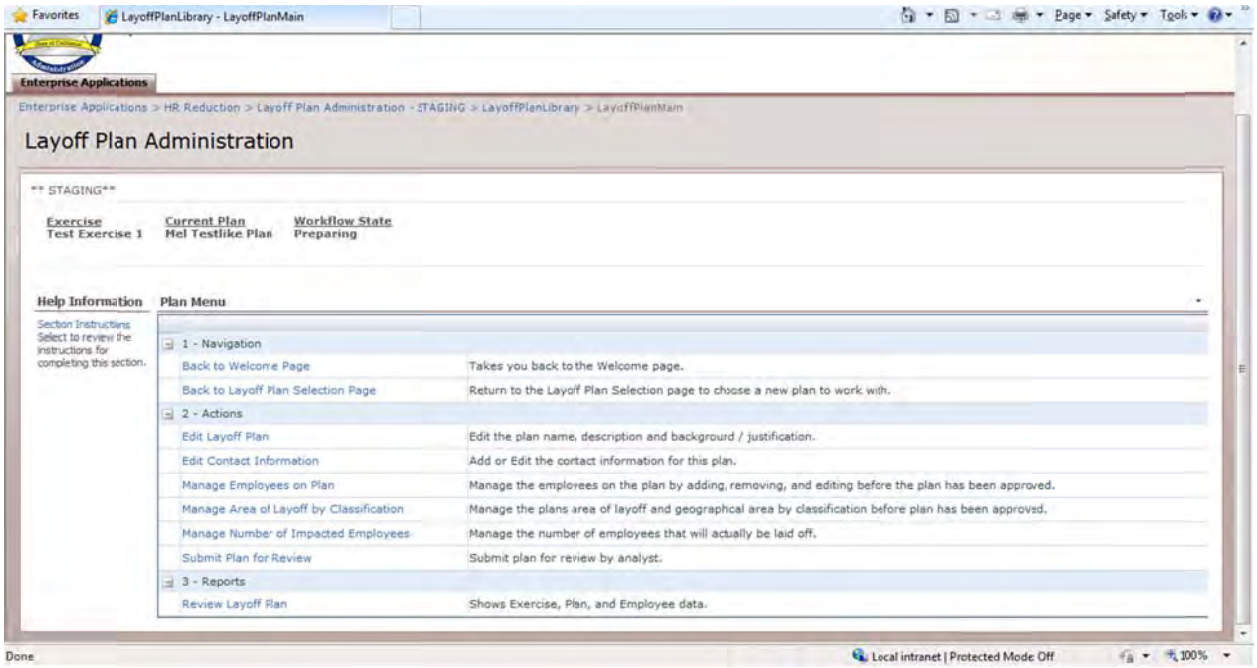
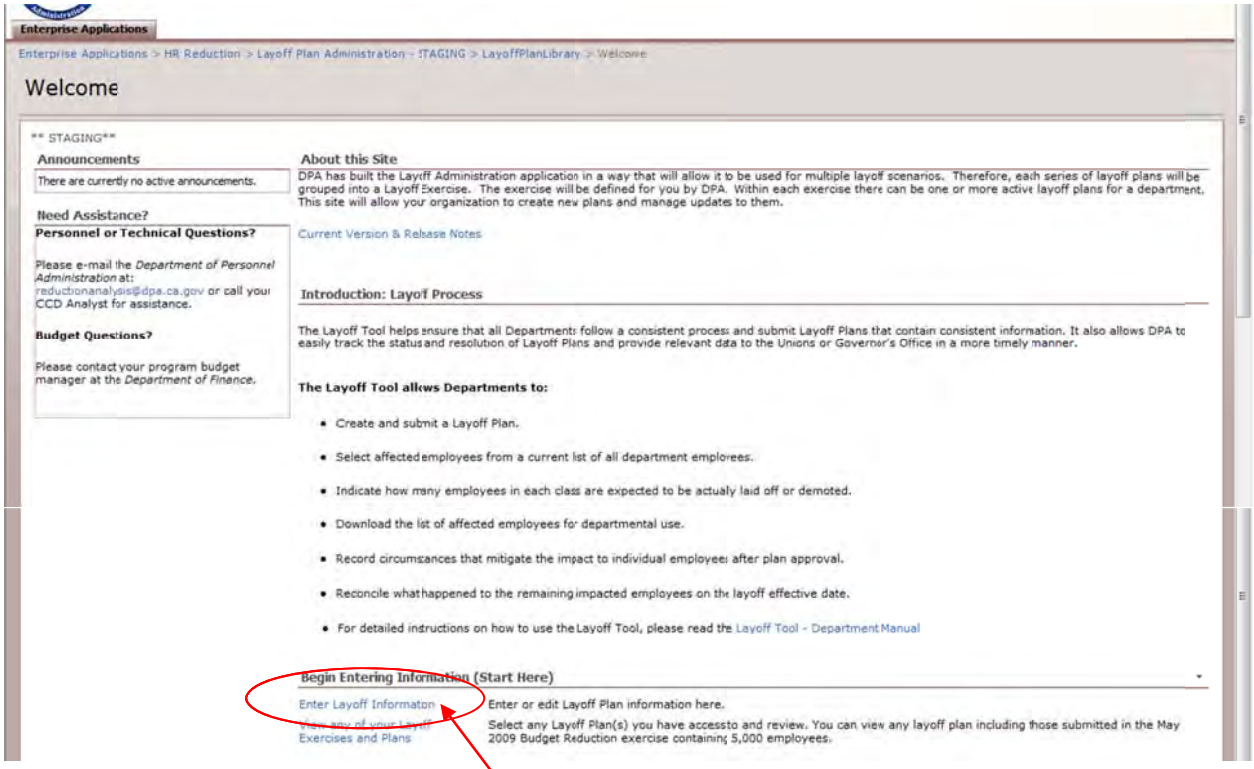


Figure C: Layoff Plan Administration main menu.

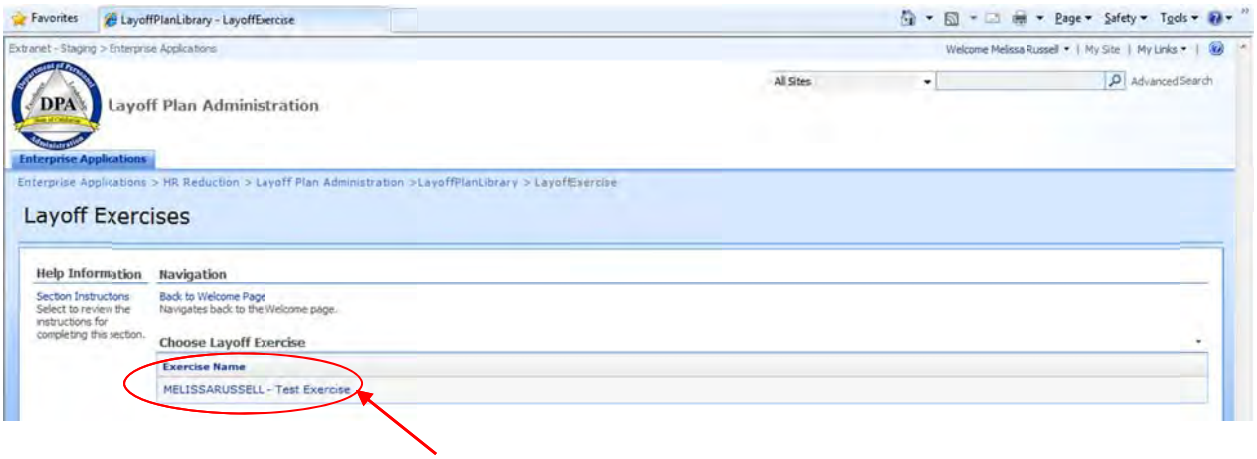
3.3 Navigate to a plan I (or someone else) created earlier

Follow these steps to access a plan you (or your Department's Primary User*) created previously.

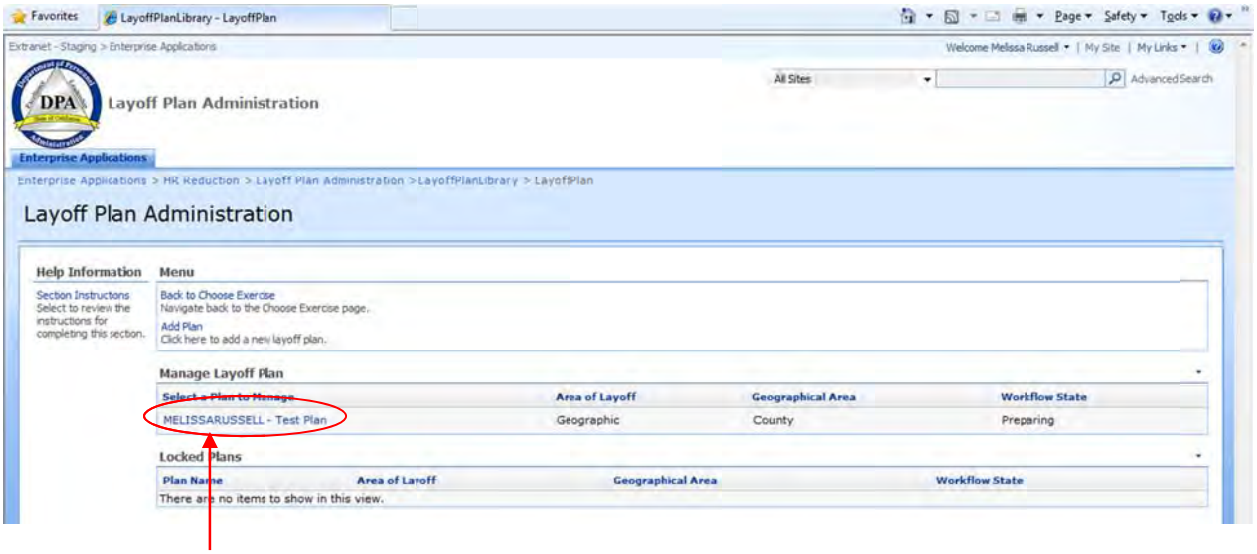
*** Note: If you are a Secondary User who needs to access a plan created by a Primary User, you must contact your DPA Analyst to gain access to that plan.**



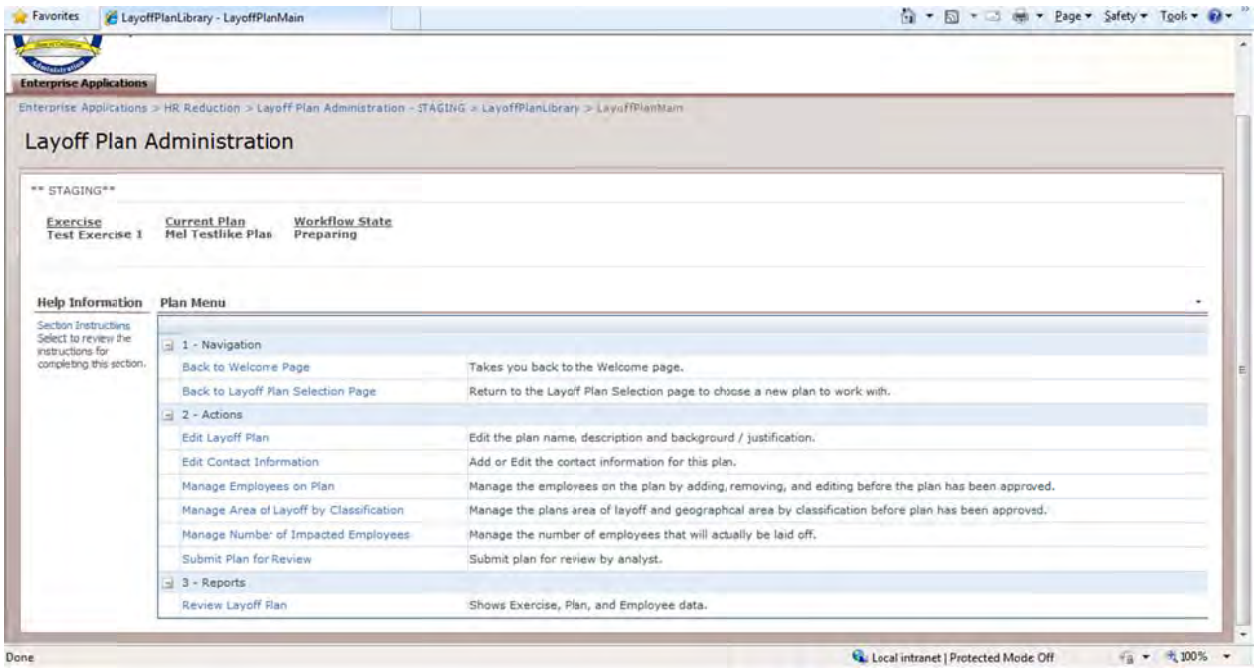
1. On the **Welcome** page, click **Enter Layoff Information**.



2. Click the **name of the Layoff Exercise** that DPA has created for you.



3. Click on the **name of the Layoff Plan** you (or the Primary User) created previously. You will be directed to the **Layoff Plan Administration** main menu.



4. Once a plan has been created, it can be completely managed from this **Layoff Plan Administration** main menu. This page contains a series of links that will take you to the appropriate pages for modifying the Layoff Plan.

3.4 Step B: Manage employees on Layoff Plan (Preparing/Revising states)

The following sections describe how to manage employees on the Layoff Plan in the Preparing and Revising workflow states.

3.4.1 What employees should be added to my Layoff Plan?

According to the California Civil Service Layoff Manual, "every employee who **MAY** be laid off or demoted in lieu of layoff" belongs on the Layoff Plan.

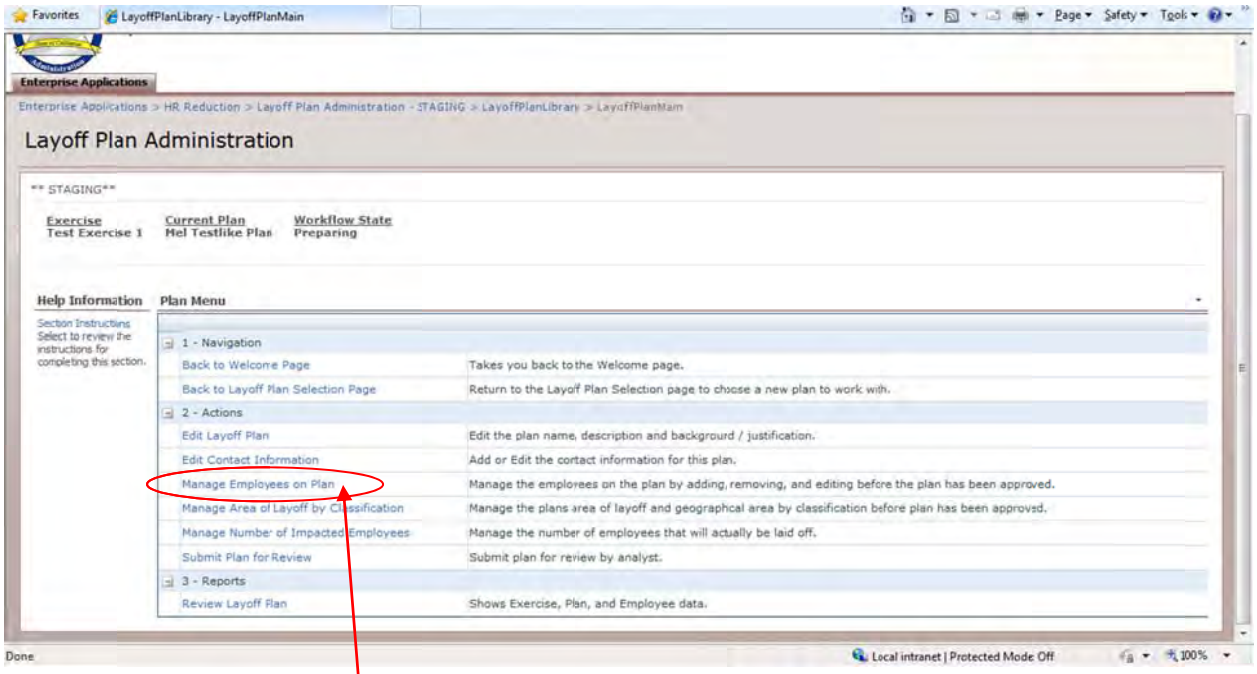
Your DPA Analyst will instruct you to add "three names per position to be abolished" – where possible.

Essentially, everyone who gets SROA or Surplus status should be added to the Layoff Plan.

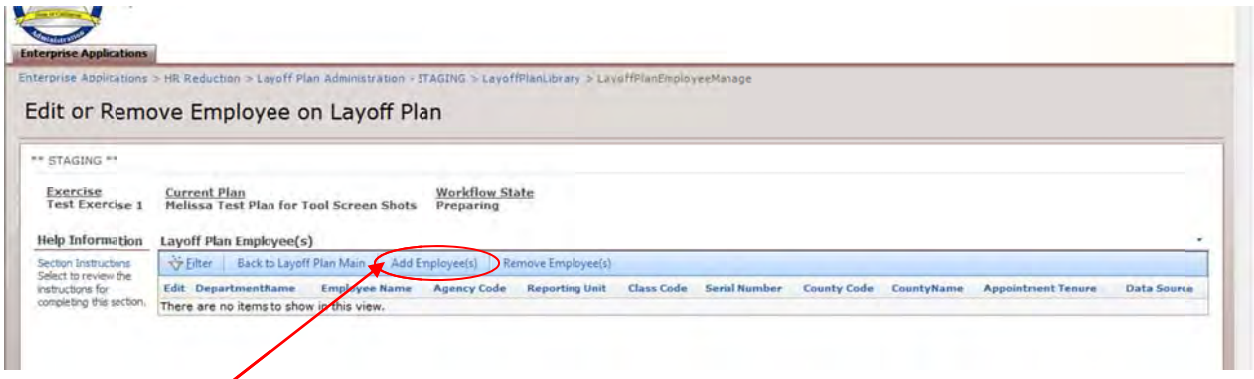
Remember, when deciding what classes and individuals are affected, you must take into consideration primary and personal demotional patterns. Consult your DPA Analyst for additional guidance.

3.4.2 How do I add employees to my plan?

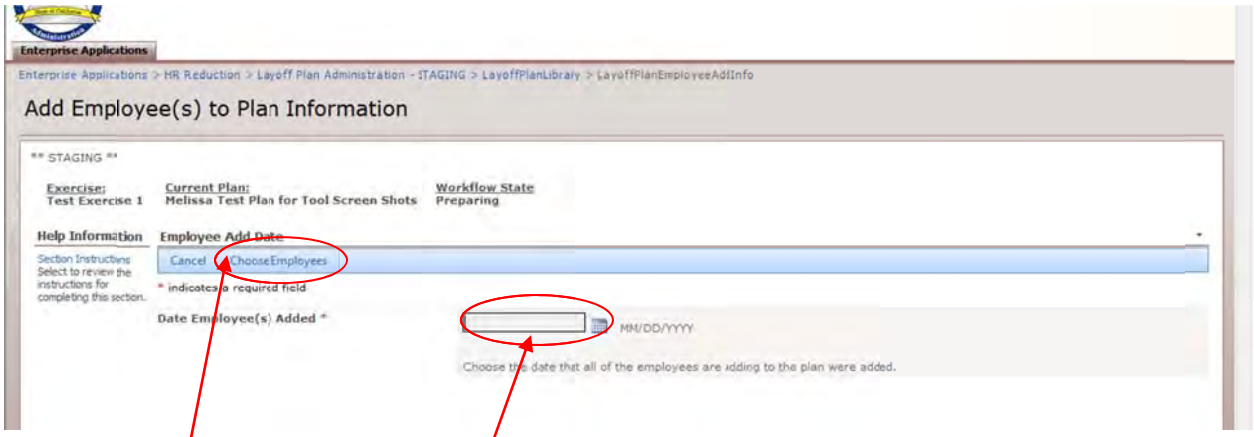
1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



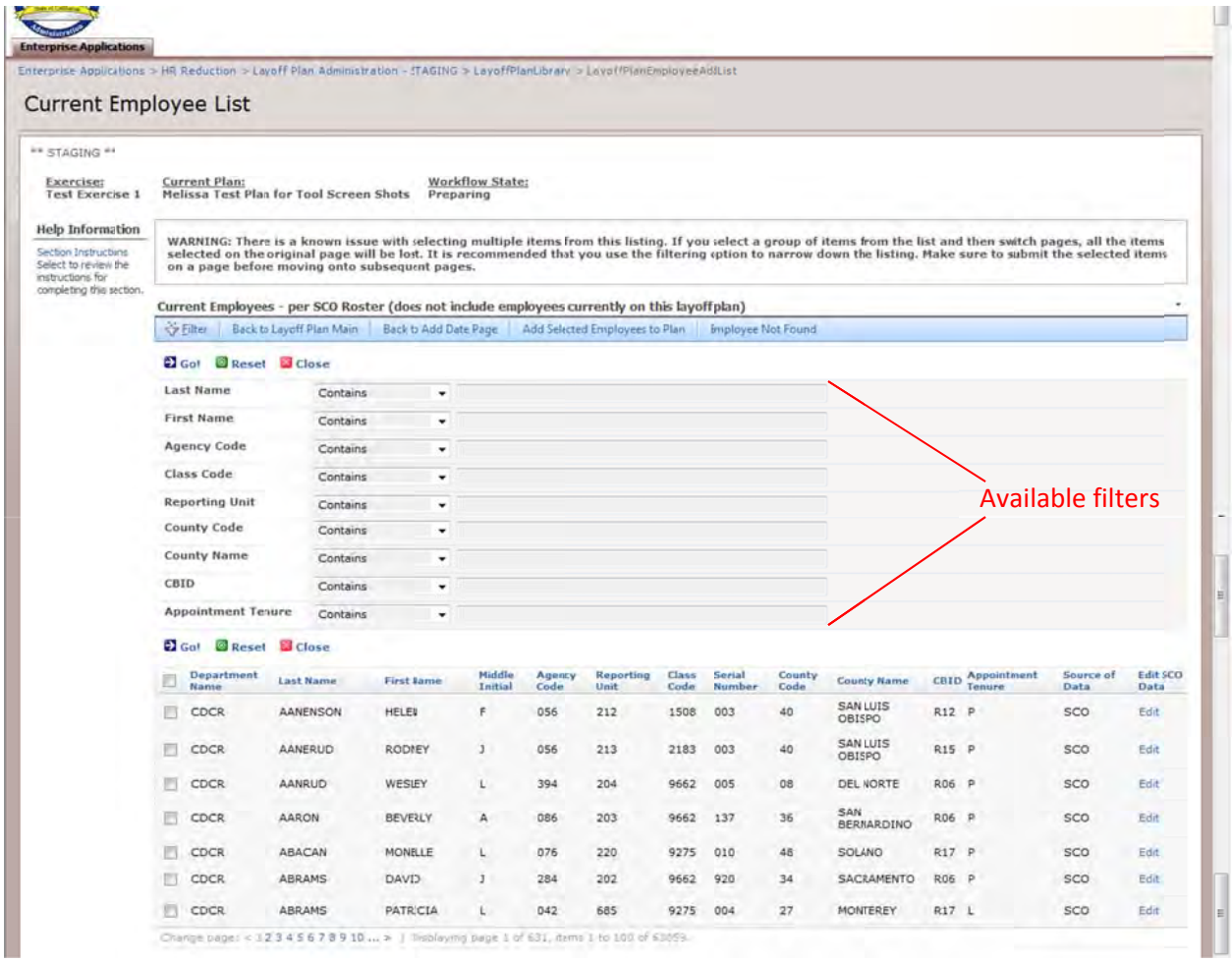
2. Click **Manage Employees on Plan**.



3. Click **Add Employee(s)**.

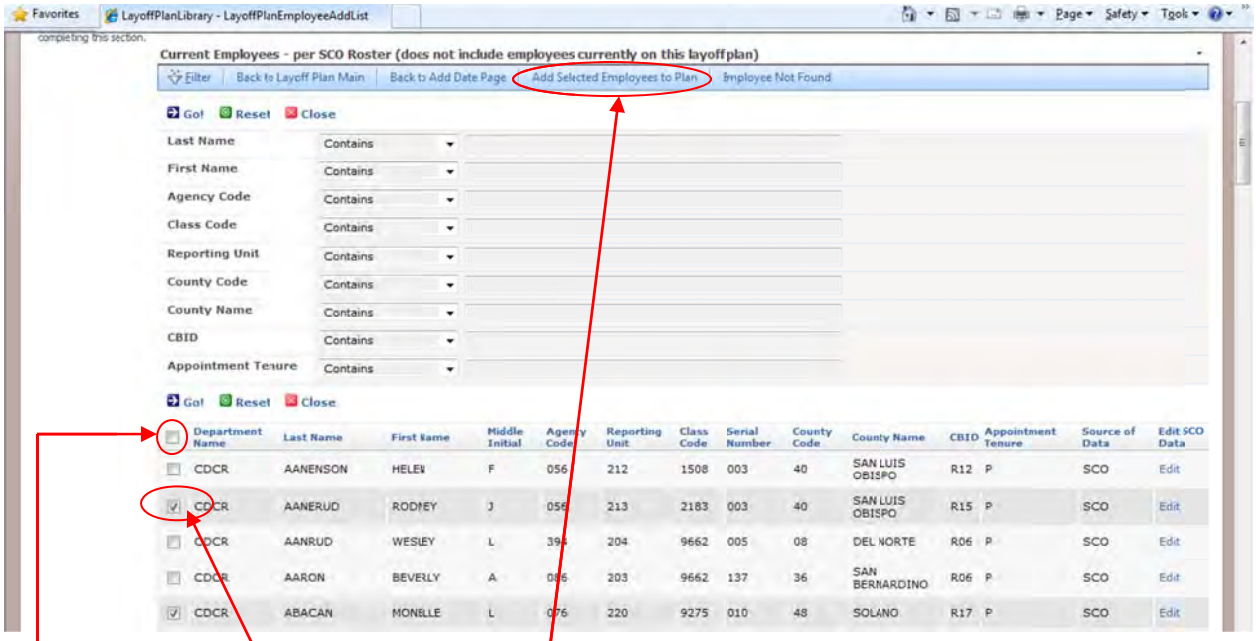


4. Enter the **DateEmployee(s) Added** to the Layoff Plan. **Note: All employees added in the next step will have the Added Date that you enter here.**
5. Click **Choose Employees**.



6. Find the **name** of the employee(s)* to be added. Use the available filters.

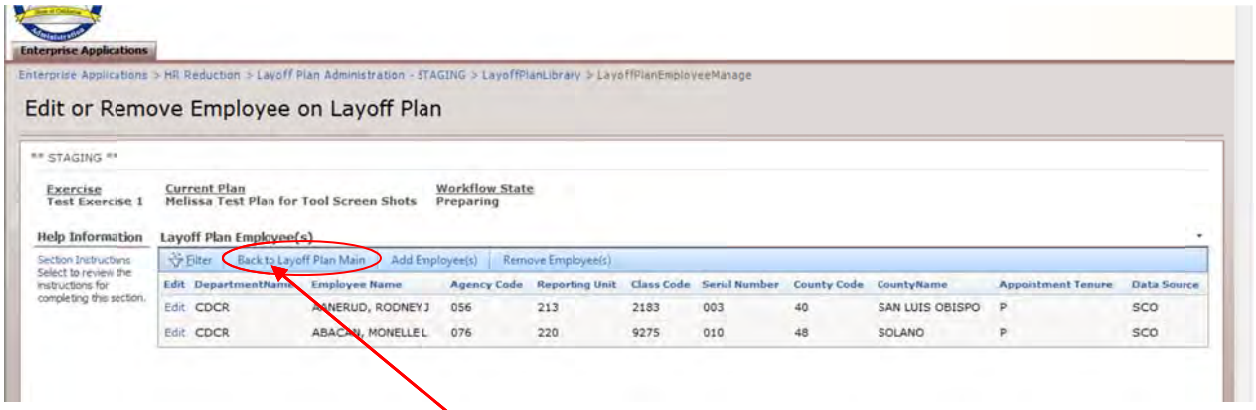
***Note: The Layoff Tool displays all employees for your Department, according to SCO's records as of the end of the prior month. To find an employee more easily, you may <u>filter</u> by one or more categories. For example, putting 1139 in the Class Code filter and 10 in the County Code filter restricts the list to Office Technicians in Fresno County.**



7. Check the boxes* next to the names you wish to add to the Layoff Plan.
8. Click **Add Selected Employees to Plan**.

***Note: If you check the <u>top box on the header row</u>, it will select all employees viewable on this page. If you have filtered the employee list to show only a specific class code, but there are multiple pages of employees in that class code, checking the top box on the header row <u>will NOT</u> select all employees in that class code. It will <u>only</u> select all of the employees visible on the first page.**

Also, you cannot keep employees checked across multiple pages. You can only select up to one whole page of employees to add to the plan at one time.



9. You will be directed back to the **Edit or Remove Employee on Layoff Plan** page. The employees you just selected will now appear as Layoff Plan Employee(s).
10. If you are done adding employees, click **Back to Layoff Plan Main** to continue working on your plan.

3.4.3 Why are there warning messages on the Layoff Plan Administration main menu?

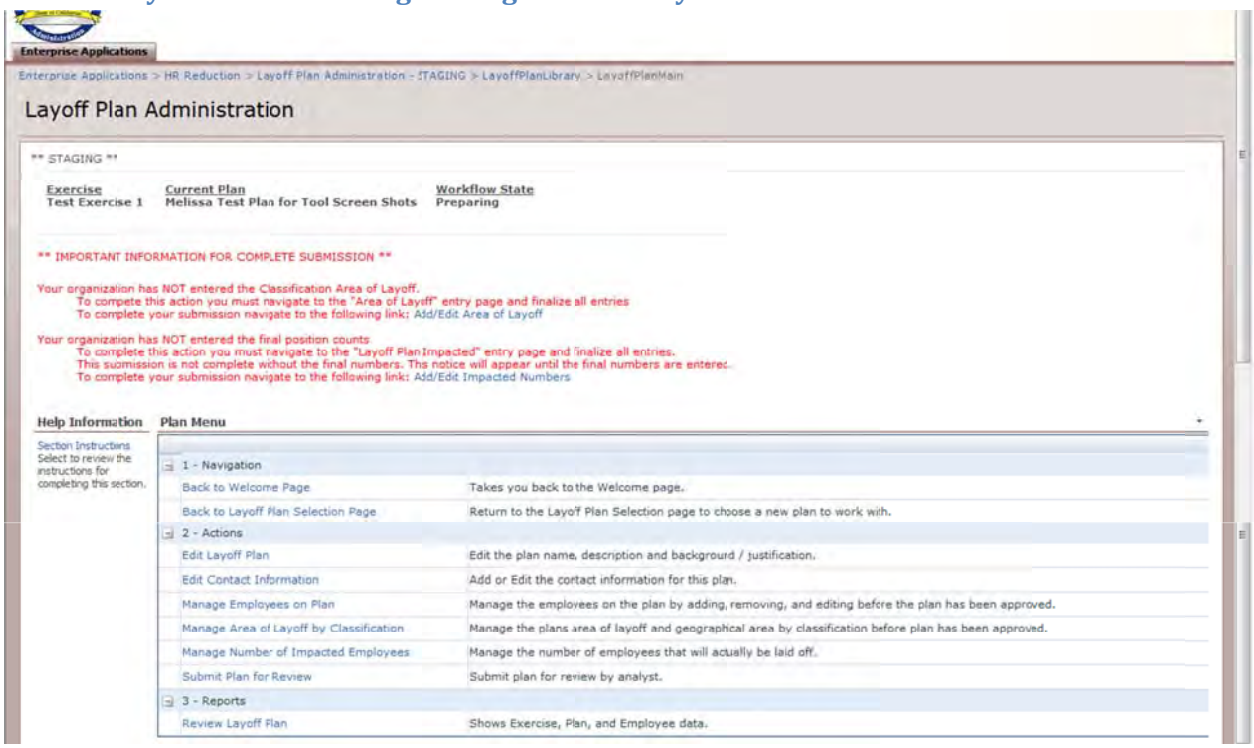


Figure D: Layoff Plan Administration main menu in Preparing/Revising AFTER employees have been added to plan.

When you return to the **Layoff Plan Administration main menu** after adding employees to the plan, you will notice two large, red warning messages have appeared.

These messages will always appear once you have added new employees to your plan. They indicate that you must perform additional steps before you can submit your Layoff Plan. Your next steps are:

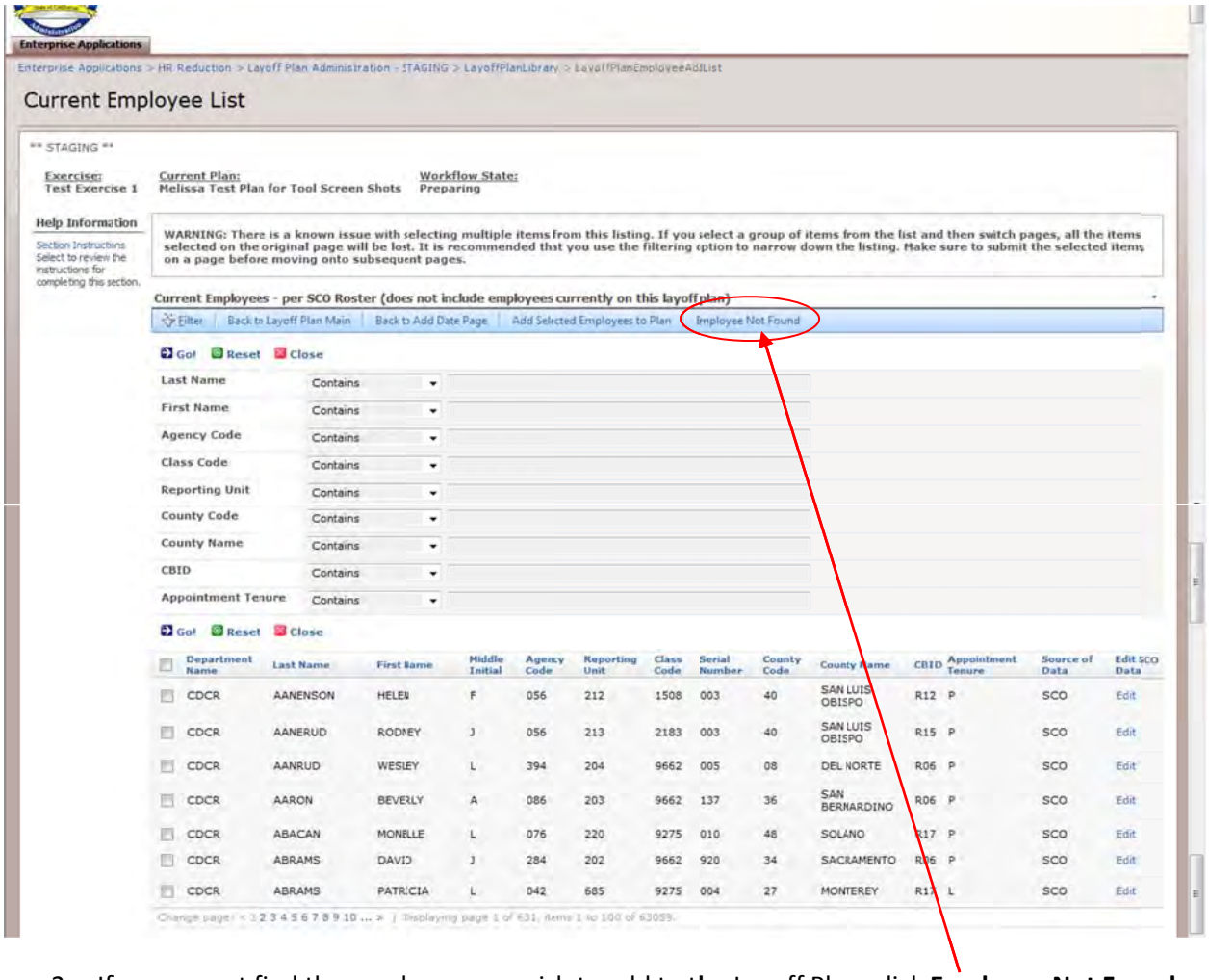
- Enter Area of Layoff for each classification on the plan
- Enter Actual Impacted numbers

When you have completed the steps necessary to submit your plan, these messages will disappear.

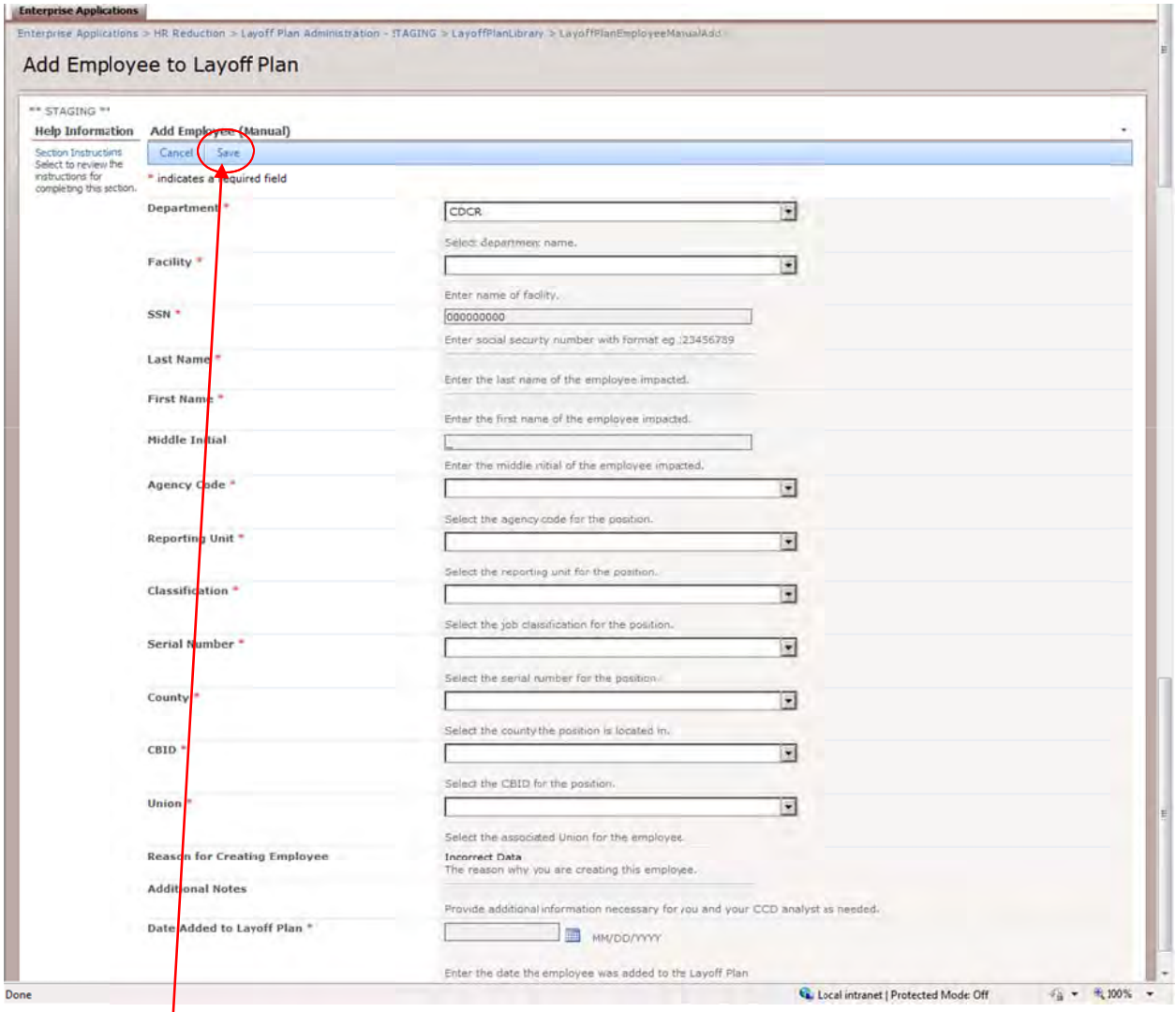
3.4.4 I can't find a certain employee on the employee list

Sometimes, an employee may not be found on the list that DPA gets from SCO. You may manually add the employee to your Layoff Plan.

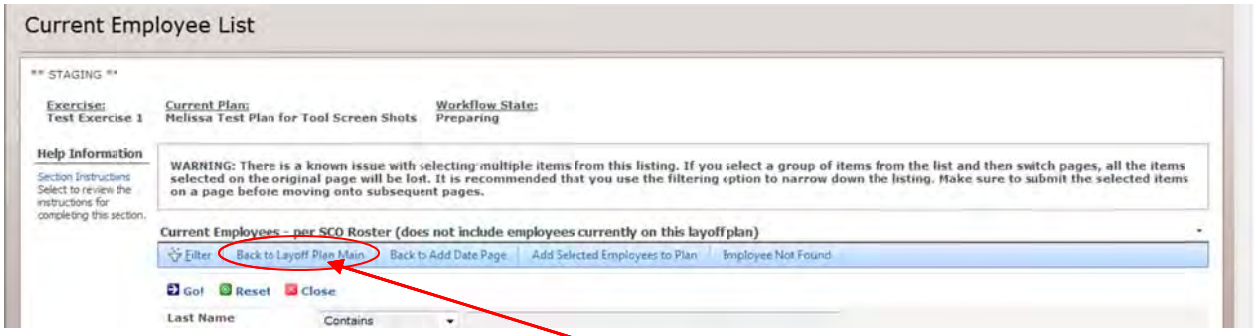
1. Navigate to the **Current Employee List.** (Follow steps 1-5 in Section 3.4.2.)



2. If you cannot find the employee you wish to add to the Layoff Plan, click **Employee Not Found.**



3. Manually enter the required information about the employee. **Note: Manually creating an employee in DPA's Layoff Tool does not update data with SCO.**
4. Click **Save.**

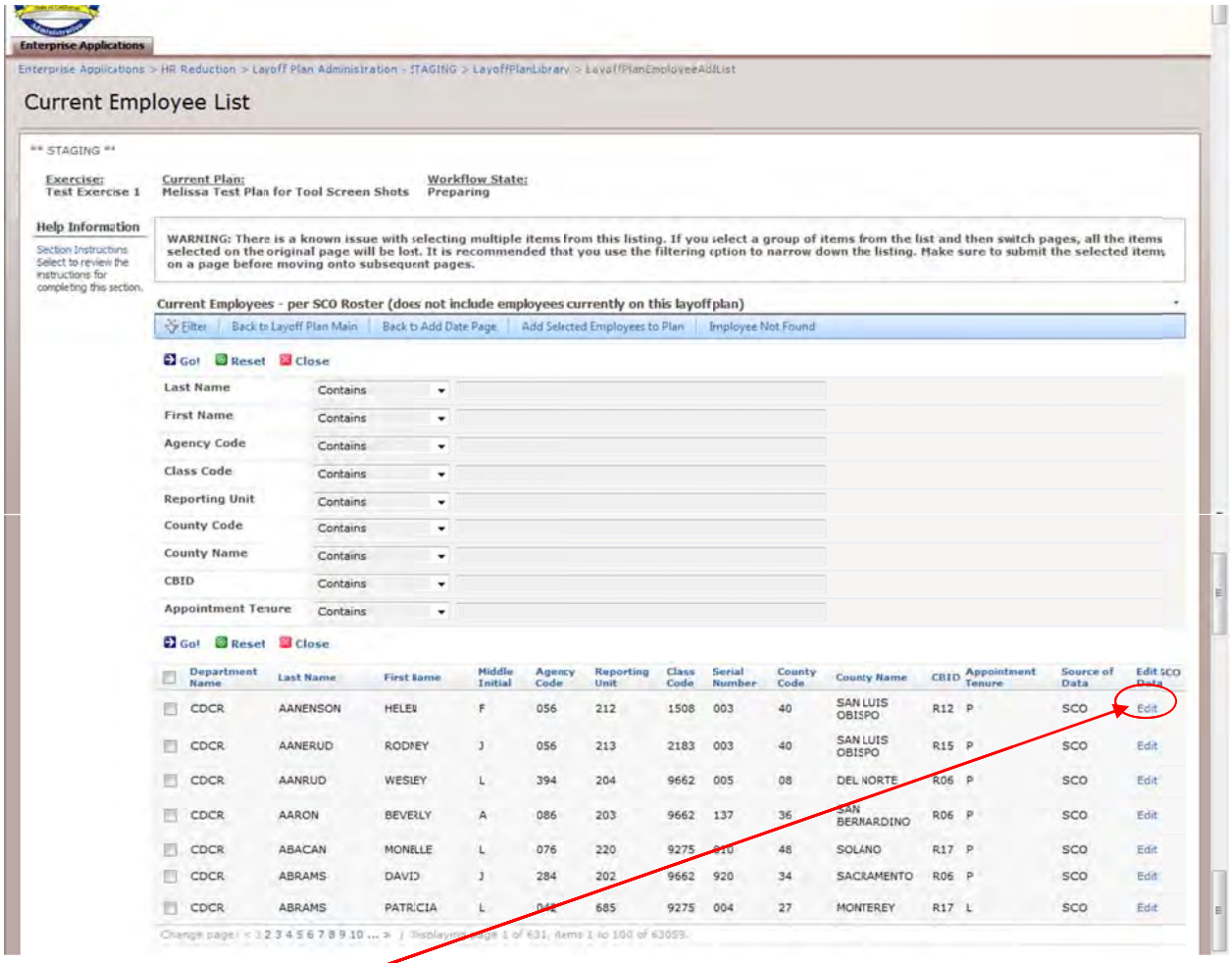


5. You will be directed to the **Current Employee List** page.
6. If you are done creating manually added employees, click **Back to Layoff Plan Main** to continue working on your plan.

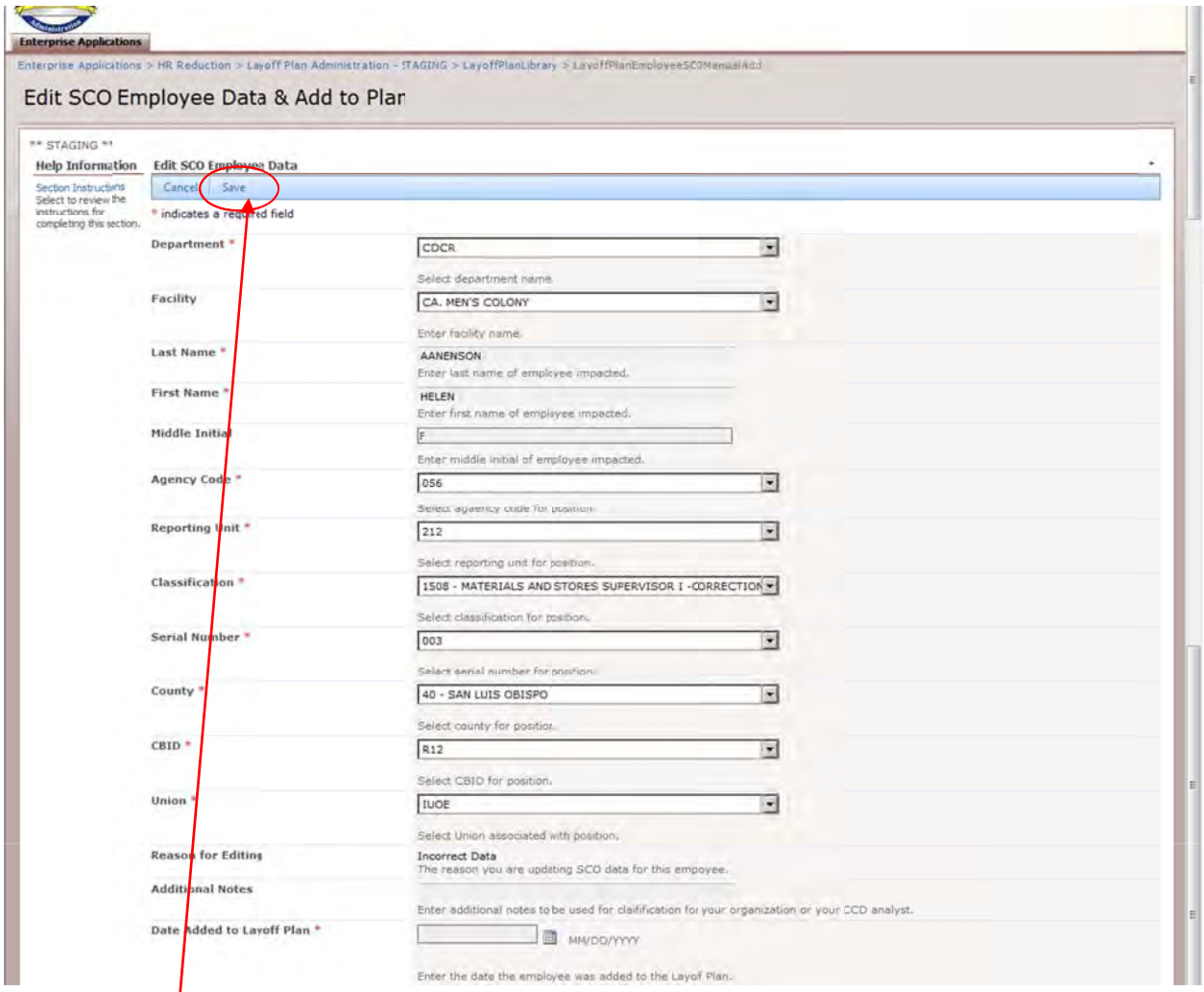
3.4.5 I need to add an employee, but the information on the list is incorrect

Sometimes, you may discover incorrect SCO information about an employee that you are adding to your Layoff Plan. You may edit this data when adding the employee to the Layoff Plan.

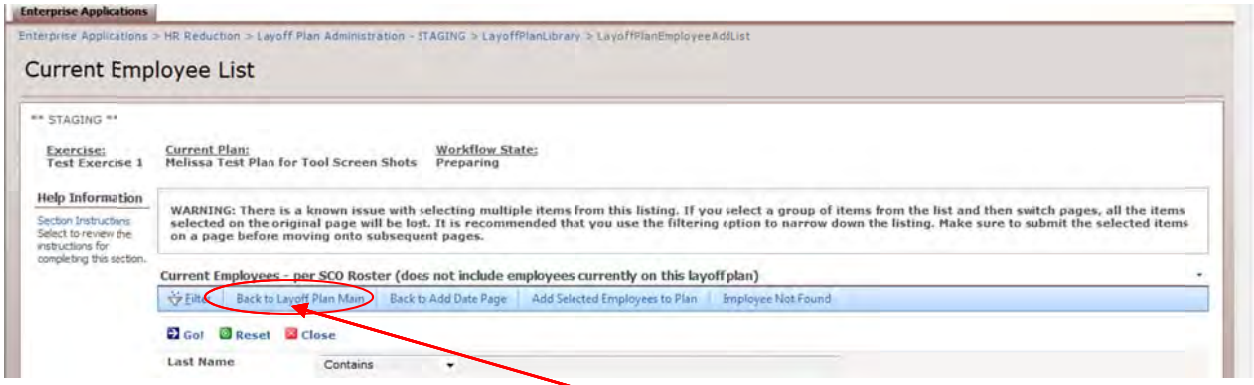
1. Navigate to the **Current Employee List.** (Follow steps 1-5 in Section 3.4.2.)



1. Find the name of the employee who should be added, but whose information is incorrect.
2. Click **Edit** on the far right edge of the page, on the same line as the desired employee's name.



3. Correct the incorrect information on this screen.
4. Enter a **Date Added to Layoff Plan.**
5. Click **Save**.



6. You will be directed to the **Current Employee List.**
7. If you are done adding employees to your plan, click **Back to Layoff Plan Main** to continue working on your plan.

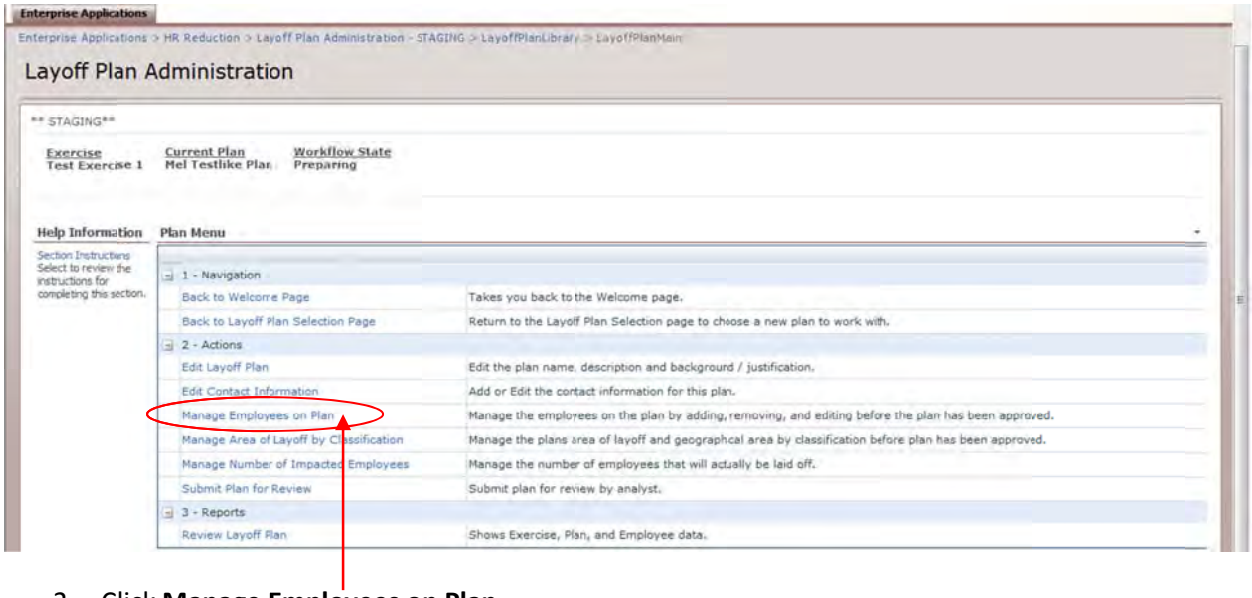
3.4.6 I want to edit information about an employee who is already on the plan

After an employee is added to the Layoff Plan, you may decide that you need to make changes to the employee information. The changes you are allowed to make to the employee information depend on how the employee was added to the plan.

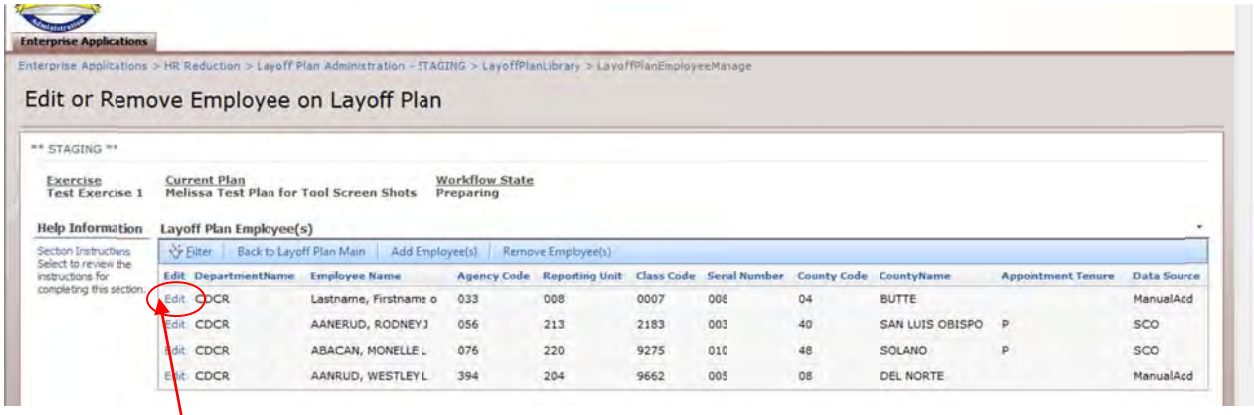
- **Employees added directly from SCO data:** You may only edit the Date Added and make Additional Notes for the employee. If you want to make extensive changes to the employee information, you must first remove the employee from the plan per Section 3.4.7, and then re-add the employee manually per Section 3.4.5.
- **Employees manually added:** You may change any information about the employee, without having to remove them from the plan and then re-add them with the correct information.

To reach the Edit screens, follow the steps below.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



2. Click **Manage Employees on Plan**.



3. Click **Edit** next to the employee whose data you want to edit.

Figure E: Limited editing available for employees placed on plan straight from SCO data.

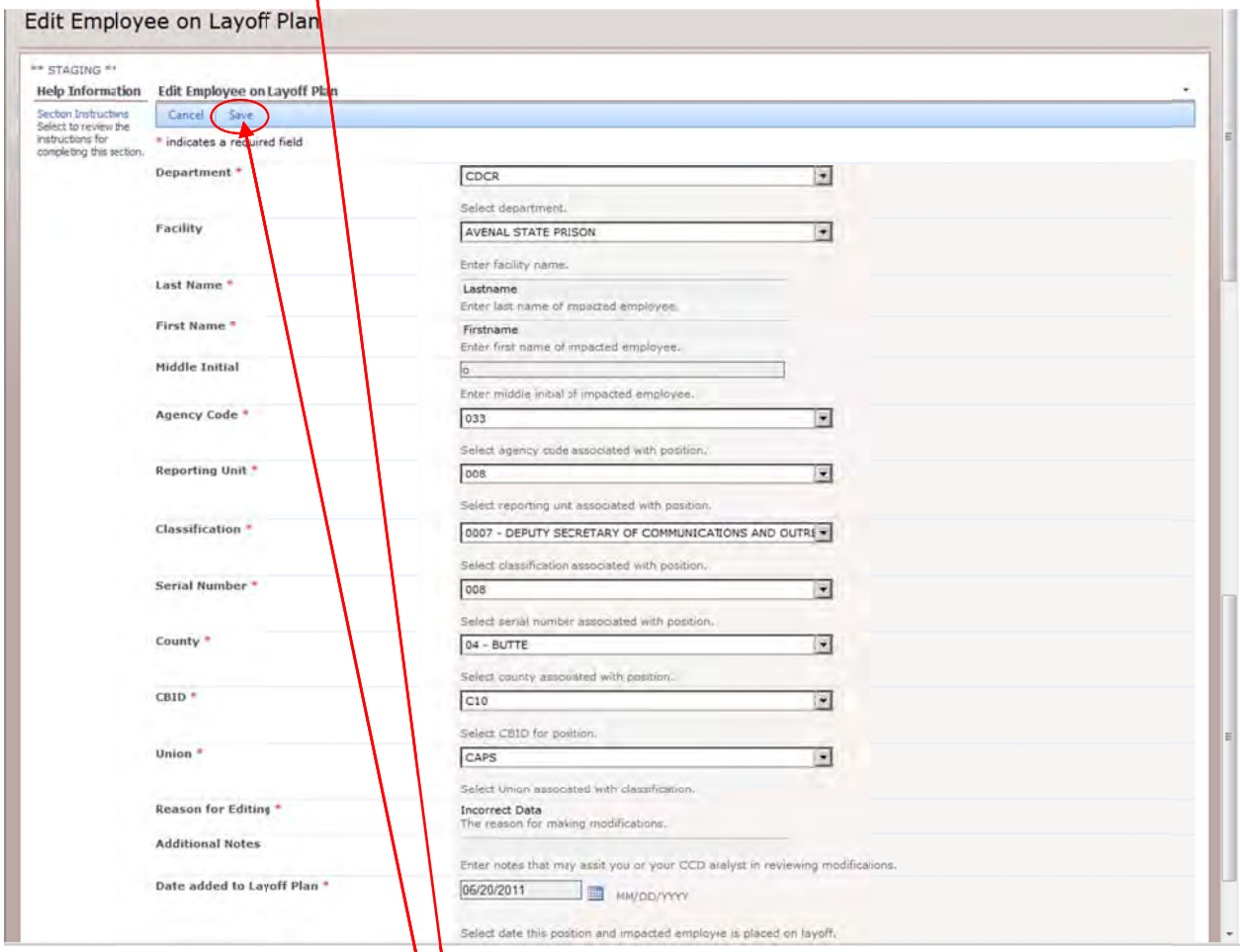
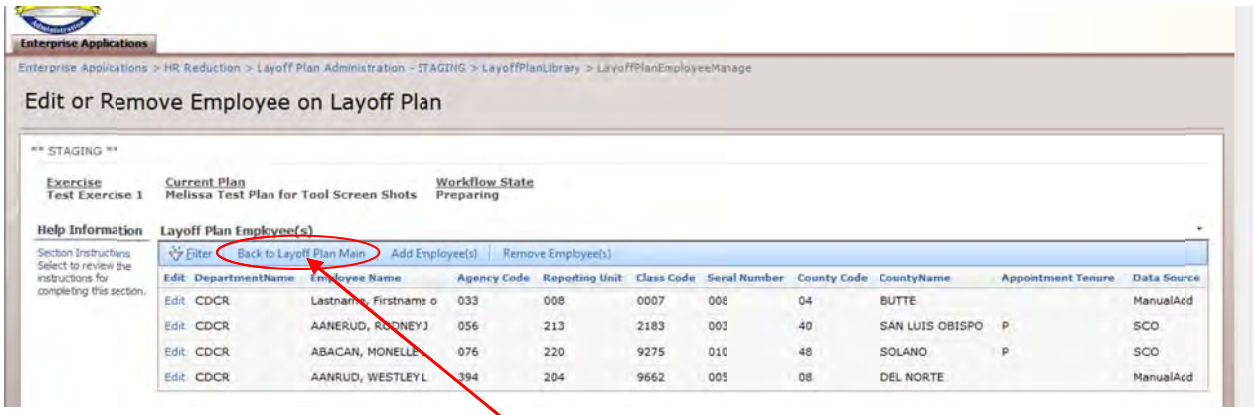


Figure F: Full editing available for employees manually added to plan.

4. When finished editing, click **Save.**

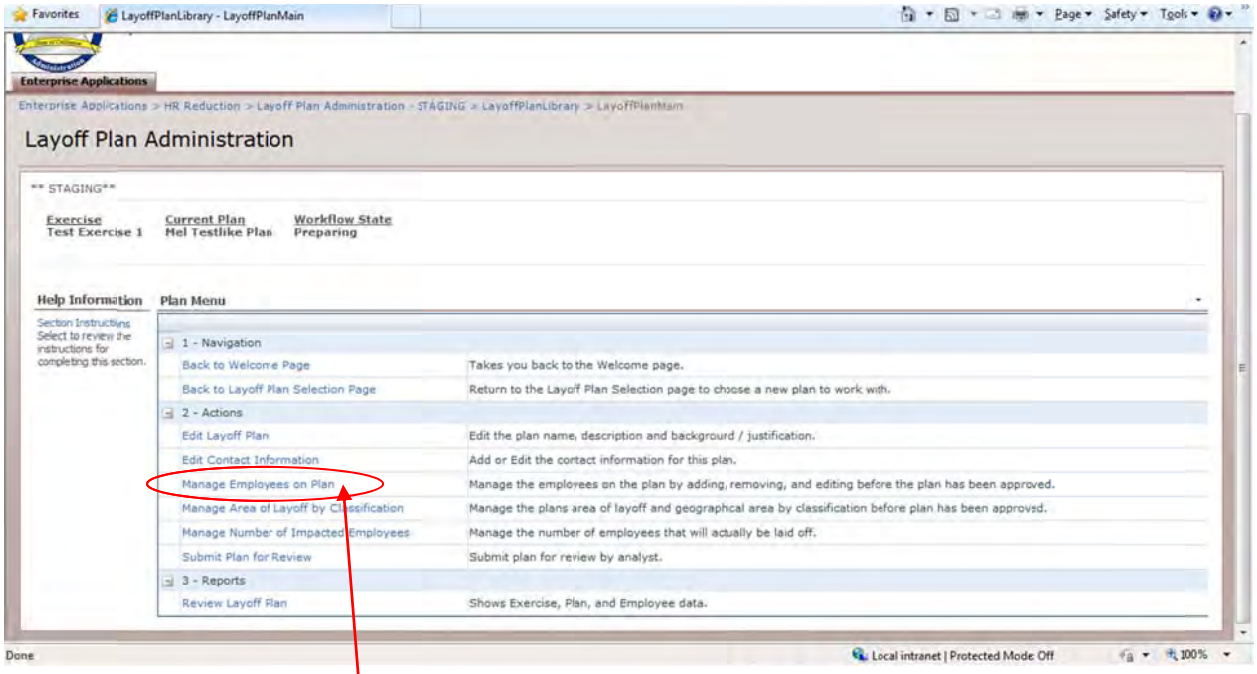


5. You will be returned to the **Edit or Remove Employee on Layoff Plan** screen. If you are done editing employees on your plan, click **Back to Layoff Plan Main** to continue working on your plan.

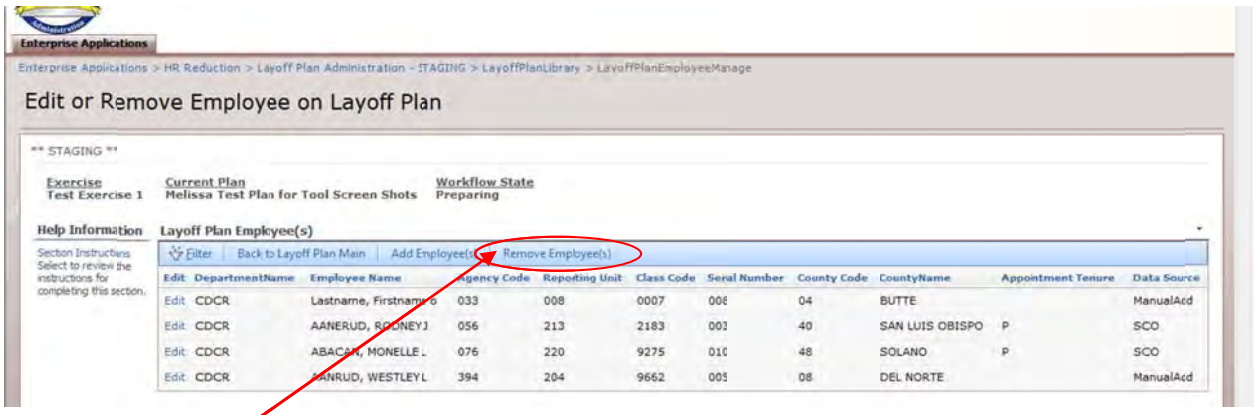
3.4.7 How do I remove an employee during Preparing and/or Revising?

You may remove employees from the plan at will during Preparing and Revising workflow states. If after submitting your plan, you discover an employee was added in error during the Preparing workflow state, contact your DPA Analyst and request that he/she Reject the plan so you can remove the errant employee.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.

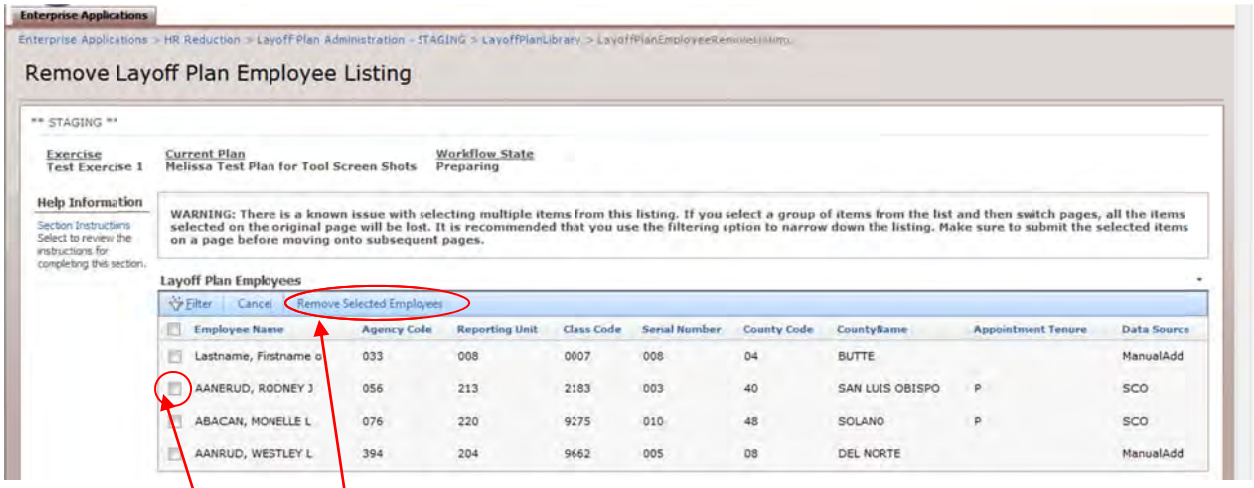


2. Click **Manage Employees on Plan**.

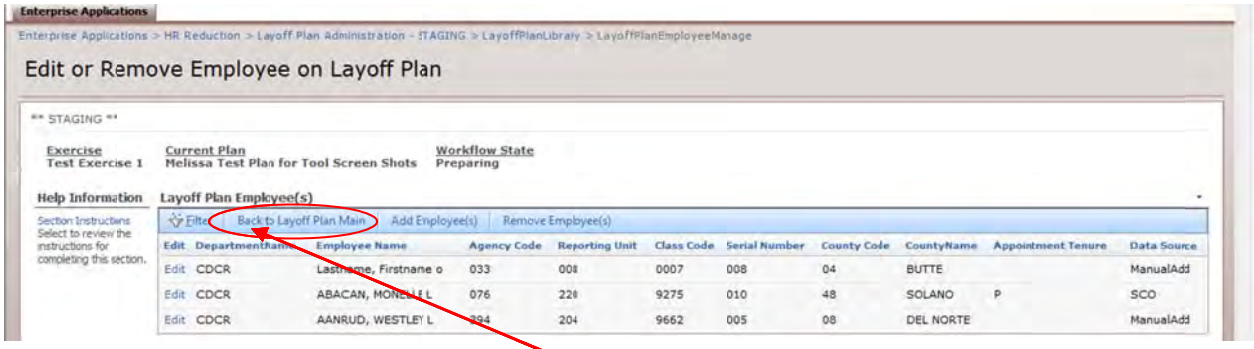


3. Click **Remove Employee(s)**.

4. Enter a **Date Removed from Layoff Plan**. **Note: All employees removed in the next step will have the Removed Date that you enter here.**
5. Click **Select Employees**.



6. Find the name(s) of the employee(s) you wish to remove. **(Note: You may click filter to show the available filters, which may make it easier to find the employees to remove.)**
7. **Put a check in the boxes** next to the employees you wish to remove.
8. Click **Remove Selected Employees.**



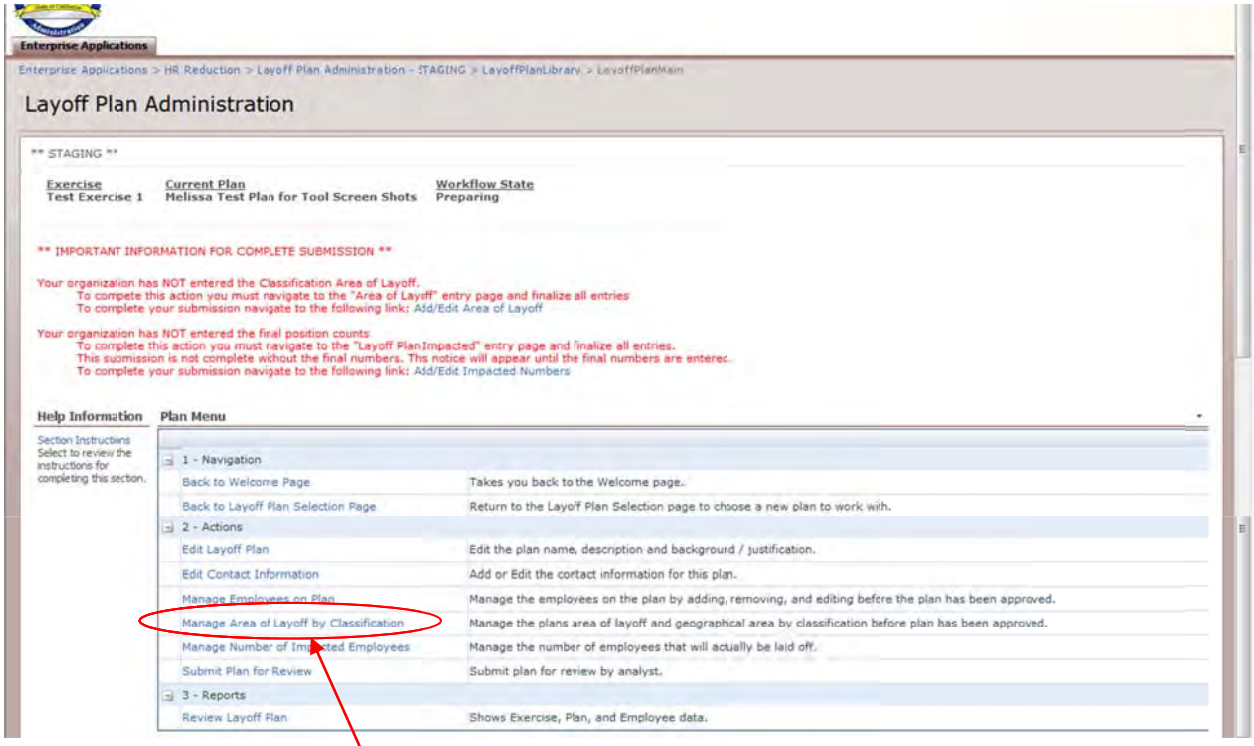
9. You will be directed back to the **Edit or Remove Employee** page, and the employee's name will no longer be listed under Layoff Plan Employee(s).
10. If you are done adding employees to your plan, click **Back to Layoff Plan Main** to continue working on your plan.

3.5 Step C: Manage Area(s) of Layoff on Plan (Preparing/Revising states)

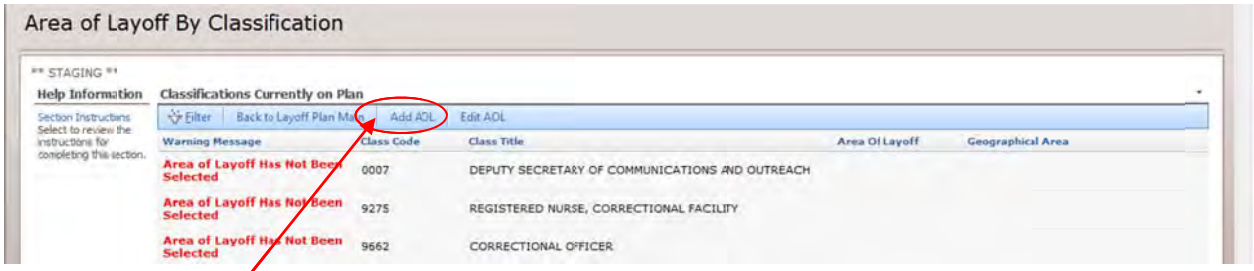
The following section describes how to manage Area(s) of Layoff by Classification for the Layoff Plan in the Preparing and Revising workflow states. You must choose an Area of Layoff for each classification you added to the Layoff Plan. Each classification can have only one Area of Layoff. Please refer questions about determining Area of Layoff to your DPA Analyst.

3.5.1 Add Area of Layoff

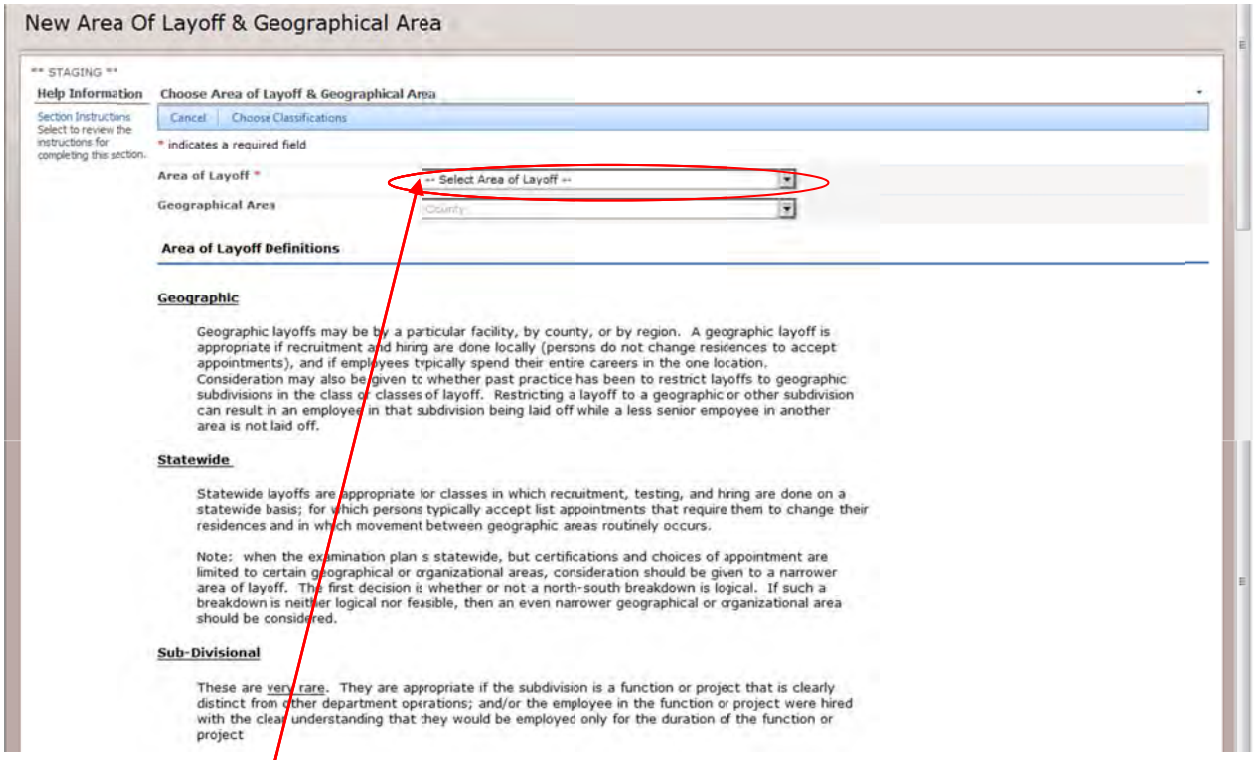
1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



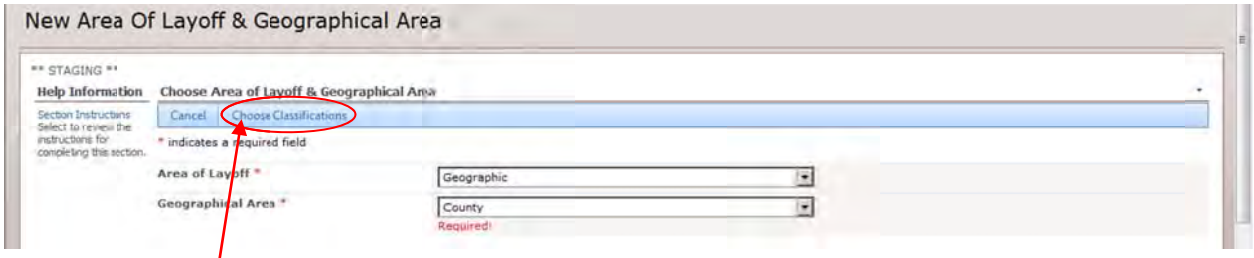
2. Click **Manage Area of Layoff by Classification**. **(Note: The Layoff Plan Administration main menu will have red warning messages as described in Section 3.4.3.)**



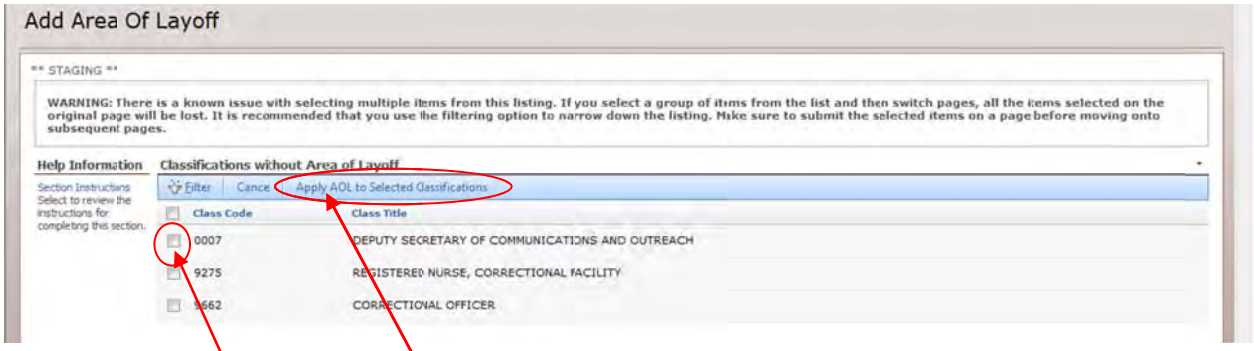
3. Click **Add AOL** (Area of Layoff).



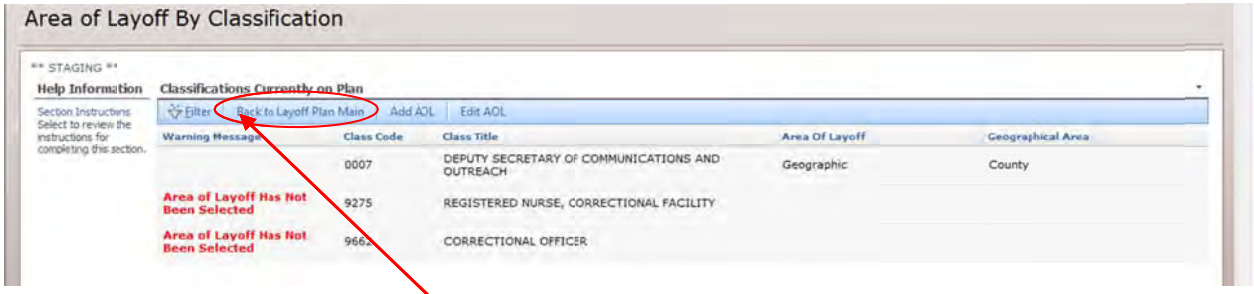
4. Select an **Area of Layoff** from the list. Options are: **Geographic, Statewide, and Sub-Divisional**. These options are defined on the screen per the California Civil Service Layoff Manual.



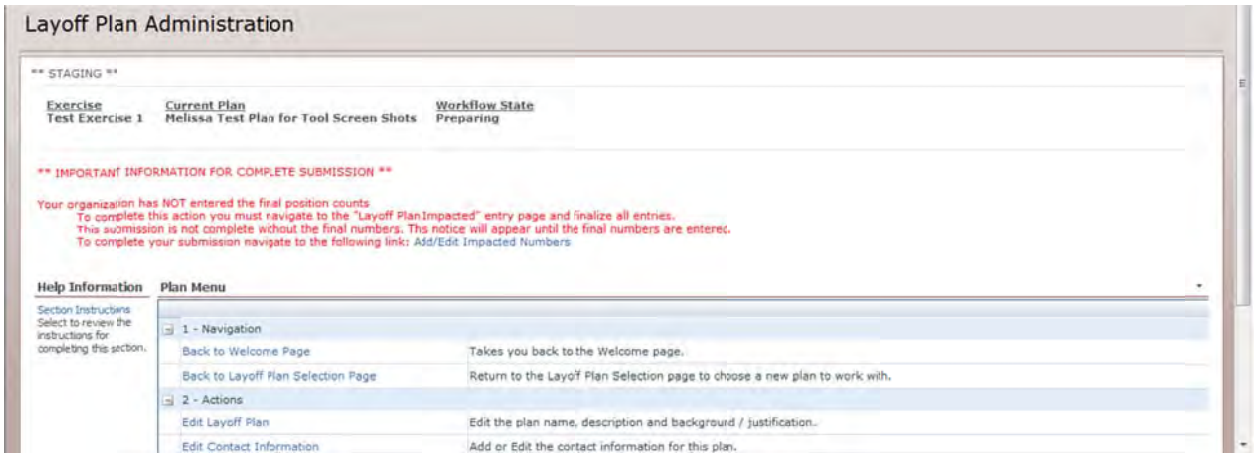
5. If you select Geographic as the AOL, you must also select a **Geographical Area**. Options are: **County, Facility, Institution and Region**. **(Note: This Area of Layoff and Geographical Area will apply to the classifications you select in the following steps.)**
6. Click **Choose Classifications**.



7. **Check the boxes** next to the classifications to which you want the previously-selected Area of Layoff to apply.
8. Click **Apply AOL to Selected Classifications.**



9. The Area of Layoff you selected will appear next to the classifications you selected. The red warning message, "Area of Layoff has not Been Selected" will only appear next to the classifications that still need an Area of Layoff.
10. Repeat steps 3-8 until all of the red warning messages are gone.
11. When done entering Area of Layoff, click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration main menu**.



12. Only one of the red warning messages will remain.

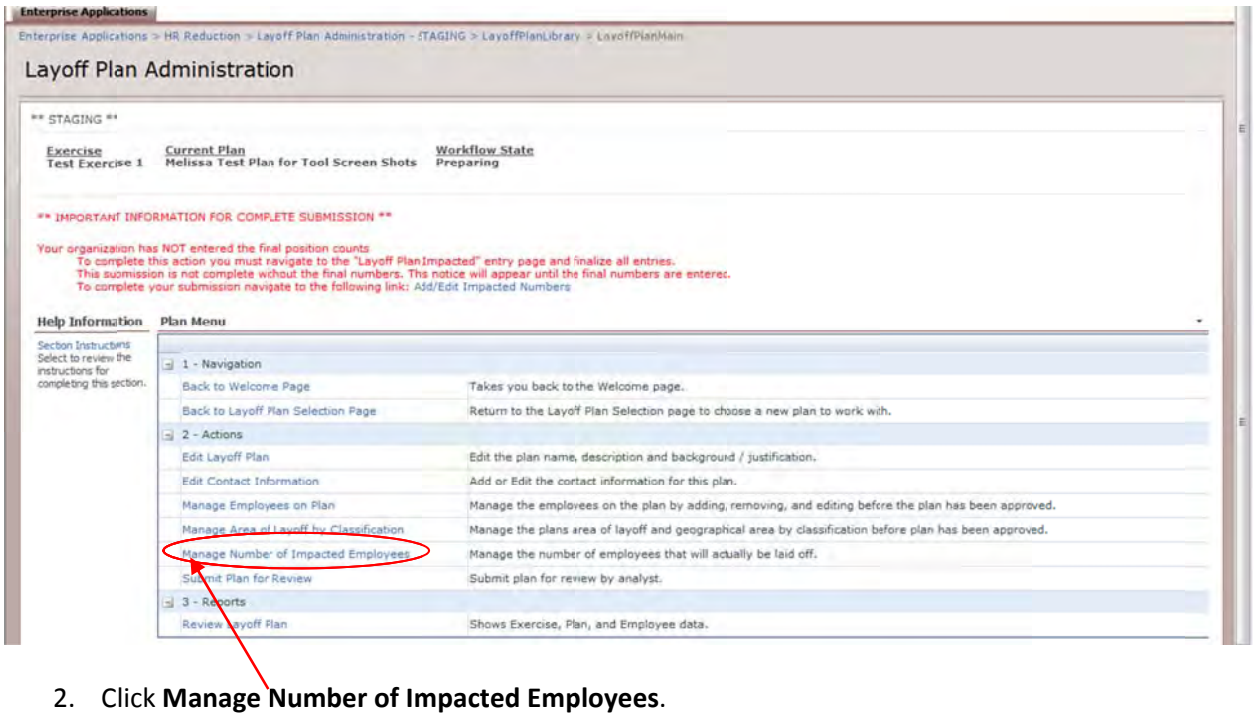
3.6 Step D: Manage Actual Impacted numbers (Preparing/Revising states)

Not everyone who is added to the Layoff Plan will actually be laid off or demoted. Before you can submit your plan, you must tell DPA how many employees in each class your Department expects to actually be laid off or demoted in lieu of layoff. This is known as the **Actual Impacted Number**.

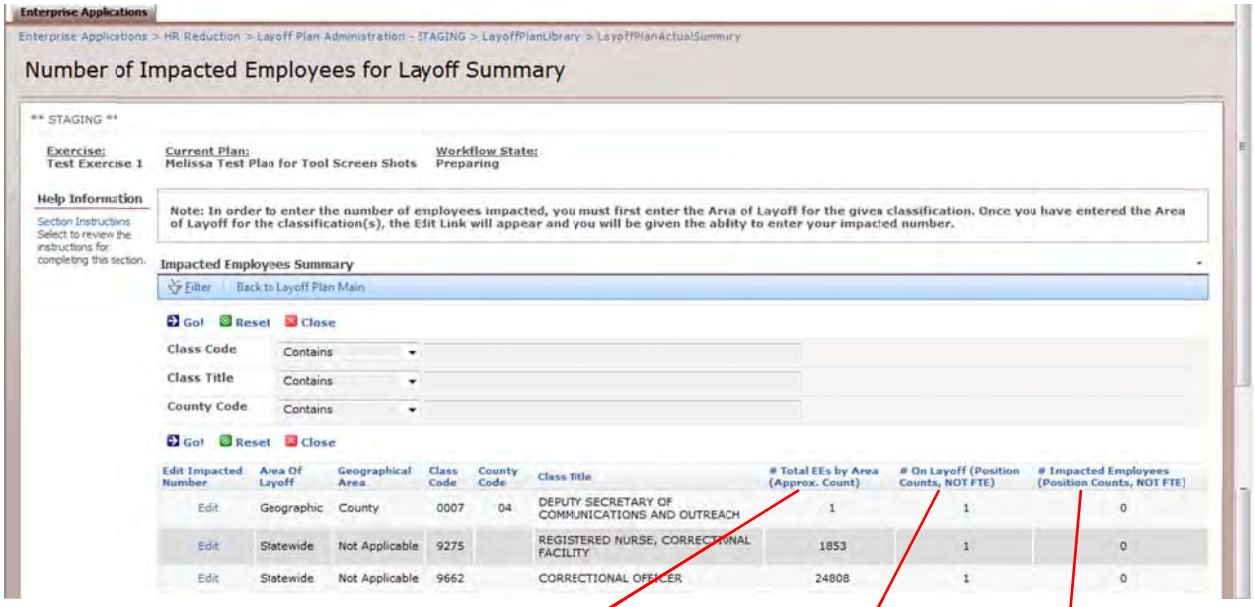
The following section describes how to manage the Actual Impacted Numbers on the Layoff Plan in the Preparing and Revising workflow states. Please refer questions about determining Actual Impacted Numbers to your DPA Analyst.

3.6.1 Add Actual Impacted Numbers to Layoff Plan

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



2. Click **Manage Number of Impacted Employees**.



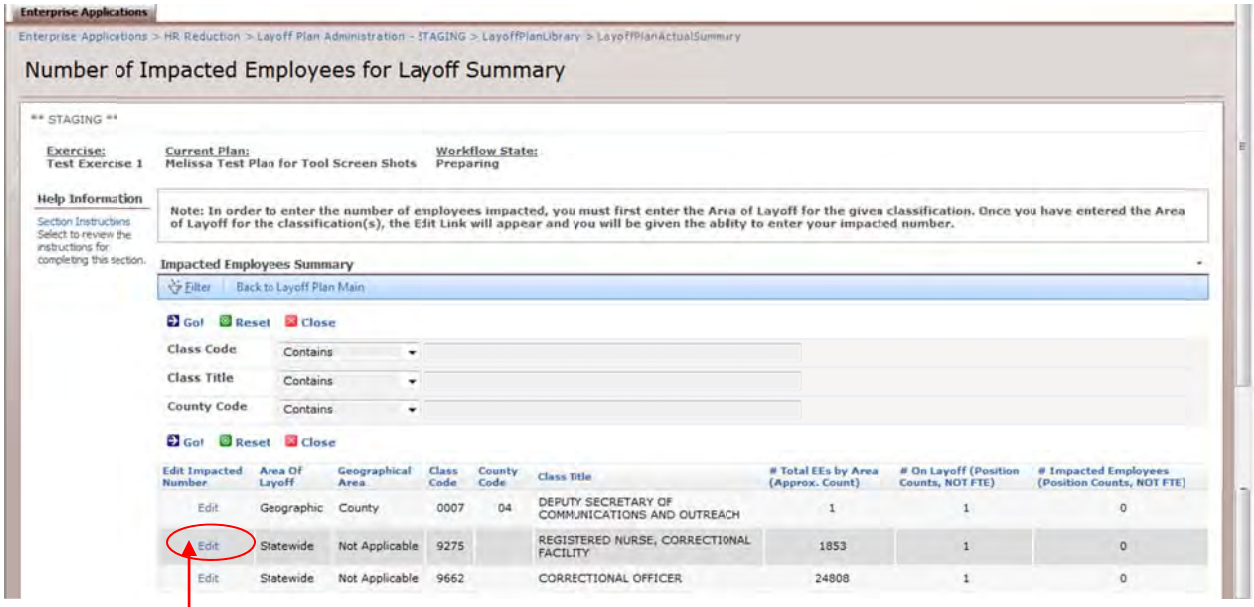
3. You will be directed to the **Number of Impacted Employees for Layoff Summary** page.

Please note the following column definitions:

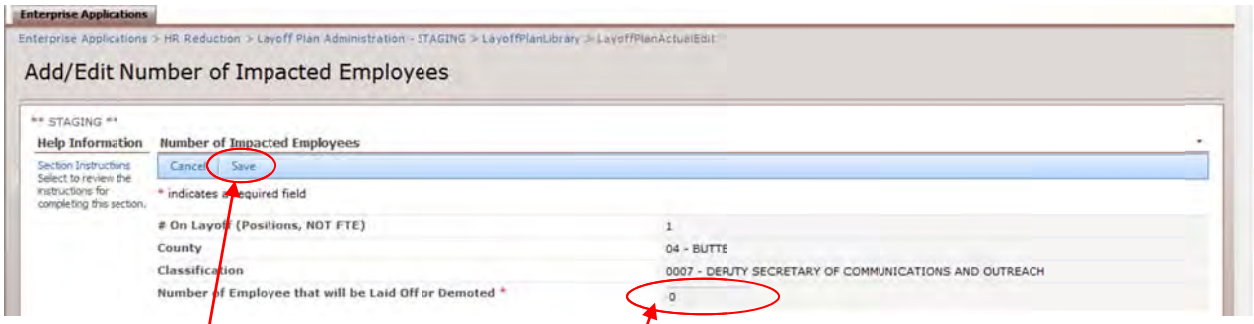
# Total EEs by Area (Approx. Count)	**# On Layoff (Position Counts, NOT FTE)**	**# Impacted Employees (Position Counts, NOT FTE)**
The number of employees in a class for the selected Area of Layoff (either Statewide or Geographic by County). This number from SCO Data is <u>often inaccurate and unreliable</u>.	The number of employees you have put on the Layoff Plan in each class (by Area of Layoff).	**The number you must enter.** This number is a <u>best estimate</u> of how many will be laid off or demoted in each class (by Area of Layoff).

The classifications on your Layoff Plan will be listed by the Area of Layoff you designated in the previous section.

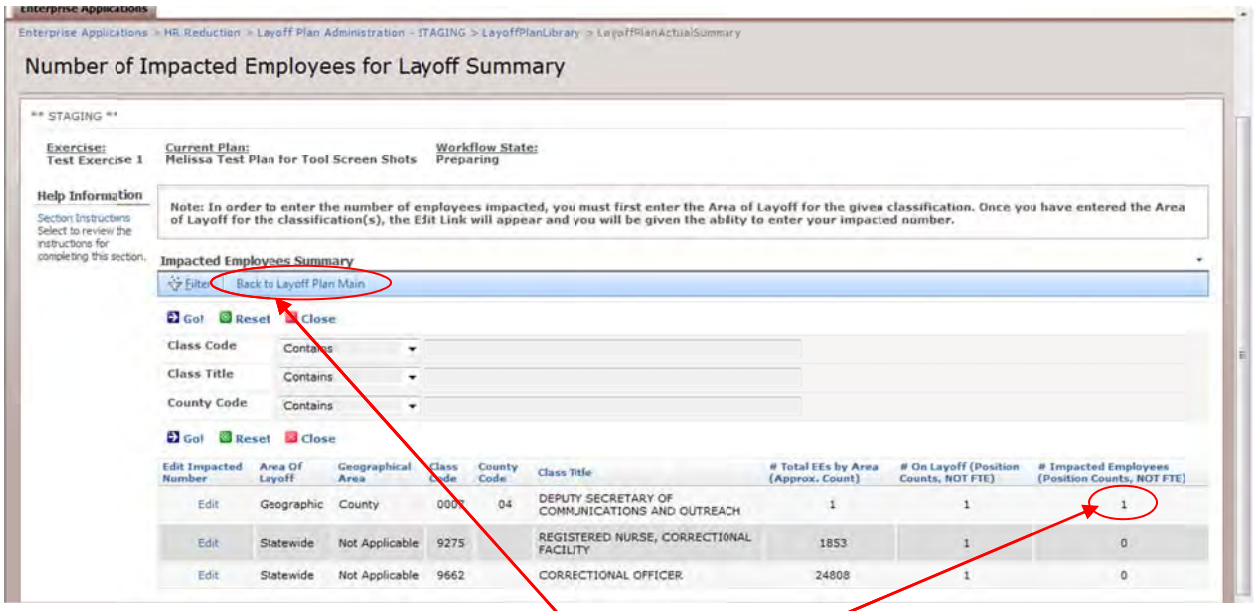
- If you chose **Statewide** for a class, all employees on your plan in that class will be rolled up together, meaning you will only have to input one **Actual Impacted Number** for the class.
- If you chose **Geographic** for a class, all employees on your plan in that class will be rolled up separately by county, meaning you will have to enter an **Actual Impacted Number** for each county that has employees in the class. **(Note: Actual Impacted Numbers always roll up by county for Geographic Area of Layoff, regardless of what geographical area you selected in step 5 of Section 3.5.1.)**



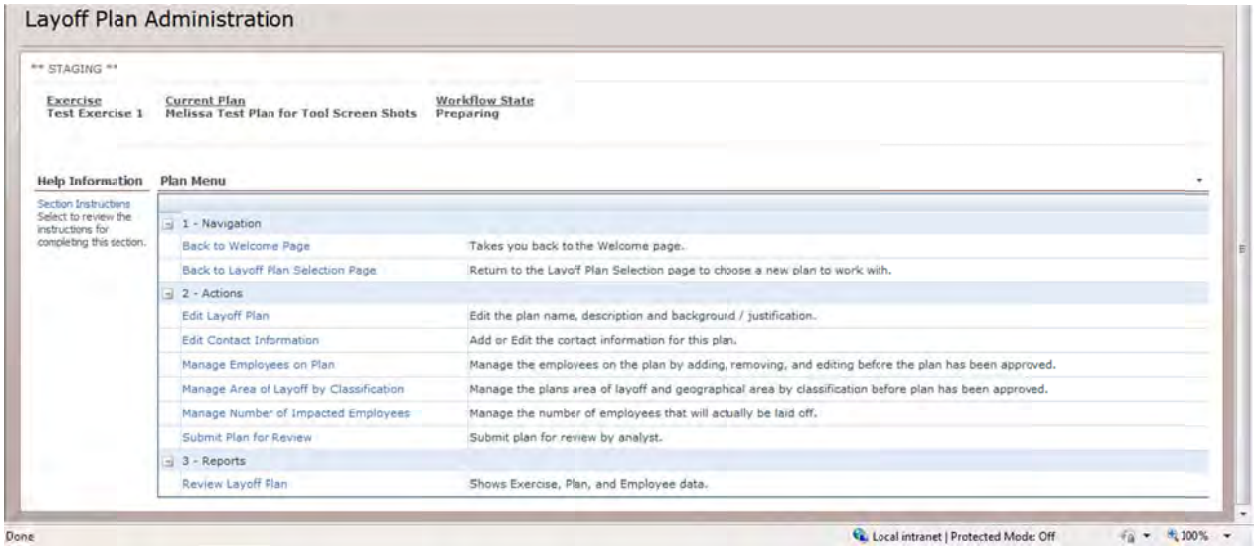
4. Click **Edit** on the line of the class (or class and county).



5. Enter the **Number of Employees that will be Laid Off or Demoted**. **(Note: This number cannot exceed the number of employees in the Class and County on the Layoff Plan.)**
6. Click **Save**.



7. The impacted number you entered will appear in the far right column.
8. Repeat **steps 4-6** for the rest of the classifications on the page.
9. When done entering Impacted numbers, click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration main menu**.



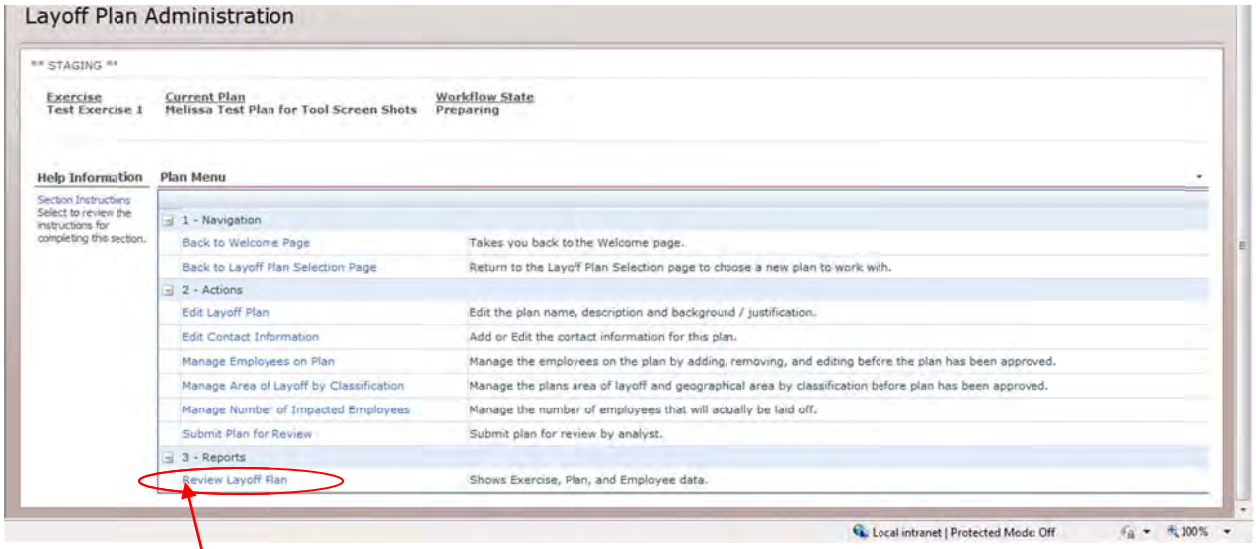
10. There will be no more red warning messages.

3.7 View and print a summary of my plan

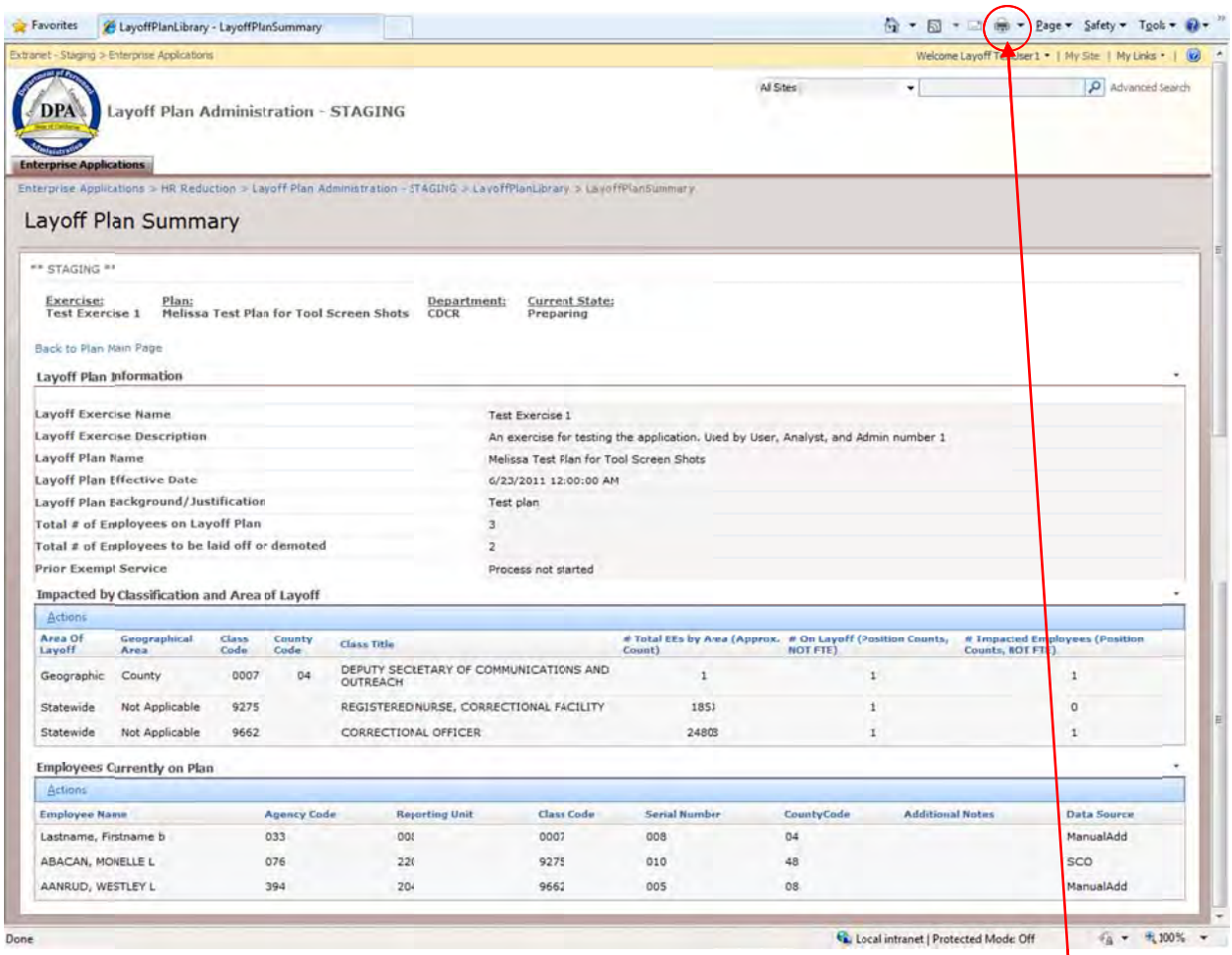
You may want to view a summary of your Layoff Plan and print a copy for your records before submitting it the plan to your DPA Analyst.

Note: The Layoff Plan Summary IS NOT identical to the Official Layoff Plan that you and your DPA Analyst will sign. Your DPA Analyst can provide you with a copy of your Official Layoff Plan.

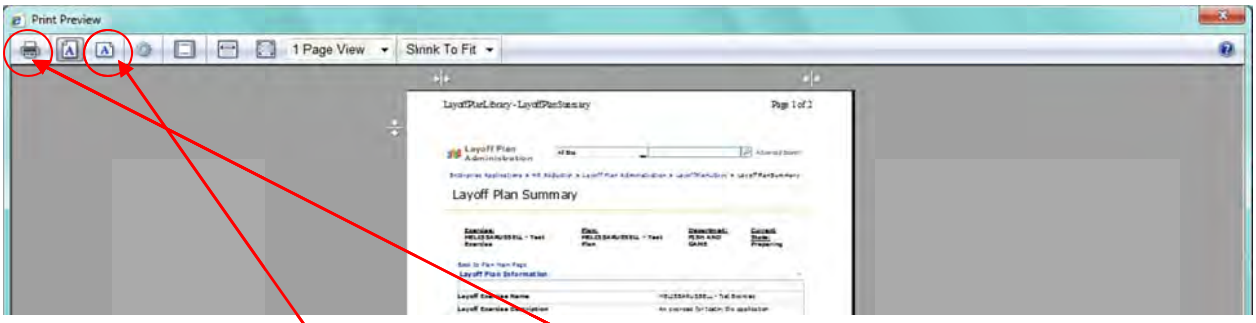
1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



2. Click **Review Layoff Plan**.



3. A **Layoff Plan Summary** page will appear. To print the summary page, click the **Print Icon** near the top of your browser.
4. If the right hand side of the summary is cut off on the printed copy, click the **small, black, down arrow next to the Print Icon** and choose **Print Preview**.

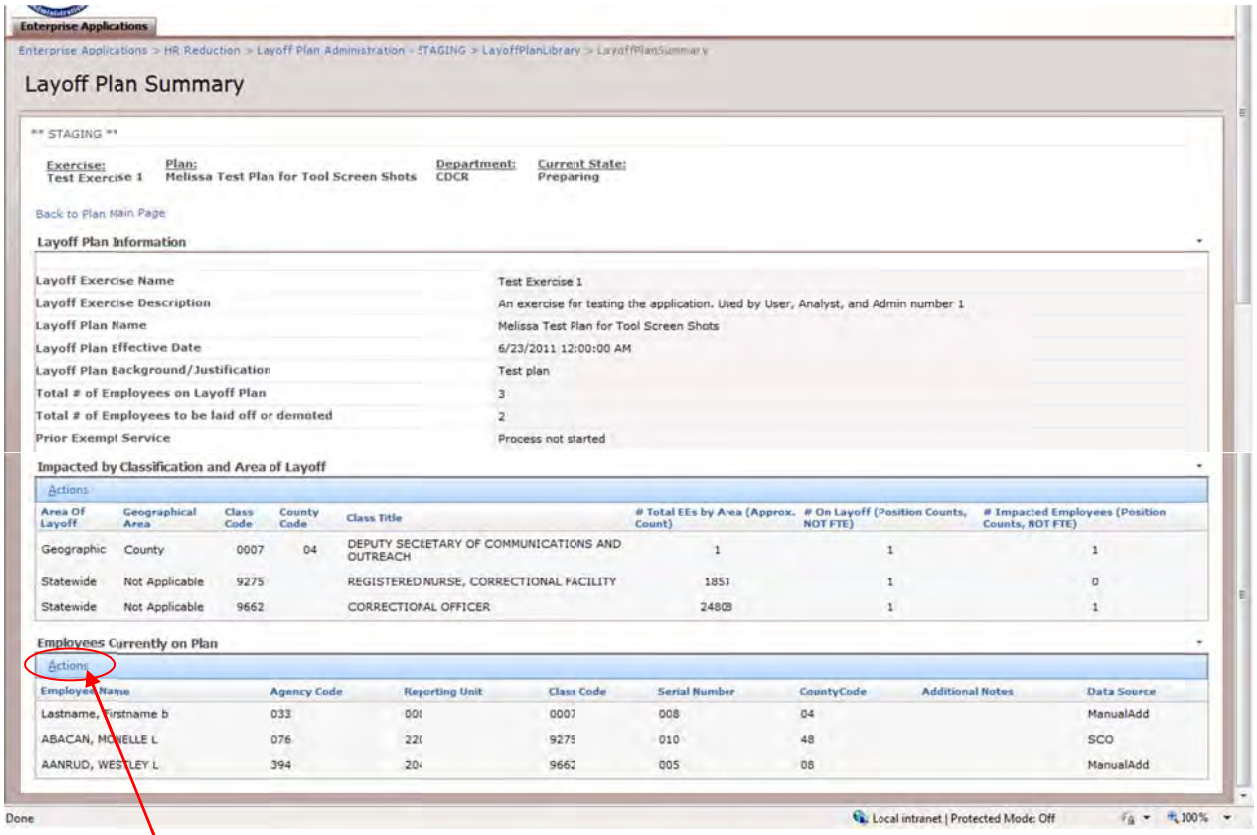


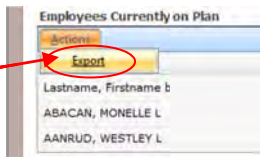
5. Adjust the view to **landscape** and click the **Print Icon** again.

3.8 Export a list of employees on the plan into Excel

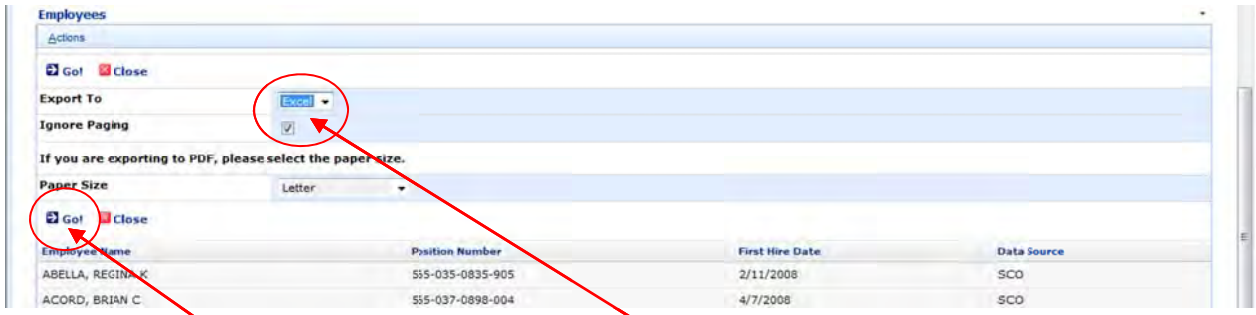
You may want a soft copy of the list of employees who are on the Layoff Plan.

1. Navigate to the **Layoff Plan Summary** page, as described in steps 1-2 of Section 3.7.

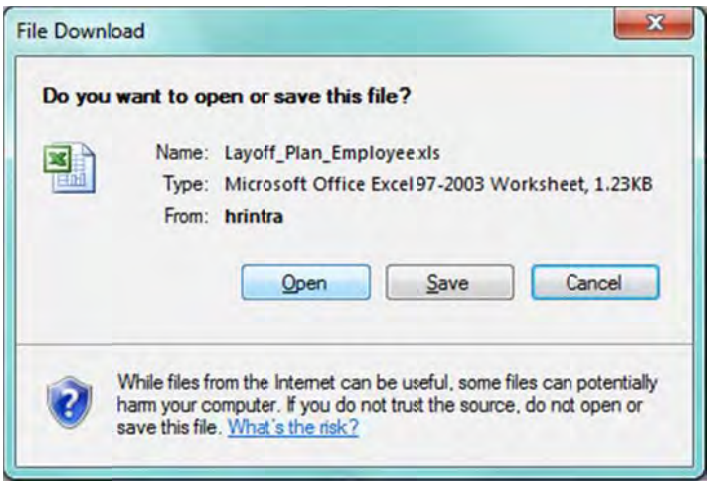




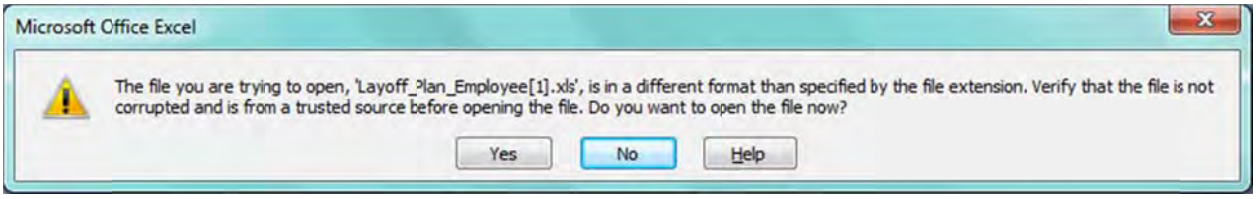
2. Click **Actions**. Choose **Export** from the small menu that pops up.



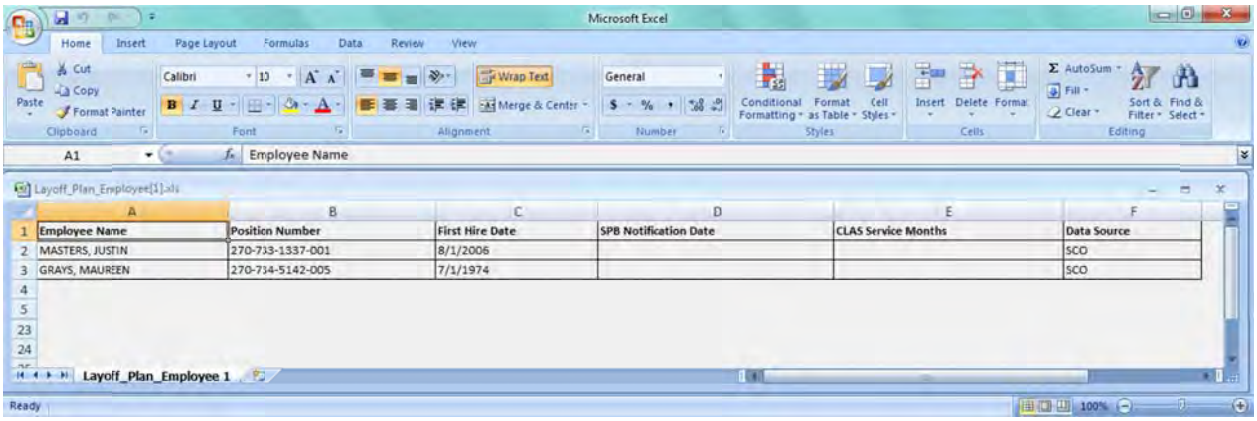
3. Choose **Excel** from the pull-down menu on the **Export To** line. Make sure the **Ignore Paging** box is checked. Click **Go!**



4. Click **Open**.



5. You may get the error message shown above. Click **Yes**.

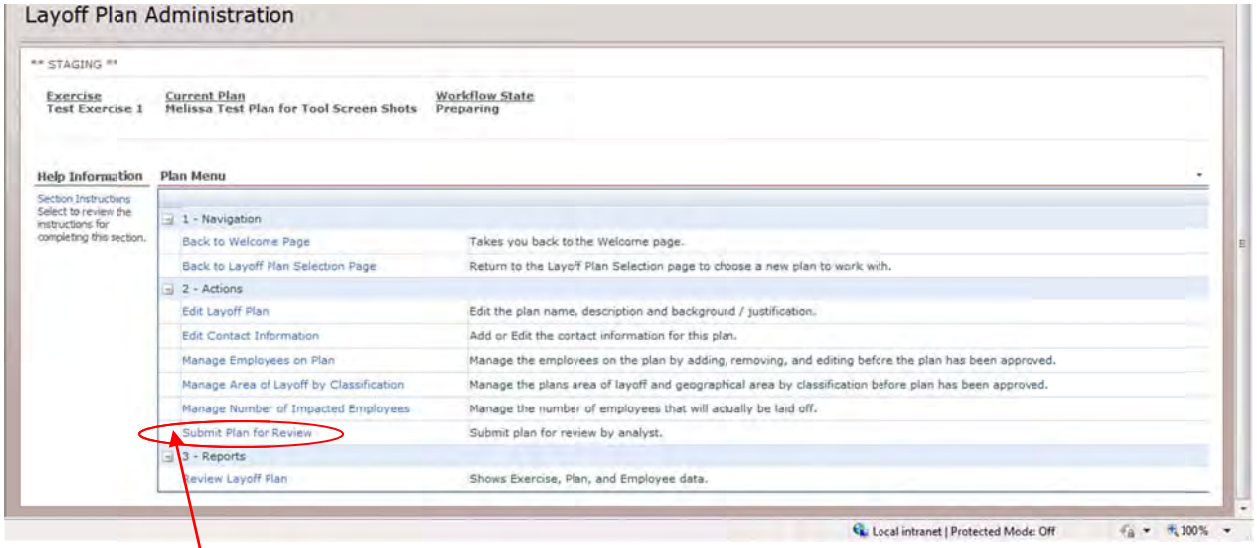


6. The **Layoff Plan Employee List** will appear in Excel.
7. You may Save the **Layoff Plan Employee List** by clicking the Windows Icon and choosing Save As.

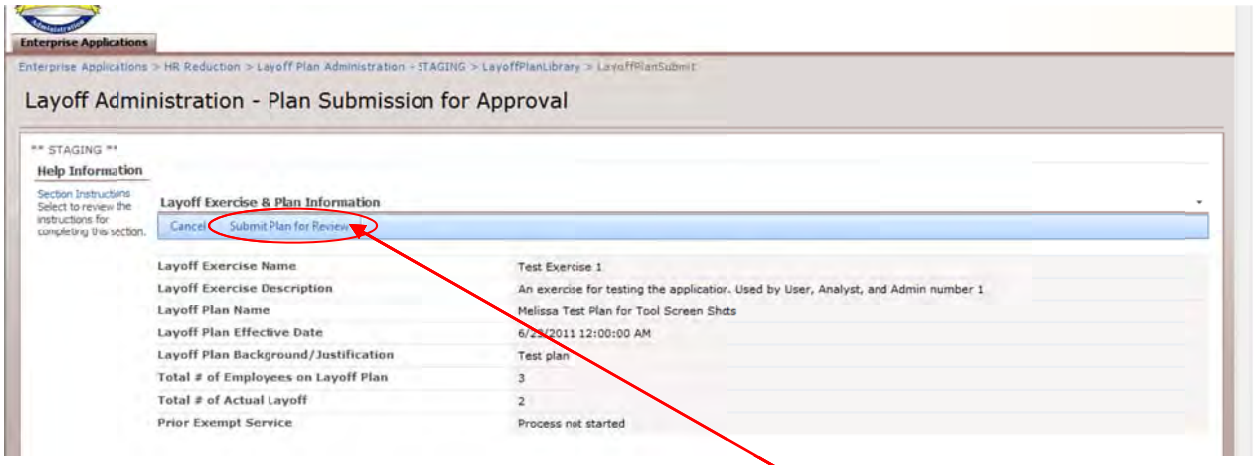
3.9 Step E: Submit the Layoff Plan for review

You must submit your plan using the Layoff Tool before your DPA Analyst can officially review and approve it.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



2. Click **Submit Plan for Review**.



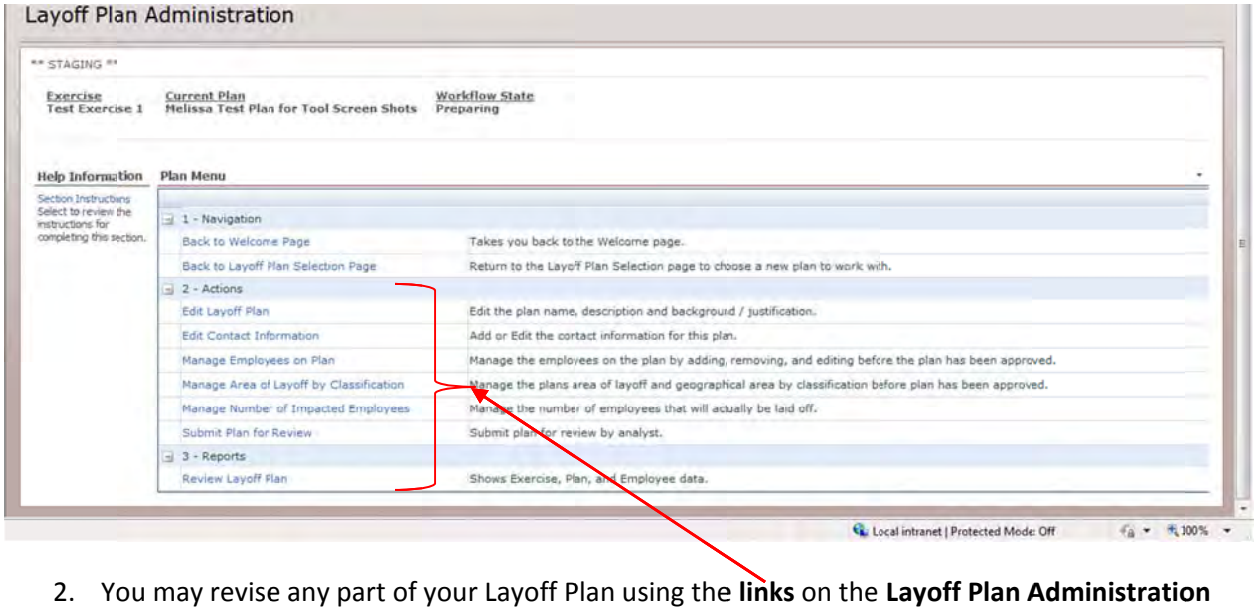
3. Make sure this is the Layoff Plan you intend to submit. Click **Submit Plan for Review**.
4. You will receive an automated confirmation email from the Layoff Tool.

Note: Once you submit your Layoff Plan, you will not be able to alter it until your DPA Analyst rejects the plan.

3.10 Revise and resubmit Layoff Plan after it has been rejected

Layoff Plans are rarely perfect the first time they are submitted. Your DPA Analyst may request changes. The DPA Analyst rejects your Layoff Plan, which permits you to revise it.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



2. You may revise any part of your Layoff Plan using the **links** on the **Layoff Plan Administration** main menu. The links work the same way they did when you were preparing your plan before you initially submitted it.
3. Resubmit your Layoff Plan by following the same steps for submission, found in Section 3.9.

3.11 Print, sign and return the Official Layoff Plan to DPA

Only DPA can print the Official Layoff Plan for signatures. Departments do not have access to the Official Layoff Plan format in the Layoff Tool.

1. Your DPA Analyst will send you a copy of the Official Layoff Plan electronically, usually as a PDF attachment to an email.
2. **You must print the Layoff Plan, sign it and either fax it back or scan it and return it electronically to your DPA Analyst.**
3. Your DPA Analyst will print the Official Layoff Plan that you signed and returned. He/she will sign the plan and route it for additional signatures within DPA.
4. Your DPA Analyst will Approve your Layoff Plan in the Layoff Tool.
5. Your DPA Analyst will send you an electronic copy of the fully signed Layoff Plan for your records.

3.12 Mitigation

After your Layoff Plan has been approved and you have begun implementing your plan, you may learn of employee movement or unforeseen circumstances that must change your approved Layoff Plan.

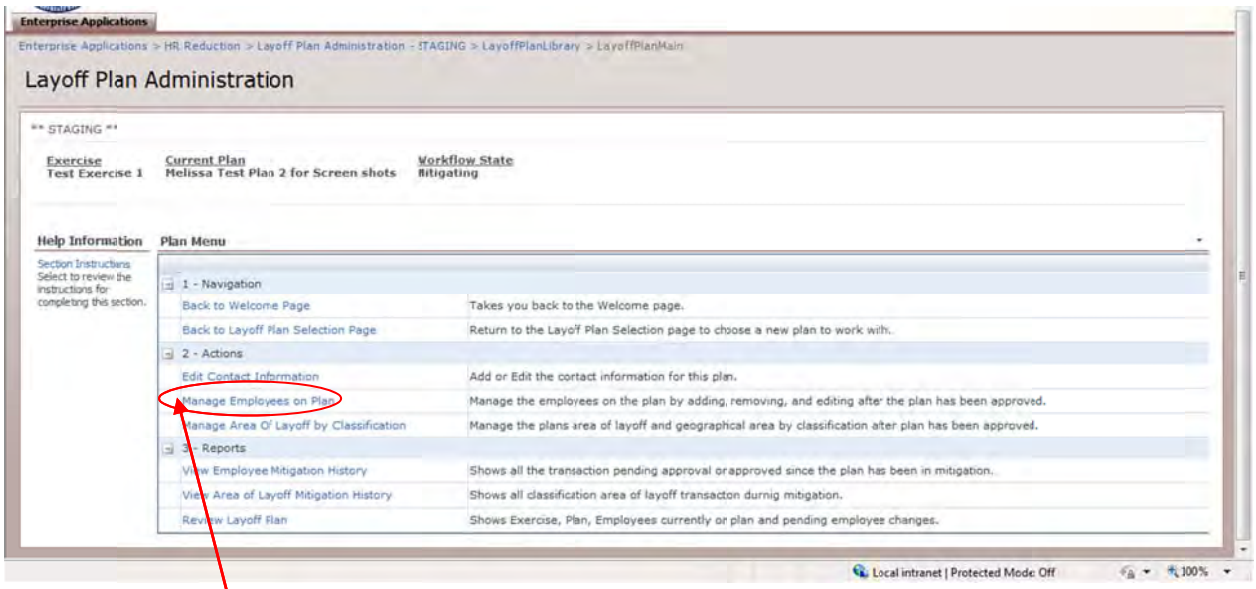
DPA requires that you record any changes to your approved plan in the Layoff Tool. These changes will be reviewed by your DPA Analyst. Until they are approved by DPA, they appear in the Layoff Tool as "pending transactions."

The workflow state after initial DPA approval is called **Mitigation**. In Mitigation, you may:

- Add new employees to the plan in new or previously approved classes. (Section 3.12.1)
- Define Area(s) of Layoff for any newly added classes. (Section3.12.2.1)
- Edit the Area(s) of Layoff for previously approved classes. (Section 3.12.2.2)
- Remove employees from the plan for various "mitigating" reasons. (Section 3.12.3)
- "Undo" any pending transactions you submit before DPA reviews them. (Sections 3.12.4)
- Review the detailed history of changes to your plan.(Section 3.12.5)

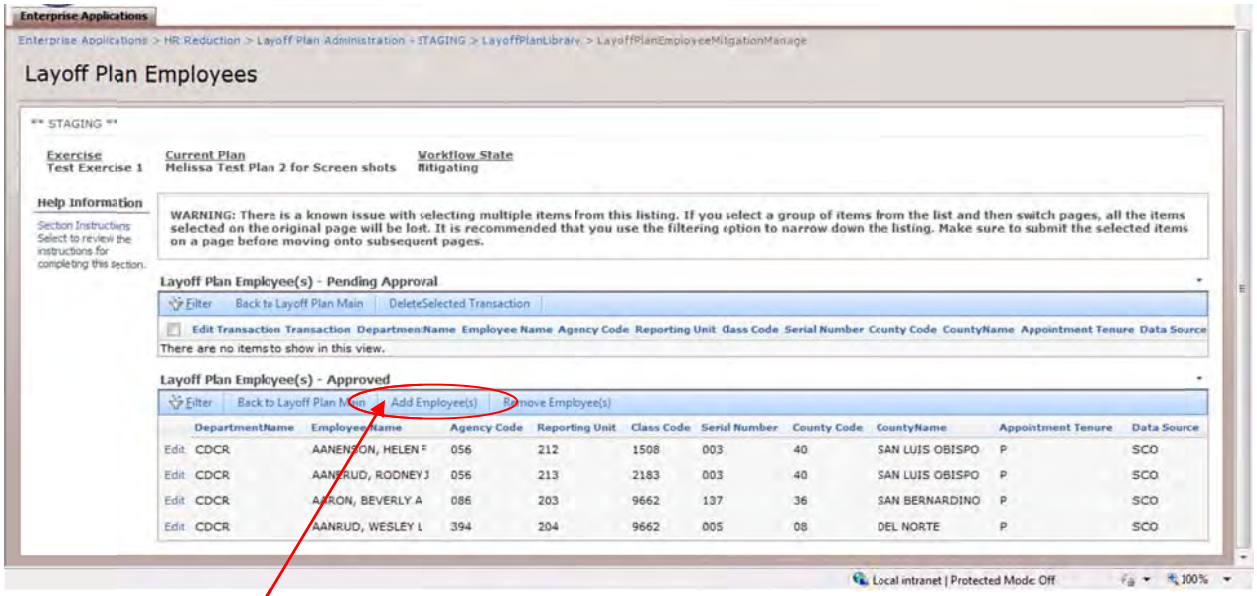
3.12.1 Add new employees to the plan during Mitigation

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.

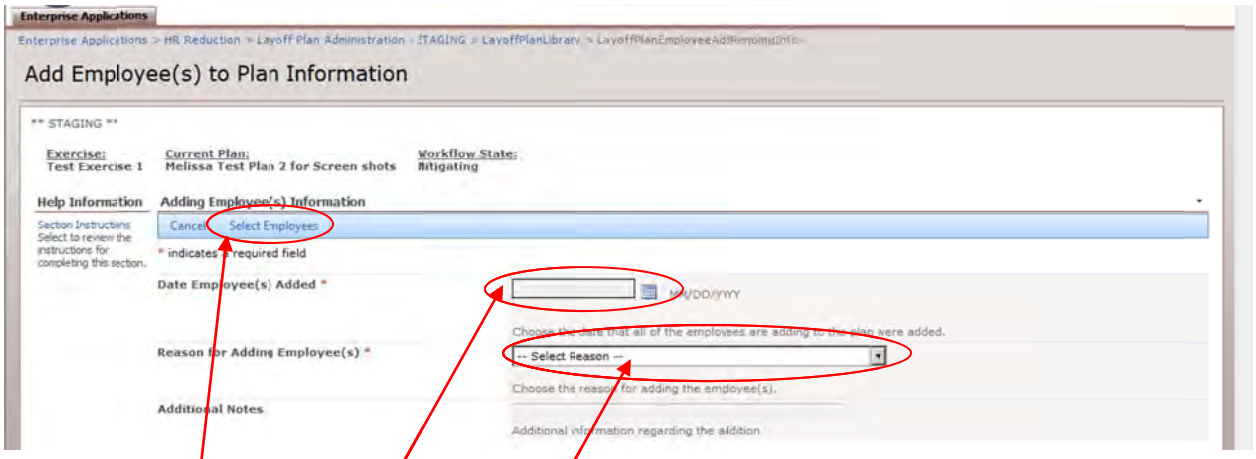


Note: You cannot change your estimated Number of Impacted Employees during Mitigation. The number you entered during Preparing was a best estimate. You provide DPA with the actual data on which employees are laid off or demoted during the Reconciliation workflow state (See Section 3.13).

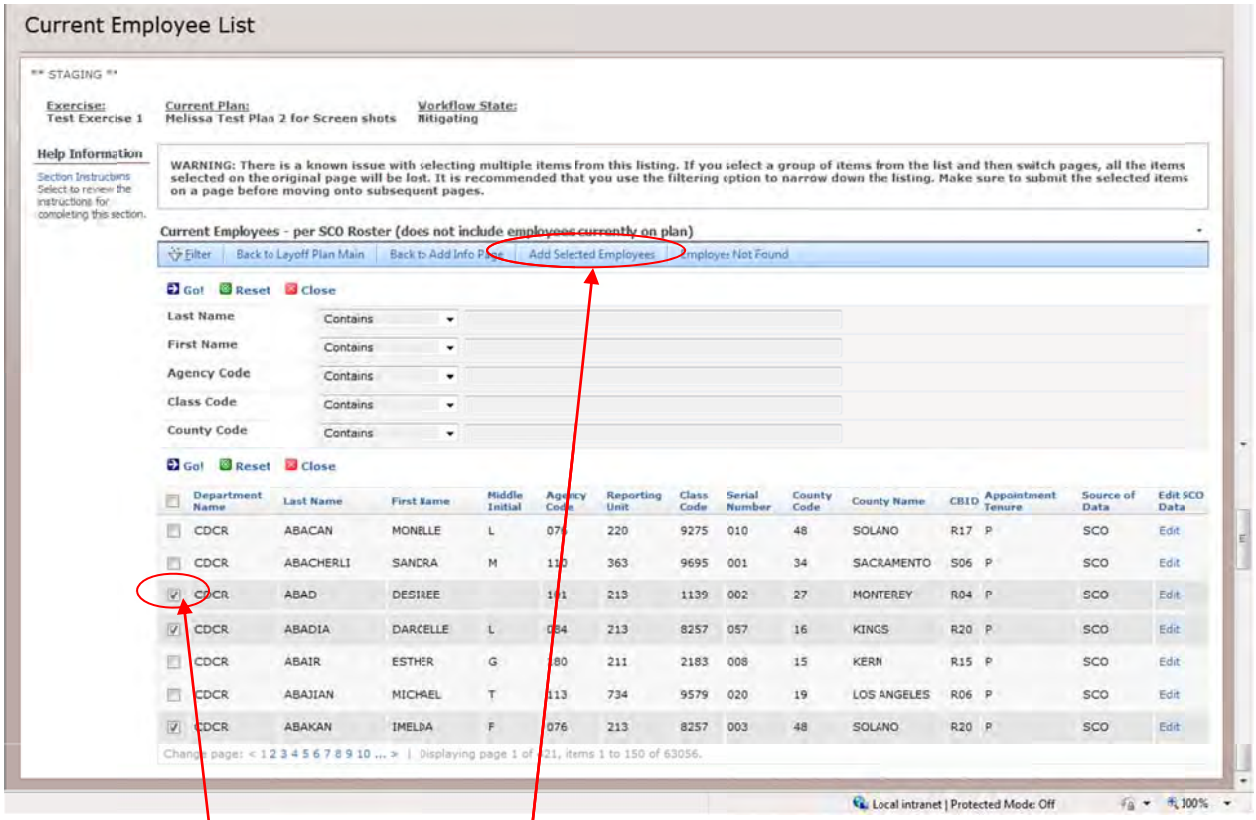
2. Click **Manage Employees on Plan**.



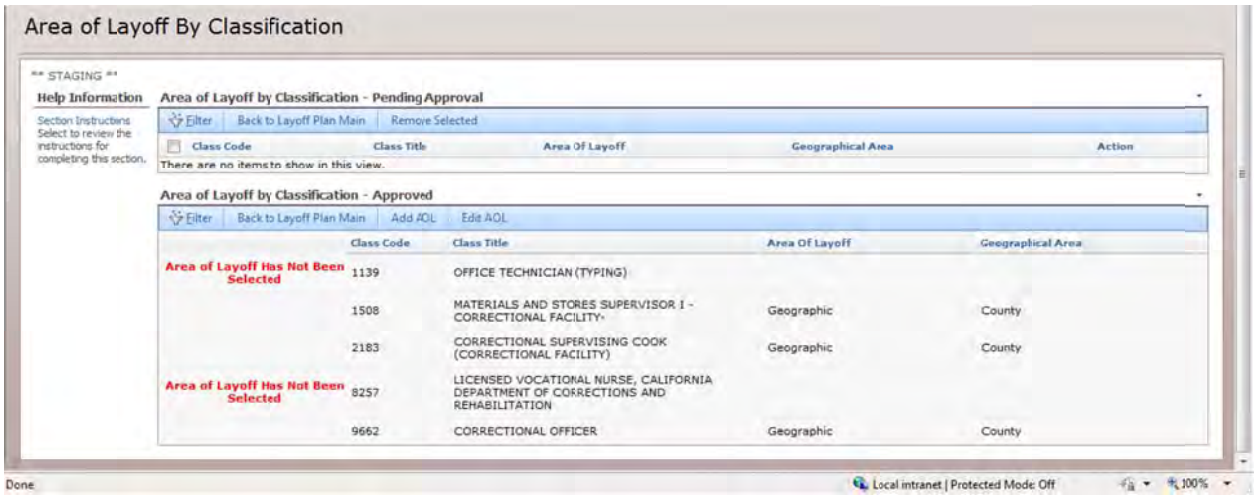
3. The **Layoff Plan Employees** page will appear. The list of currently approved employees appears in the **Layoff Plan Employee(s) – Approved section**.
4. Click **Add Employee(s)**.



5. Enter **Date Employee(s) Added**.
6. Enter **Reason for Adding Employee(s)**. Options are: **Fixing incorrect data; Inadvertently left off plan; and Other Add (describe).**
7. Input **Additional Notes**, if necessary**.**
8. Click **Select Employees**.



9. Find the **names** of the employee(s) to be added. Use the available filters.
   (Note: The Reason for Adding Employee information you selected on the previous screen will be applied to the employees you select now.)
10. **Check the boxes** next to the names you wish to add to the Layoff Plan.
11. Click **Add Selected Employees to Plan**.



12. You will be directed to the **Area of Layoff by Classification** page. **(Note: This automatic redirect is designed to remind you of your next step if you entered a new class that was not previously on the Layoff Plan. See Section 3.12.2 for details on managing Area of Layoff during Mitigation.)**

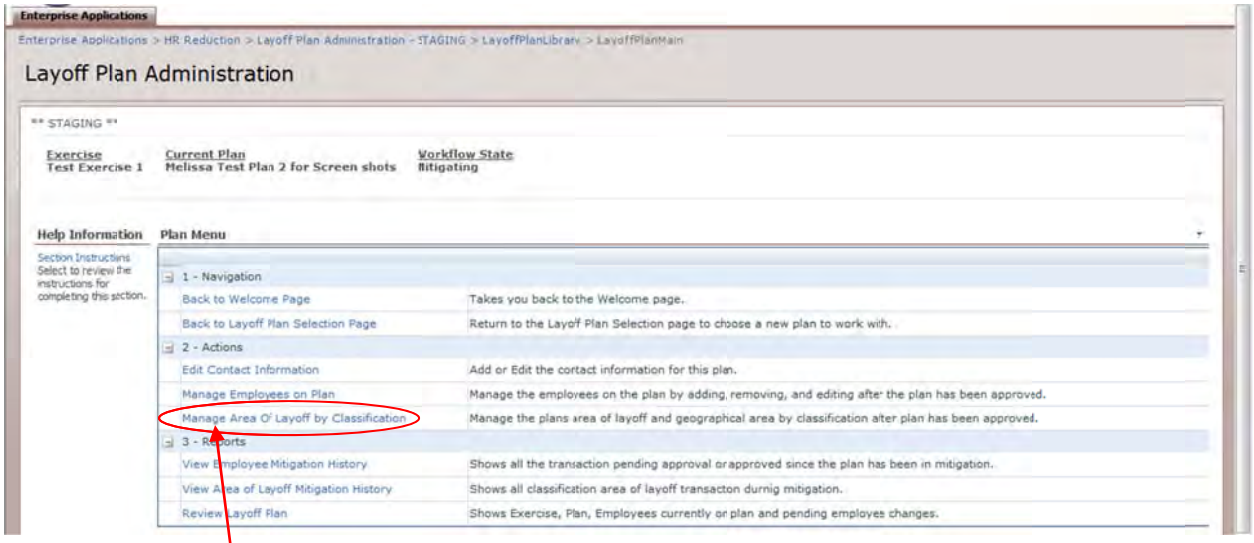
3.12.2 Manage Area of Layoff during Mitigation

During Mitigation, if you add new classes to the plan you must also **define Area(s) of Layoff** for those new classes. You may also **Edit previously approved Area(s) of Layoff** if necessary.

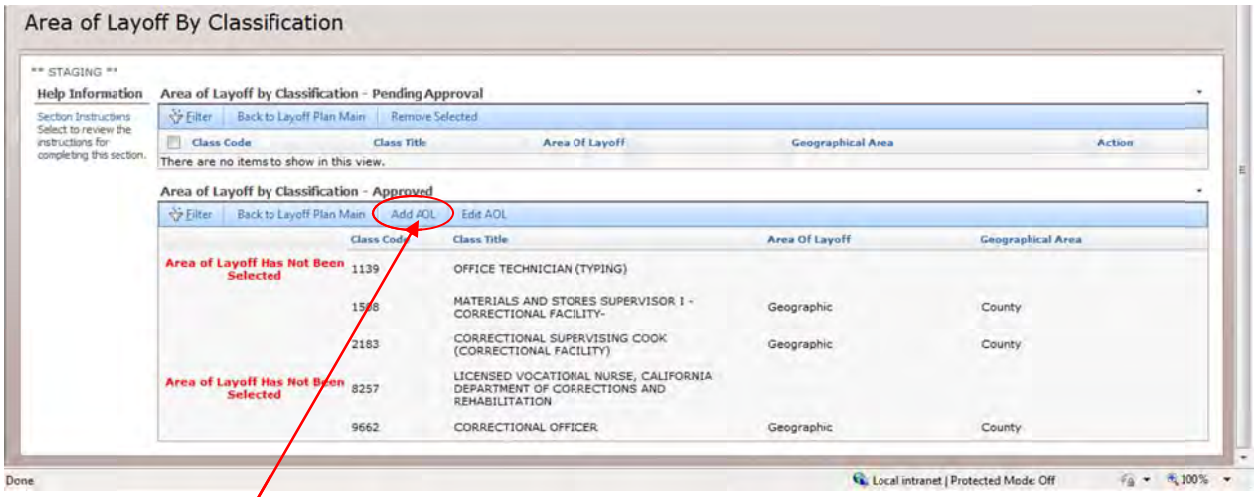
All changes to Area of Layoff on your plan are considered "pending transactions" until they are reviewed and approved by your DPA Analyst.

3.12.2.1 Choose Area(s) of Layoff for any newly added classes

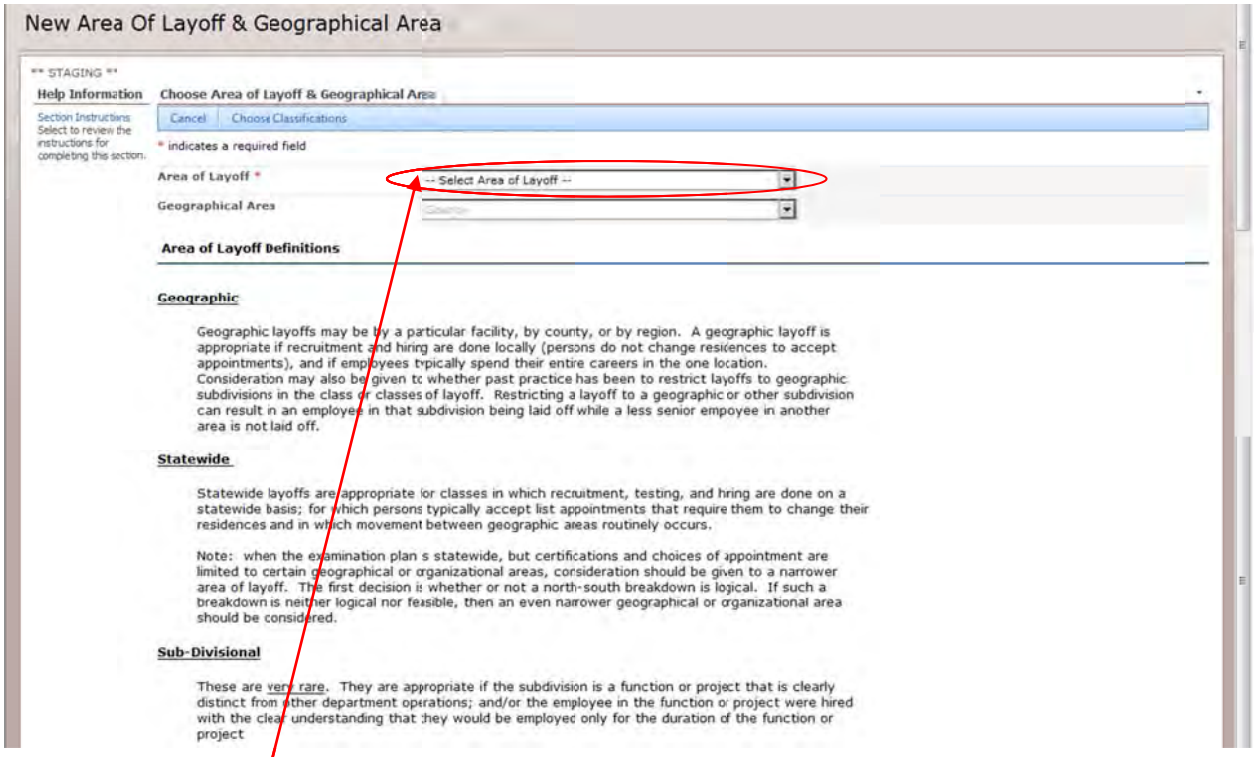
1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



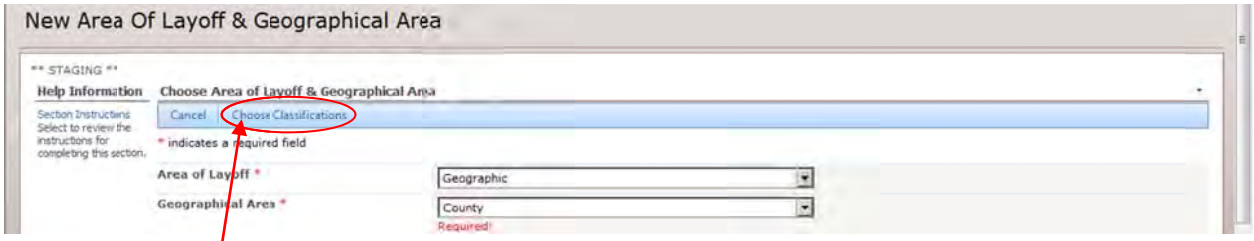
2. Click **Manage Area of Layoff by Classification**.



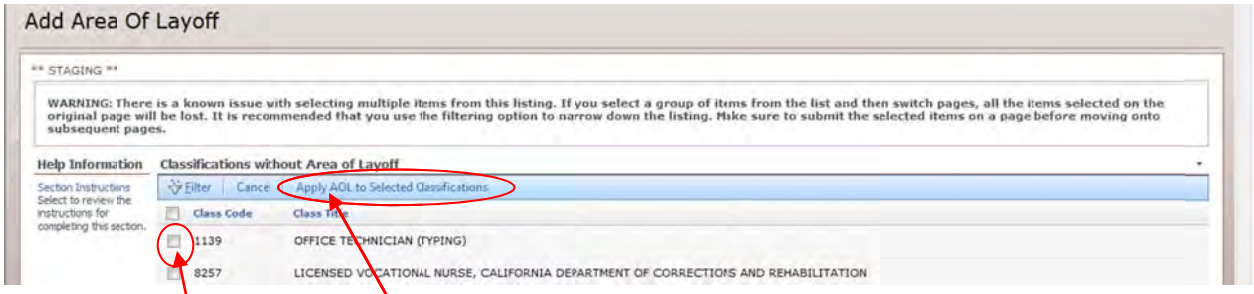
3. If you added employees in new classes to the plan, there will be red warning messages next to the new classes, which indicate that "Area of Layoff Has Not Been Selected" yet.
4. Click **Add AOL** (Area of Layoff).



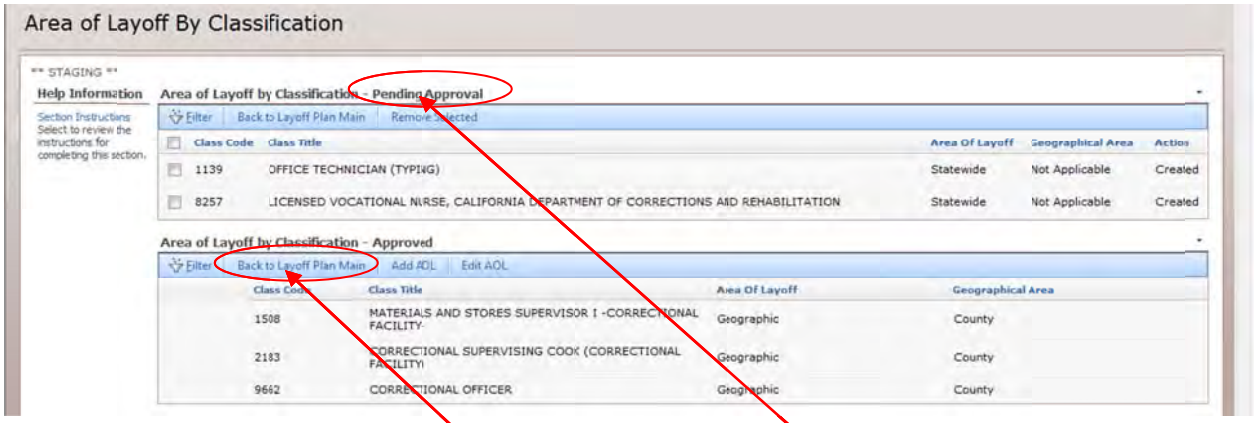
5. Select an **Area of Layoff** from the list. Options are: **Geographic, Statewide, and Sub-Divisional**. These options are defined on the screen per the California Civil Service Layoff Manual.



6. If you select Geographic as the AOL, you must also select a **Geographical Area**. Options are: **County, Facility, Institution and Region**. **(Note: This Area of Layoff and Geographical Area will apply to the classifications you select in the following steps.)**
7. Click **Choose Classifications**.



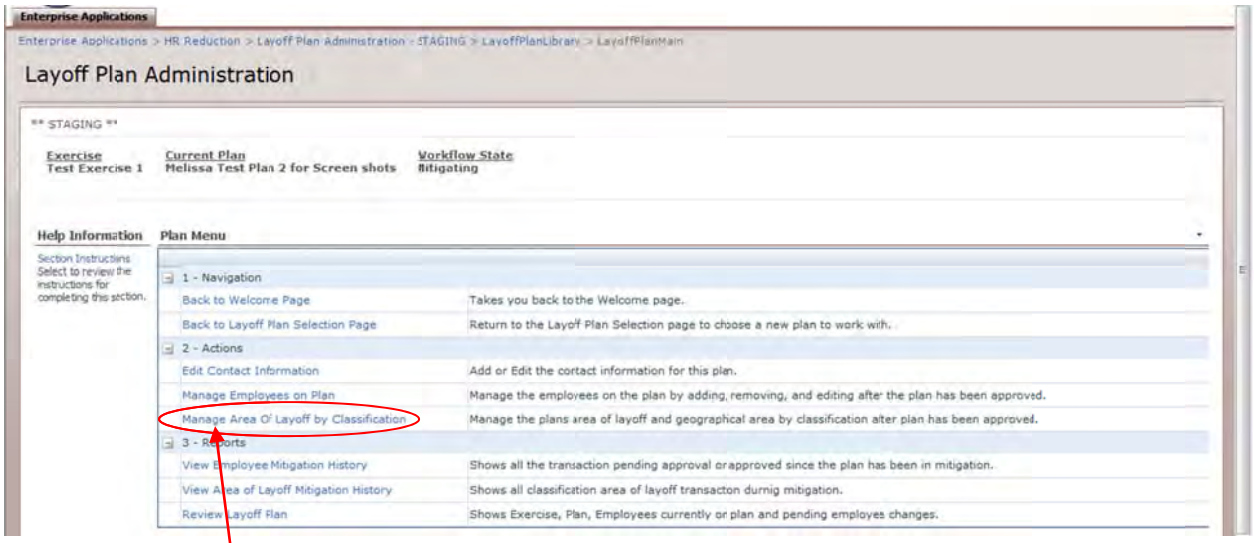
8. **Check the boxes** next to the classifications to which you want the previously-selected Area of Layoff to apply.
9. Click **Apply AOL to Selected Classifications.**



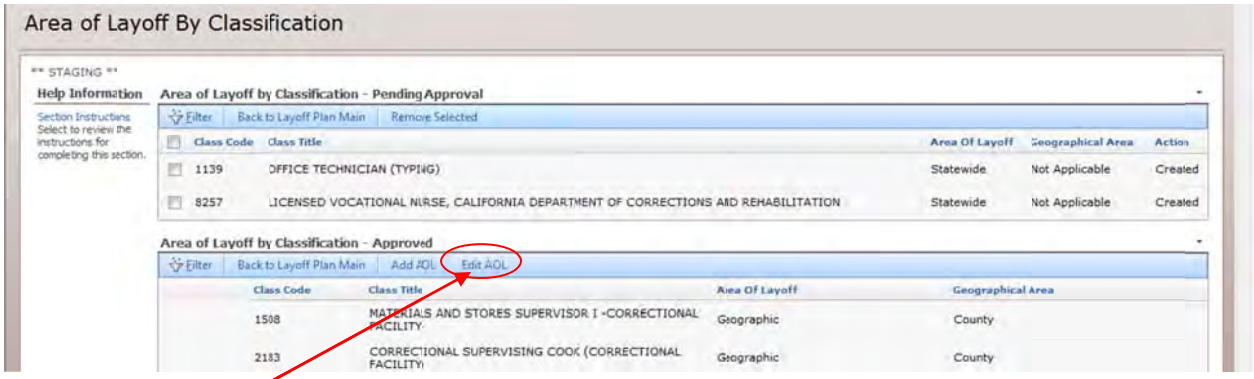
10. You will be directed back to the Area of Layoff by Classification page. The classification and Area of Layoff you selected in the previous step will appear in the **Area of Layoff by Classification – Pending Approval** section.
11. When done entering Area of Layoff, click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration main menu**.

3.12.2.2 Edit Area(s) of Layoff for previously approved classes.

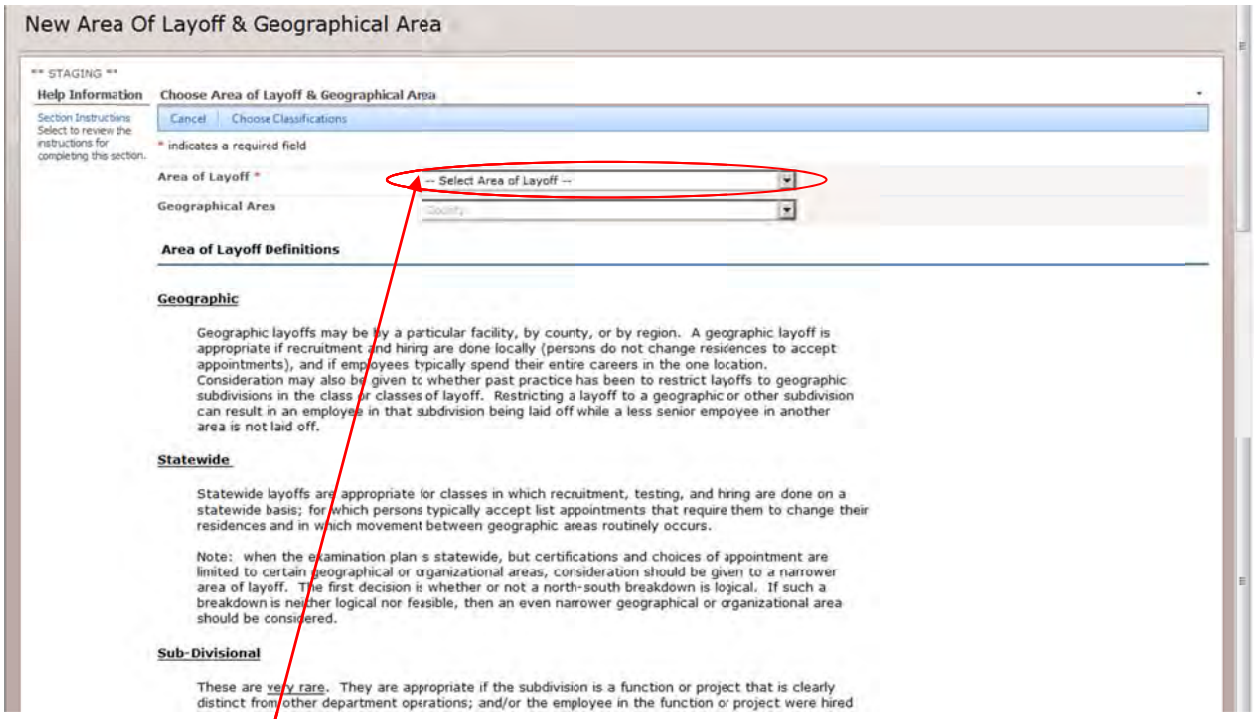
1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



2. Click **Manage Area of Layoff by Classification**.

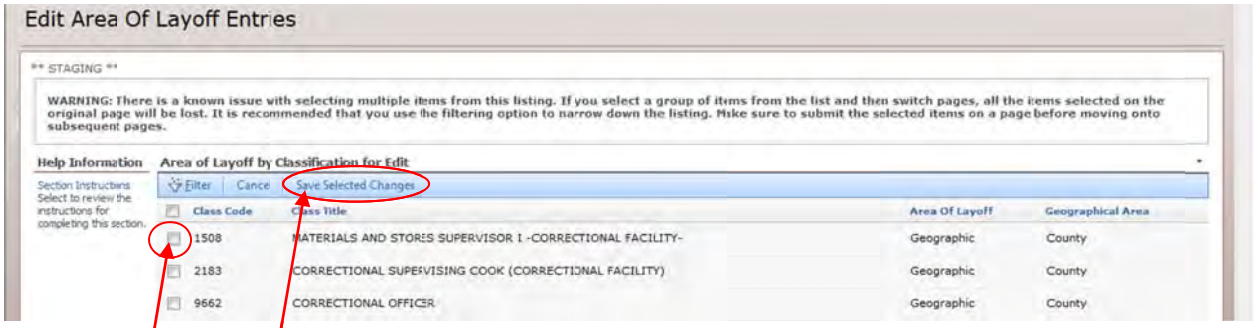


3. Click **Edit AOL** (Area of Layoff).



4. Select an **Area of Layoff** from the list. Options are: **Geographic, Statewide, and Sub-Divisional**. These options are defined on the screen per the California Civil Service Layoff Manual.

5. If you select Geographic as the AOL, you must also select a **Geographical Area**. Options are: **County, Facility, Institution and Region**. **(Note: This Area of Layoff and Geographical Area will apply to the classifications you select in the following steps.)**
6. Click **Choose Classifications**.

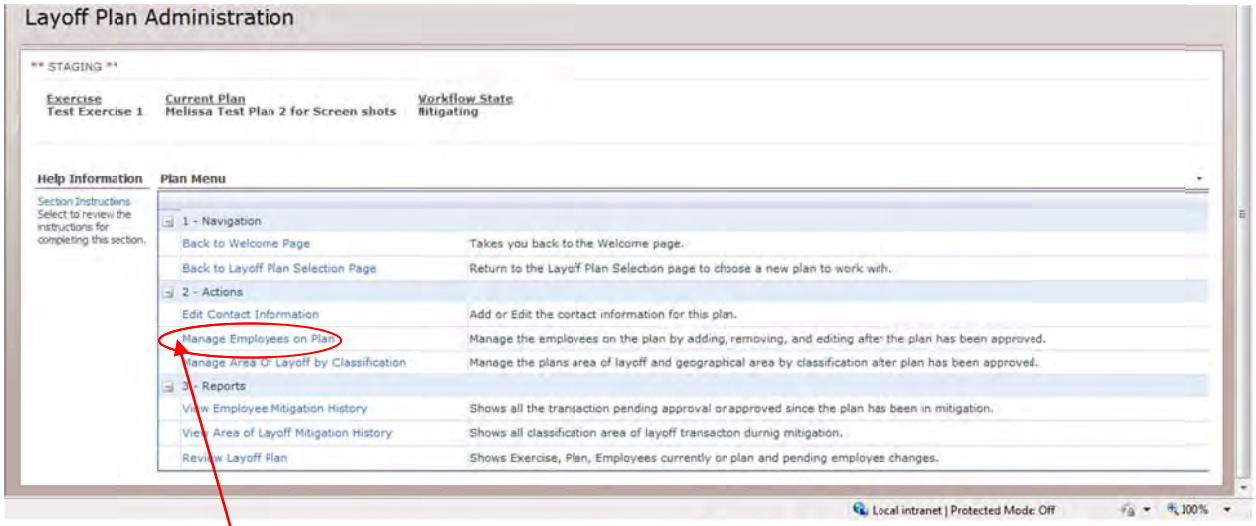


7. **Check the boxes** next to the classifications to which you want the previously-selected Area of Layoff to apply.
8. Click **Save Selected Changes.**

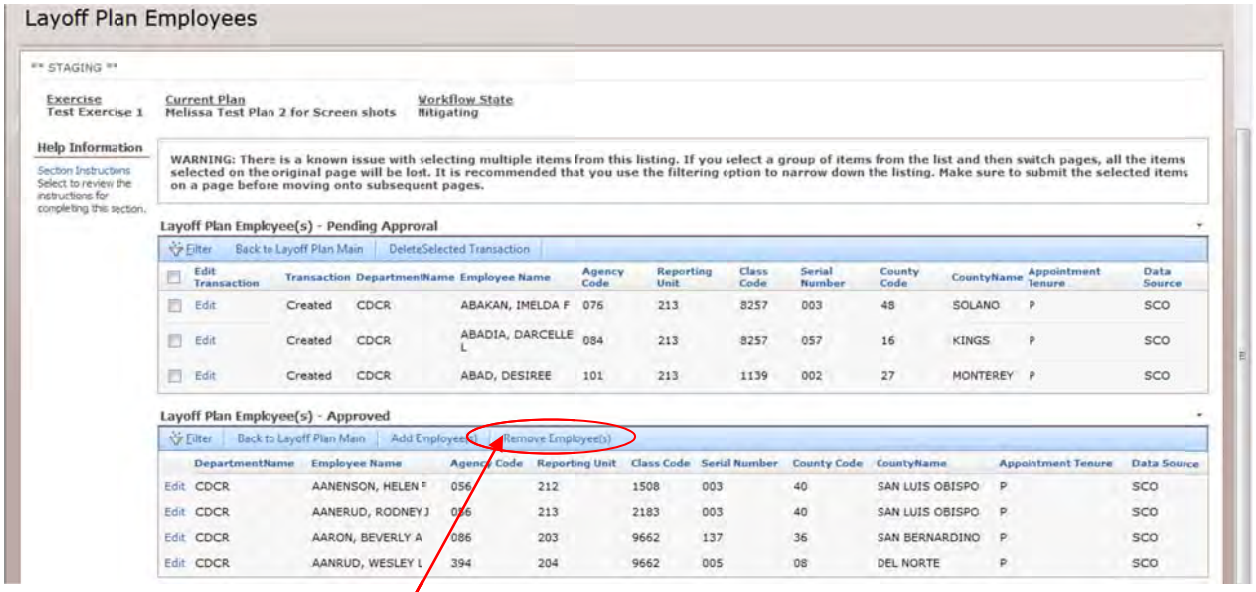
9. You will be directed back to the Area of Layoff by Classification page. The classification and Area of Layoff you selected in the previous step will appear in the **Area of Layoff by Classification – Pending Approval** section.
10. When done editing Area of Layoff, click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration main menu**.

3.12.3 Remove employees from plan during Mitigation

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



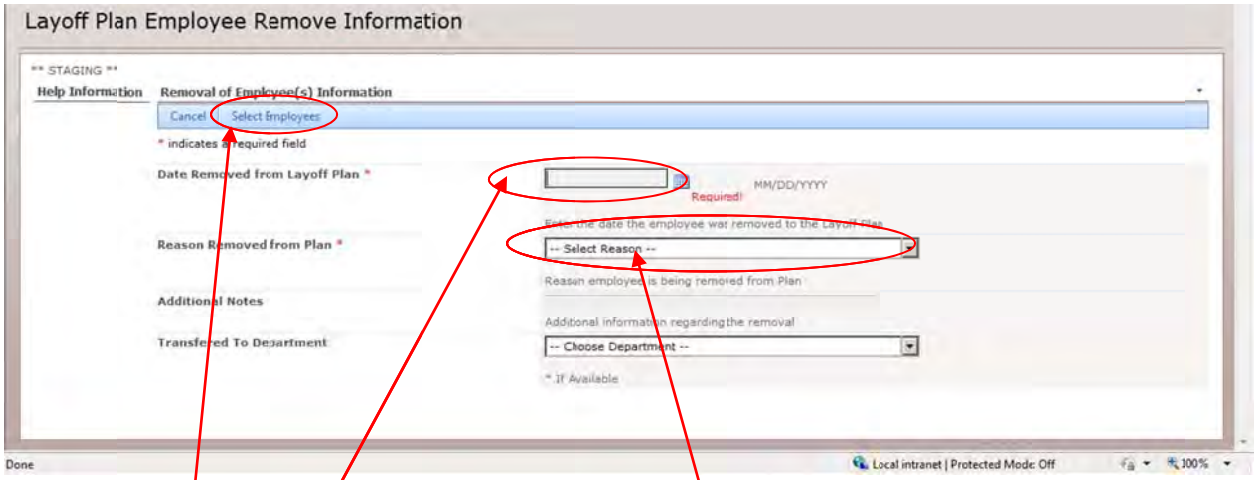
2. Click **Manage Employees on Plan**.



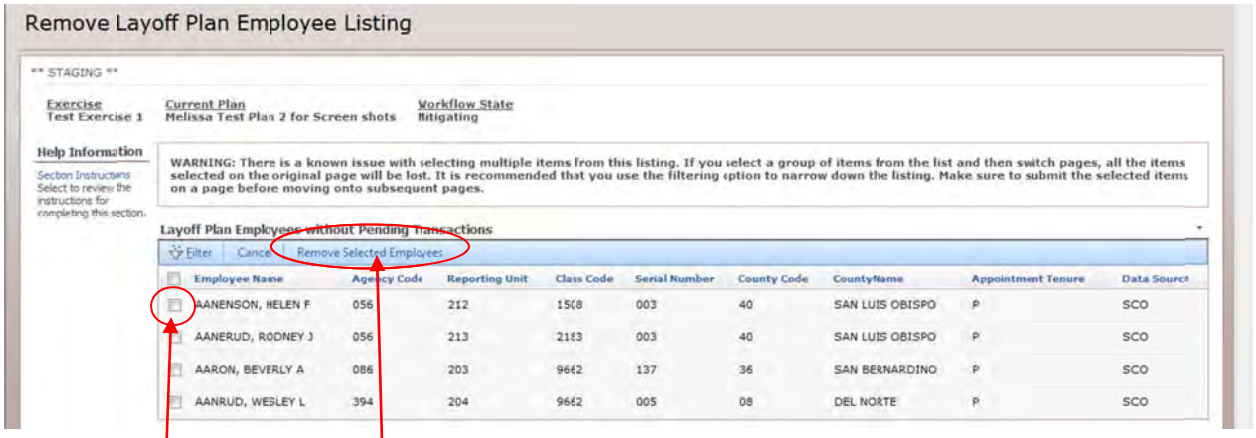
3. The **Layoff Plan Employees** page will appear. Currently approved employees and employees pending approval appear in two separate lists on the screen.

Note: During Mitigation, employees appear in the pending approval section regardless of whether you are <u>Adding</u> them or <u>Removing</u> them from the plan. If an Add transaction is approved by DPA, the employee will then appear on the Approved list on this page. If a Remove transaction is approved by DPA, the employee will no longer appear on either list on this screen, but will be listed in the Employee Mitigation History report. See Section 3.12.5 for details on how to retrieve the report.

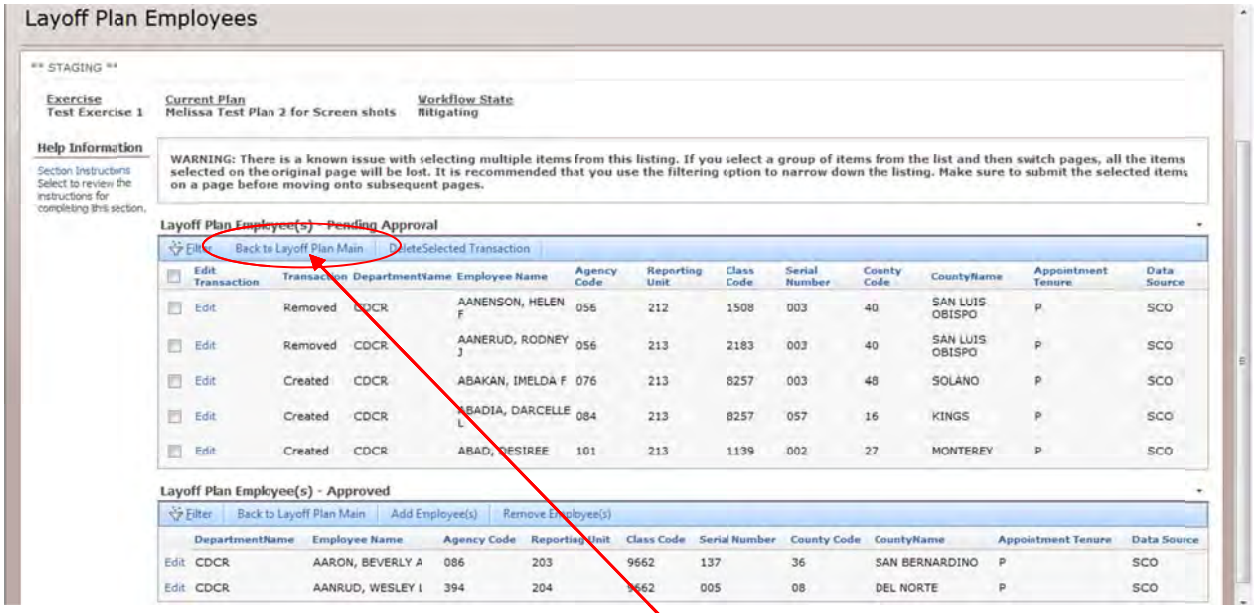
4. Click **Remove Employee(s)**.



5. Enter **Date Removed from Layoff Plan**.
6. Enter **Reason Removed from Plan.** Options are: **EE resigned, EE retired, EE separated, EE transferred inside dept, EE transferred outside dept, Incorrect data, No longer impacted due to other ee attrition, No longer impacted due to seniority, Other Remove (describe).**
7. Input **Additional Notes**, if necessary**.**
8. Click **Select Employees**.



9. Find the **names** of the employee(s) to be removed. Use the available filters.
   (Note: The Reason Removed information you selected on the previous screen will be applied to the employees you select now.)
10. **Check the boxes** next to the names you wish to remove from the Layoff Plan.
11. Click **Remove Selected Employees.**



12. You will be directed back to the **Layoff Plan Employees** page. The employees you selected for Removal will be listed as pending transactions until DPA reviews them.
13. When done removing employees for Mitigation, click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration main menu**.

Note: While the Mitigating workflow state lasts from plan approval until the plan effective date, you may not be able to finish entering all Mitigating transactions prior to the plan effective date. For this reason, Layoff Plans do NOT automatically roll into the Reconciling workflow state.

When you have finished keying all Mitigating transactions into the Tool, please contact your DPA Analyst and request that the plan be rolled to Reconciling so you can complete the plan. See Section 1.2 for detailed information on the differences between Mitigating and Reconciling. For instructions on Reconciling, see Section 3.13.

3.12.4 Undo pending transactions before DPA review (during Mitigation)

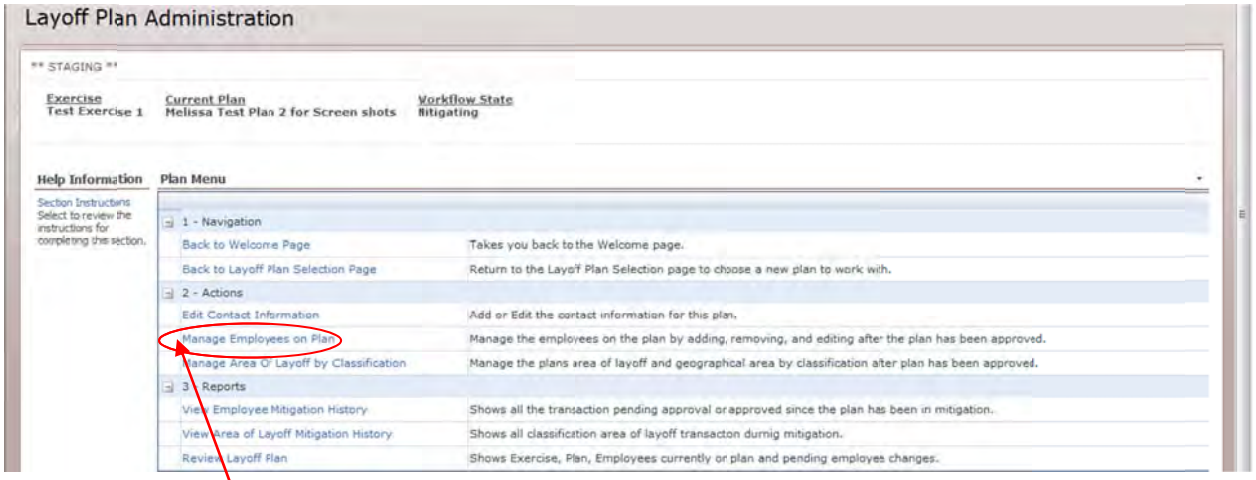
At times, you may realize you have inadvertently submitted an erroneous Layoff Plan change to DPA for review. Until DPA reviews your pending transactions, you have the opportunity to "undo" any pending transaction.

You may undo:

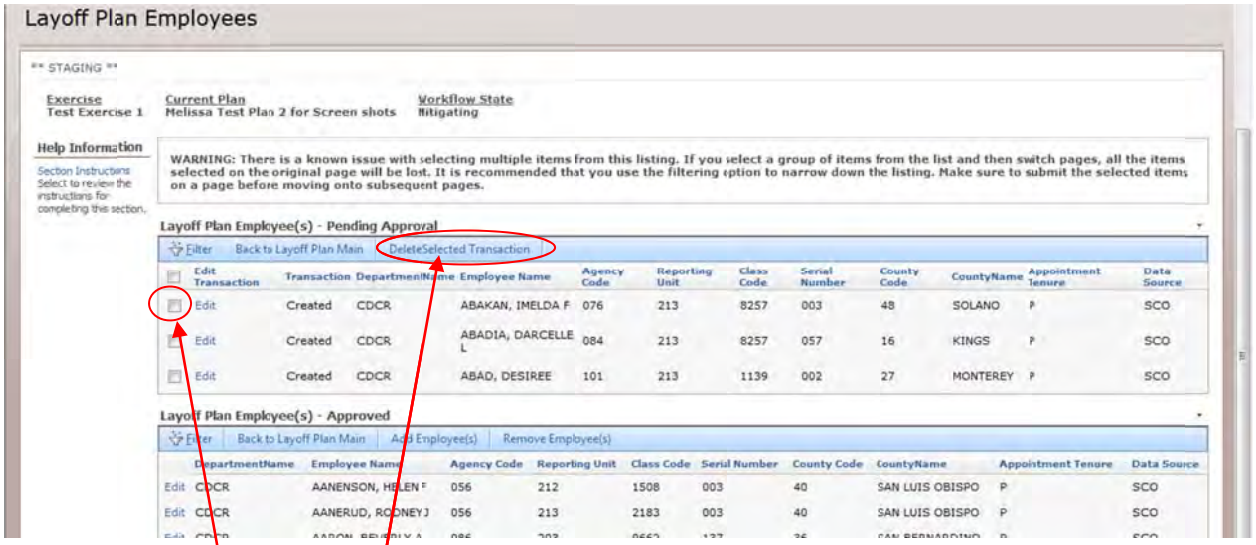
- Employee additions/removals (Section 3.12.4.1)
- Area of Layoff additions/edits (Section 3.12.4.2)

3.12.4.1 Undo pending Employee transactions before DPA review (during Mitigation)

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



2. Click **Manage Employees on Plan**.



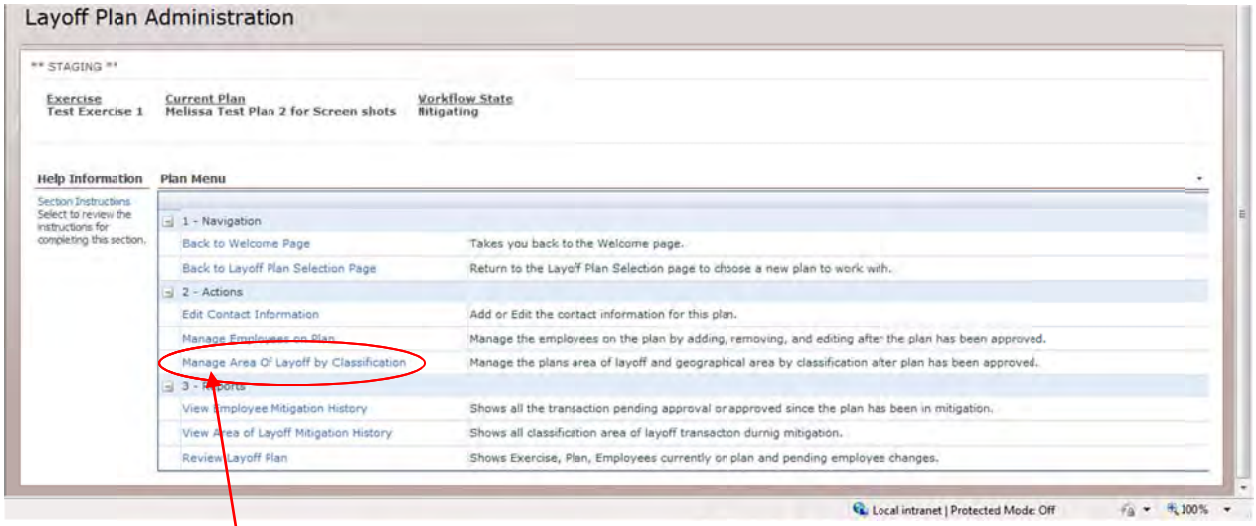
3. To "undo" a pending transaction (undo Add or Remove that hasn't been reviewed by DPA yet), **click the box next to the employee**.
4. Click **Delete Selected Transaction**. **(Note: Depending on the pending transaction deleted, the screen will change as described below.)**

Action	What Happens?	What will I have to do?
Delete "added" employee (pending transaction)	Employee disappears from this screen, but will be available to add to the plan from the SCO list again.	Nothing.
Delete "removed" employee (pending transaction)	Employee returns to the Approved section.	Nothing.

5. When done deleting pending employee transactions**,** click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration main menu**.

3.12.4.2 Undo pending Area of Layoff transactions before DPA review (during Mitigation)

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



2. Click **Manage Area of Layoff by Classification**.

3. To "undo" a pending transaction (undo an added/edited AOL that hasn't been reviewed by DPA yet), **click the box next to the classification** in the Pending Approval section.
4. Click **Remove Selected**. **(Note: Depending on the kind of pending transaction that you delete, the screen will change as described below.)**

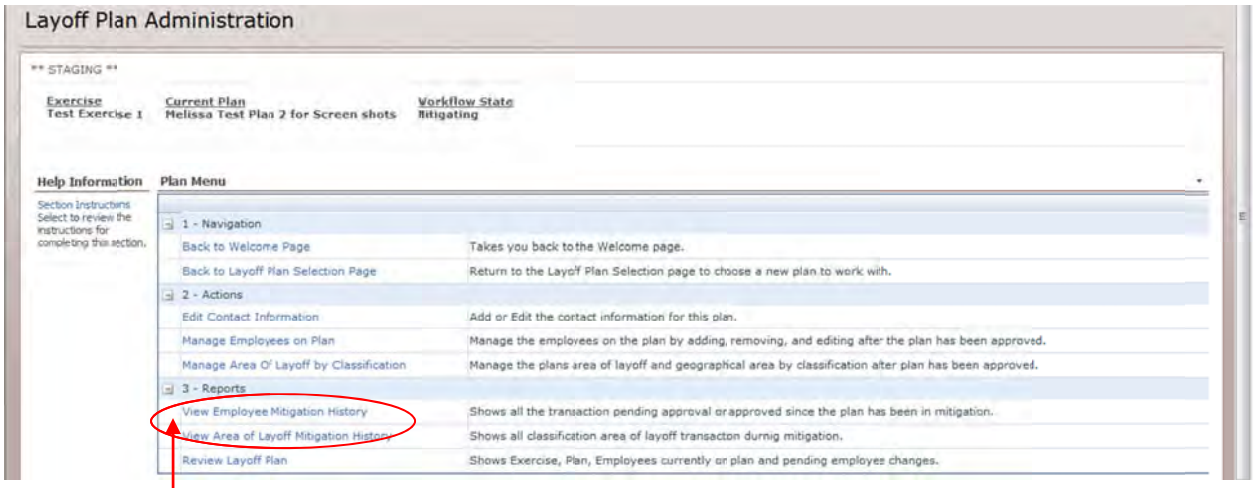
Action	What Happens?	What will I have to do?
Delete "created" AOL	Class moves back to AOL – Approved section but a red warning message appears.	Re-enter an accurate AOL for the class.
Delete "updated" AOL	Class moves back to AOL – Approved section and reverts to last DPA-approved AOL.	Nothing, unless you want to re-edit the AOL.

5. When done deleting pending Area of Layoff transactions, click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration main menu**.

3.12.5 Mitigation History reports

The Layoff Tool provides reports that summarize transaction histories for both employees and Area(s) of Layoff during Mitigation.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



2. Click **View Employee Mitigation History** or **View Area of Layoff Mitigation History**.

Figure G: Employee Mitigation History report

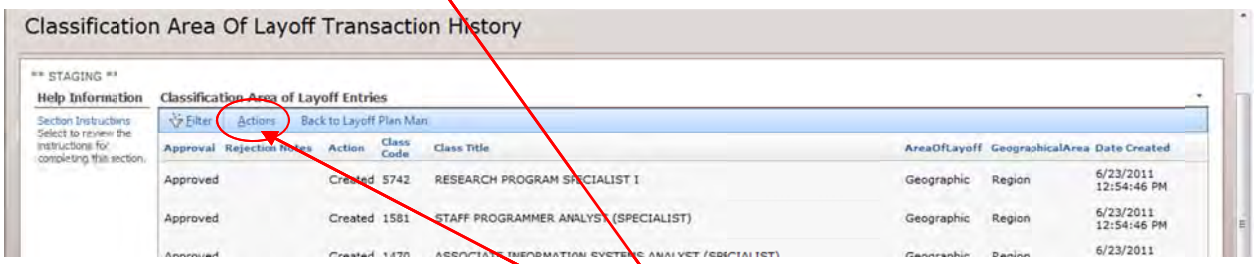
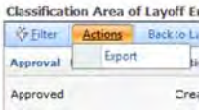
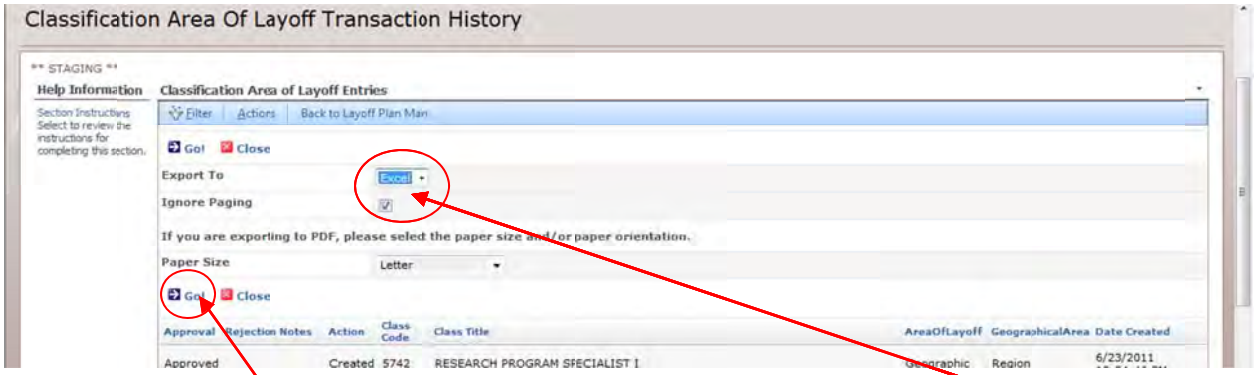


Figure H: Area of Layoff Mitigation History report

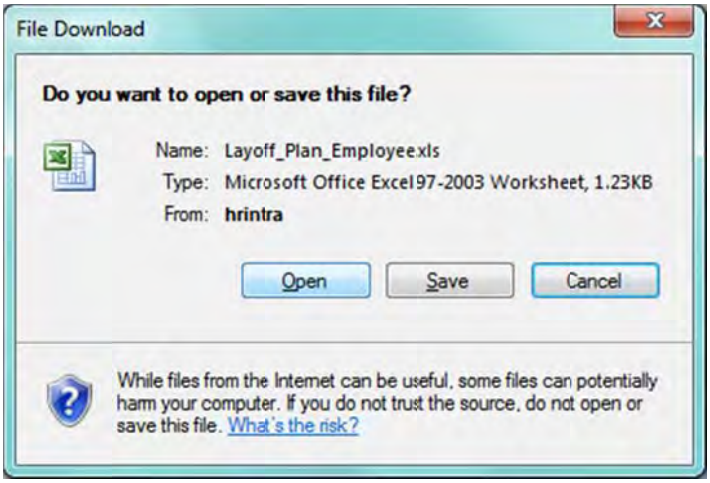
3. To export either report for your records, click **Actions**.

4. Choose **Export** from the small menu that pops up.

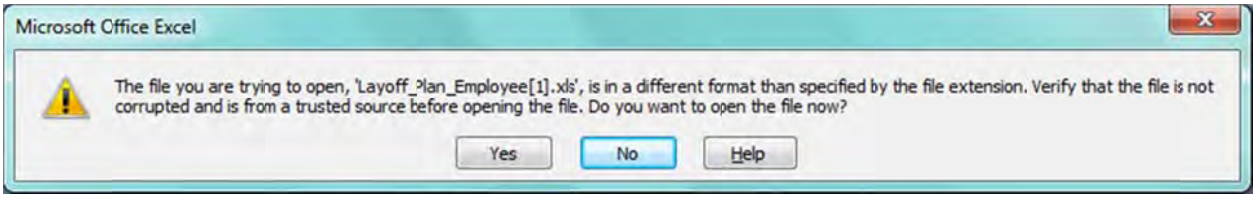




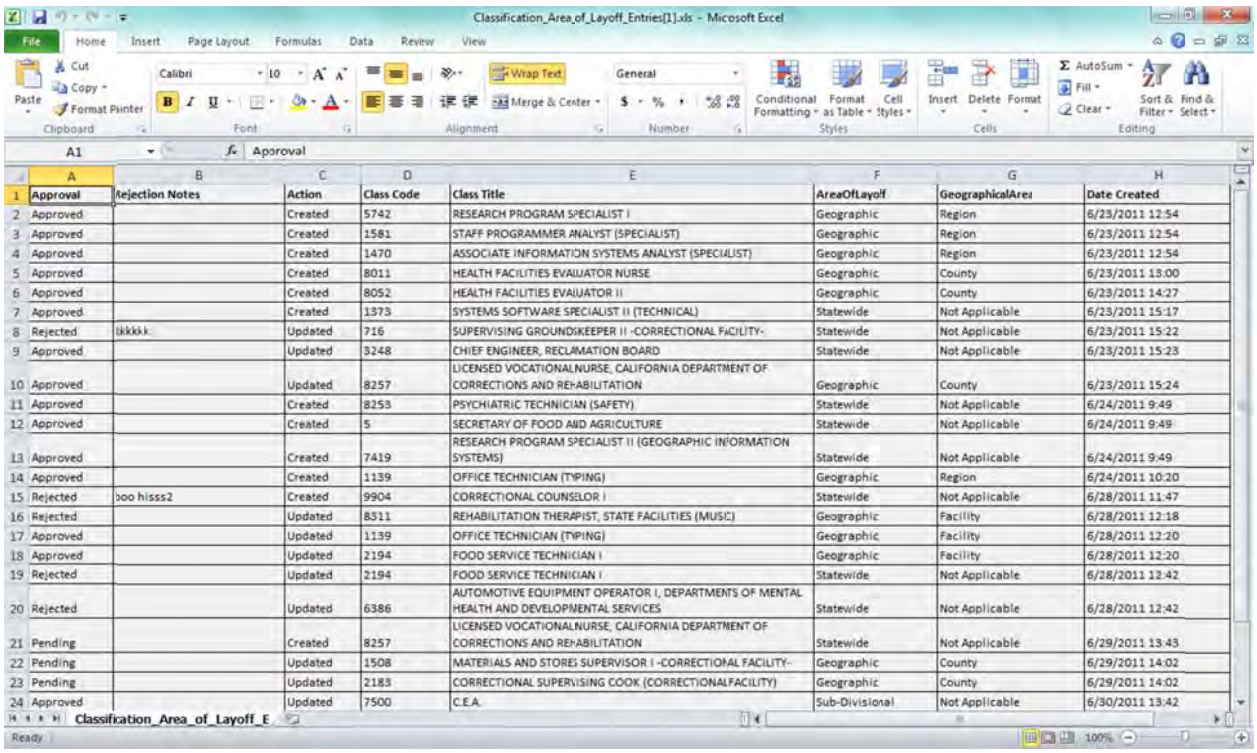
5. Choose **Excel** from the pull-down menu on the **Export To** line. Make sure the **Ignore Paging** box is checked. Click **Go!**



6. Click **Open**.



7. You may get the error message shown above. Click **Yes**.



Approval	Rejection Notes	Action	Class Code	Class Title	AreaOfLayoff	GeographicalAre	Date Created
Approved		Created	5742	RESEARCH PROGRAM SPECIALIST I	Geographic	Region	6/23/2011 12:54
Approved		Created	1581	STAFF PROGRAMMER ANALYST (SPECIALIST)	Geographic	Region	6/23/2011 12:54
Approved		Created	1470	ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)	Geographic	Region	6/23/2011 12:54
Approved		Created	8011	HEALTH FACILITIES EVALUATOR NURSE	Geographic	County	6/23/2011 13:00
Approved		Created	8052	HEALTH FACILITIES EVALUATOR II	Geographic	County	6/23/2011 14:27
Approved		Created	1373	SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)	Statewide	Not Applicable	6/23/2011 15:17
Rejected	kkkkkk	Updated	716	SUPERVISING GROUNDSKEEPER II -CORRECTIONAL FACILITY-	Statewide	Not Applicable	6/23/2011 15:22
Approved		Updated	3248	CHIEF ENGINEER, RECLAMATION BOARD	Statewide	Not Applicable	6/23/2011 15:23
Approved		Updated	8257	LICENSED VOCATIONALNURSE, CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION	Geographic	County	6/23/2011 15:24
Approved		Created	8253	PSYCHIATRIC TECHNICIAN (SAFETY)	Statewide	Not Applicable	6/24/2011 9:49
Approved		Created	5	SECRETARY OF FOOD AND AGRICULTURE	Statewide	Not Applicable	6/24/2011 9:49
Approved		Created	7419	RESEARCH PROGRAM SPECIALIST II (GEOGRAPHIC INFORMATION SYSTEMS)	Statewide	Not Applicable	6/24/2011 9:49
Approved		Created	1139	OFFICE TECHNICIAN (TYPING)	Geographic	Region	6/24/2011 10:20
Rejected	boo hisss2	Created	9904	CORRECTIONAL COUNSELOR I	Statewide	Not Applicable	6/28/2011 11:47
Rejected		Updated	8511	REHABILITATION THERAPIST, STATE FACILITIES (MUSIC)	Geographic	Facility	6/28/2011 12:18
Approved		Updated	1139	OFFICE TECHNICIAN (TYPING)	Geographic	Facility	6/28/2011 12:20
Approved		Updated	2194	FOOD SERVICE TECHNICIAN I	Geographic	Facility	6/28/2011 12:20
Rejected		Updated	2194	FOOD SERVICE TECHNICIAN I	Statewide	Not Applicable	6/28/2011 12:42
Rejected		Updated	6386	AUTOMOTIVE EQUIPMENT OPERATOR I, DEPARTMENTS OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Statewide	Not Applicable	6/28/2011 12:42
Pending		Created	8257	LICENSED VOCATIONALNURSE, CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION	Statewide	Not Applicable	6/29/2011 13:43
Pending		Updated	1508	MATERIALS AND STORES SUPERVISOR I -CORRECTIONAL FACILITY-	Geographic	County	6/29/2011 14:02
Pending		Updated	2183	CORRECTIONAL SUPERVISING COOK (CORRECTIONALFACILITY)	Geographic	County	6/29/2011 14:02
Approved		Updated	7500	C.E.A.	Sub-Divisional	Not Applicable	6/30/2011 13:42

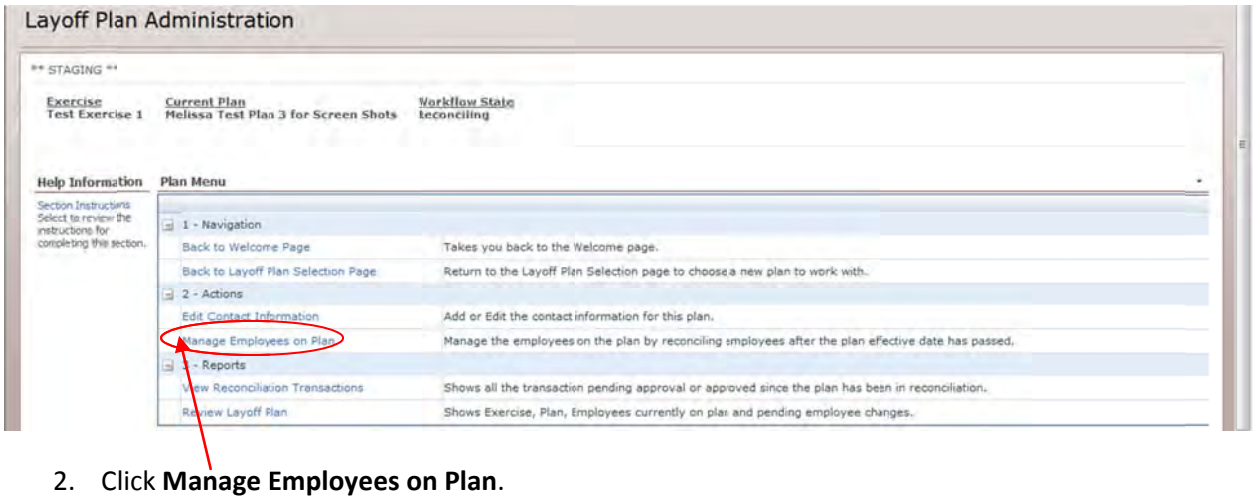
8. The Mitigation History report will open in Excel.

3.13 Reconciliation

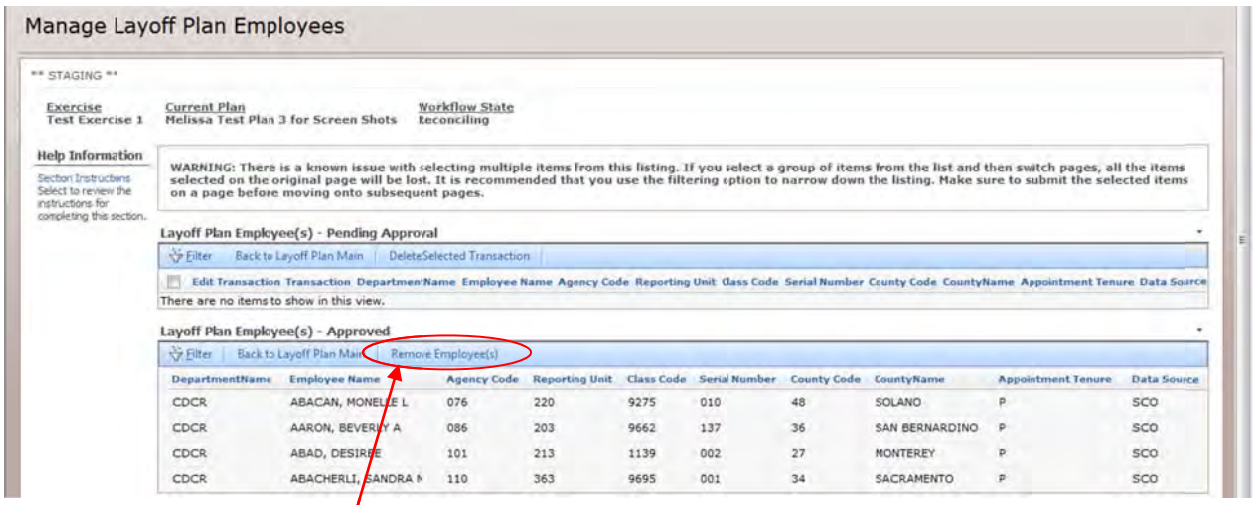
After your DPA Analyst has rolled the plan from Mitigation to Reconciliation, you must complete your plan by inputting Reconciliation information for all employees remaining on the Layoff Plan (Section 3.13.1). You may also view a Reconciliation Transactions history report (Section 3.13.2).

3.13.1 Remove remaining employees from Layoff Plan (during Reconciliation)

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



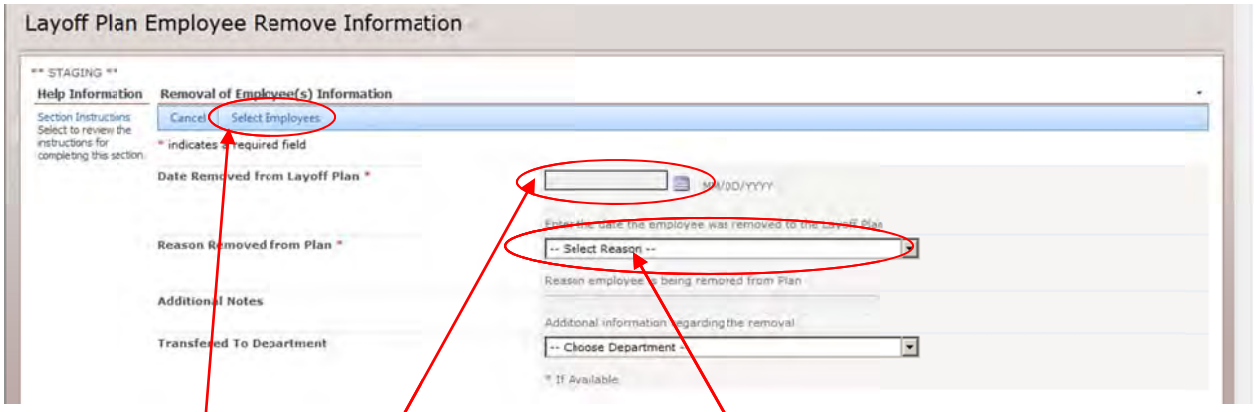
2. Click **Manage Employees on Plan**.



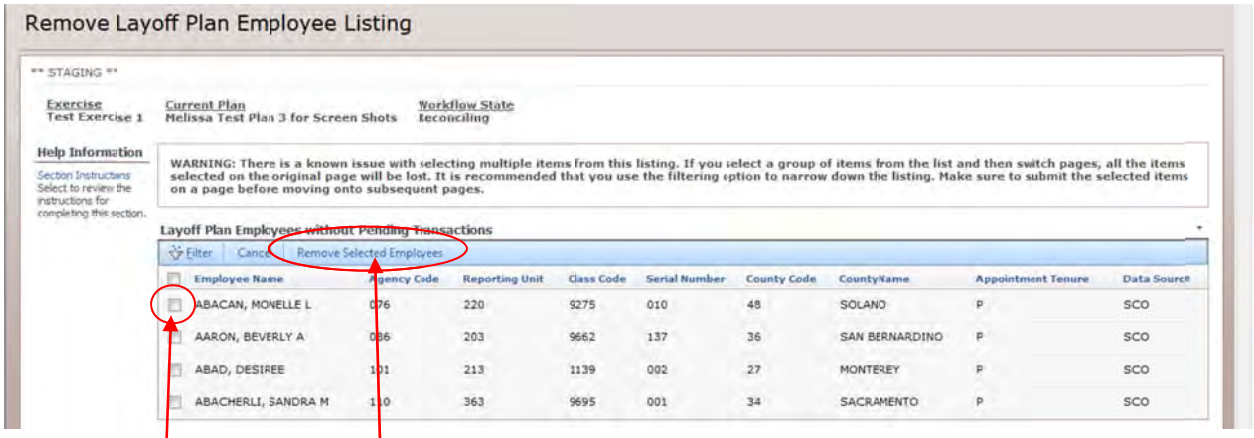
3. The **Layoff Plan Employees** page will appear. Currently approved employees and employees pending approval appear in two separate lists on the screen.

Note: During Reconciliation, employees appear in the pending approval section until DPA reviews them. Only Remove transactions are permitted during Reconciliation. If a Remove transaction is approved by DPA, the employee will no longer appear on either list on this screen, but will be listed in the Reconciliation Transactions report. See Section 3.13.2 for details on how to retrieve the report.

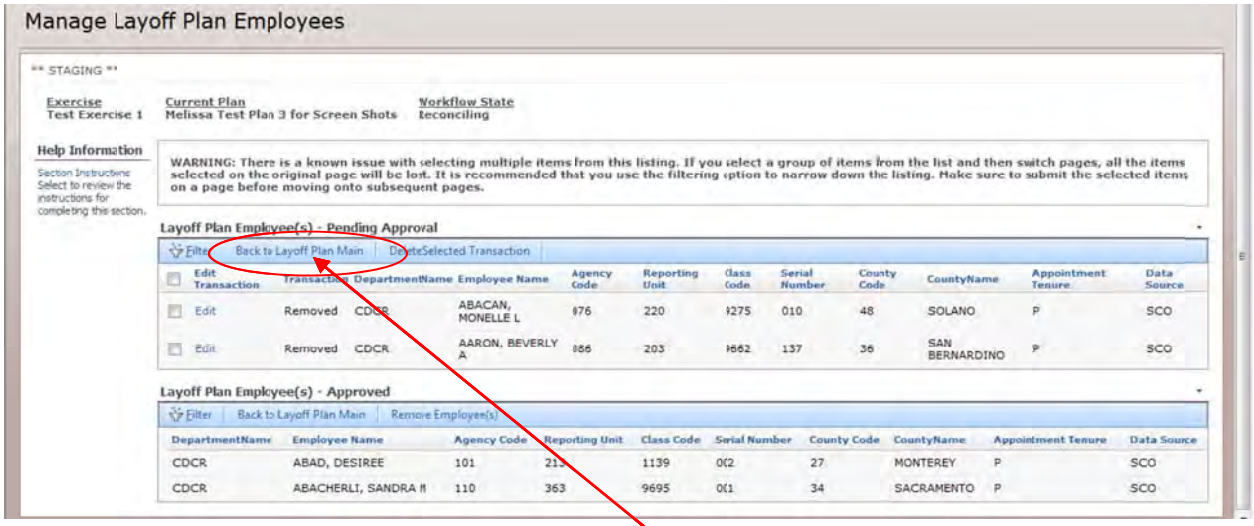
4. Click **Remove Employee(s)**.



5. Enter **Date Removed from Layoff Plan**.
6. Enter **Reason Removed from Plan.** Options are: **Demotion in Lieu (of Layoff), EE resigned, EE retired, EE separated, EE transferred inside dept, EE transferred outside dept, Incorrect data, Laid Off, No longer impacted due to other ee attrition, No longer impacted due to seniority, Other Remove (describe).**
7. Input **Additional Notes**, if necessary**.**
8. Click **Select Employees**.



9. Find the **names** of the employee(s) to be removed. Use the available filters.
   (Note: The Reason Removed information you selected on the previous screen will be applied to the employees you select now.)
10. **Check the boxes** next to the names you wish to remove from the Layoff Plan.
11. Click **Remove Selected Employees.**

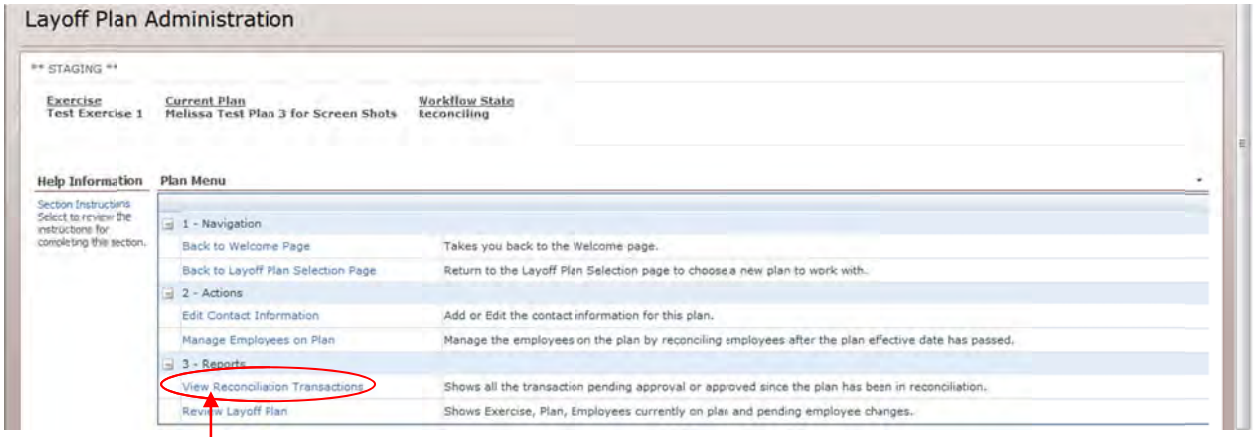


12. You will be directed back to the **Layoff Plan Employees** page. The employees you selected for Removal will be listed as pending transactions until DPA reviews them.
13. When done removing employees for Reconciliation, click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration main menu**.

Note: When every employee has been successfully removed from the Layoff Plan, your DPA Analyst will close the plan.

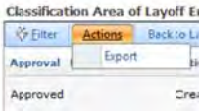
3.13.2 View Reconciliation Transactions history report

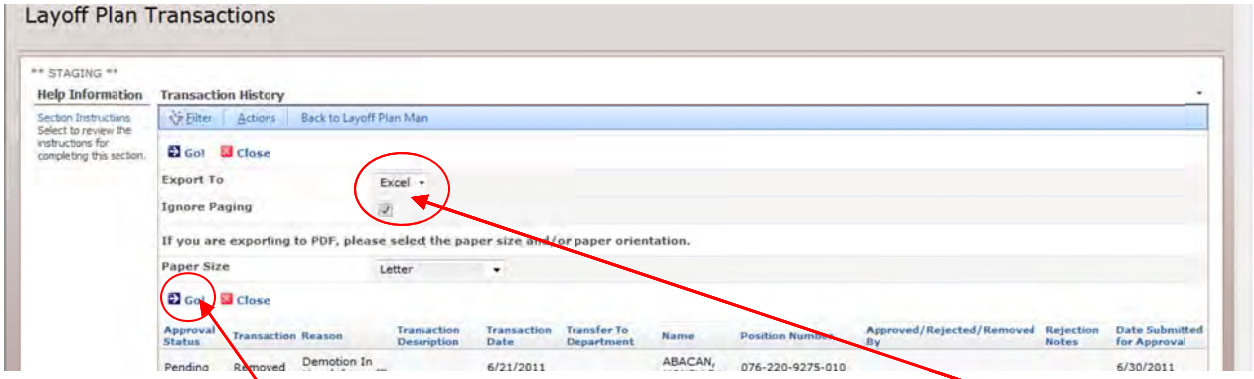
1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.3.



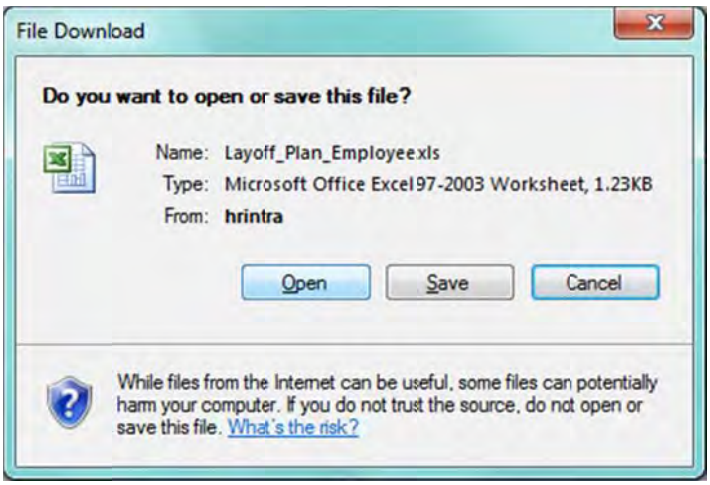
2. Click **View Reconciliation Transactions**.

3. The Reconciliation transaction history page will appear.
4. To export the report for your records, click **Actions**.
5. Choose **Export** from the small menu that pops up.

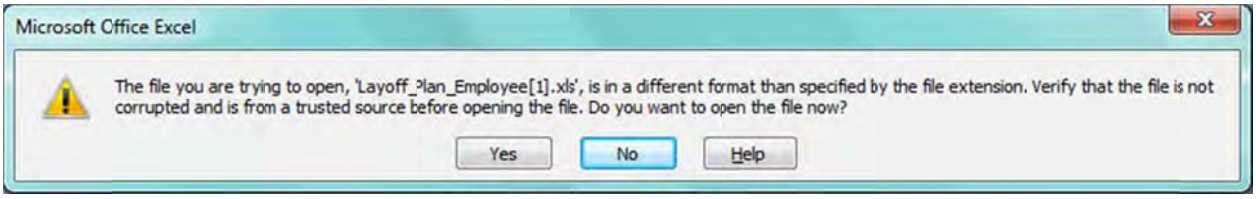




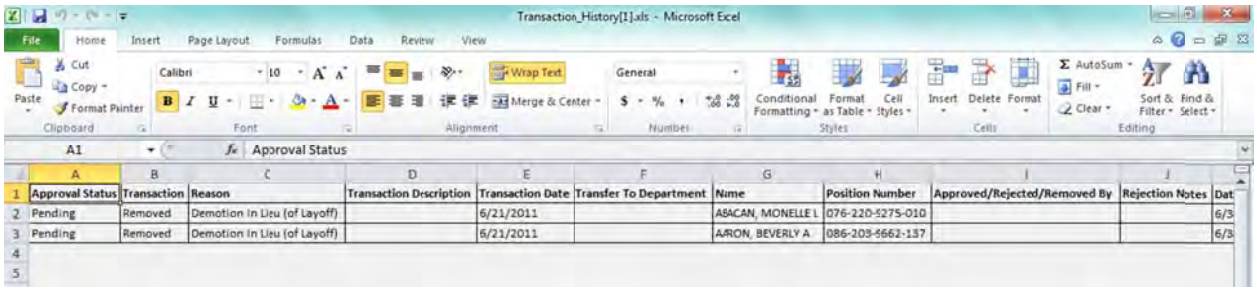
6. Choose **Excel** from the pull-down menu on the **Export To** line. Make sure the **Ignore Paging** box is checked. Click **Go!**



7. Click **Open**.



8. You may get the error message shown above. Click **Yes**.



9. The Reconciliation transaction history report will open in Excel.