

Redeployment and Redundancy

RAMS User Guide

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Introduction

This user guide outlines the processes and functions that have been implemented into Recruitment Advertising Management System (RAMS) to meet the requirements of the *Public Sector Management (Redeployment and Redundancy) Regulations 2014* and other associated documentation.

Detailed information regarding these regulations can be found on the Public Sector Commission [website](#).

This user guide covers how to create and manage the following redeployee types with the RAMS system:

[1.0 Registrable employee](#)

[2.0 Registered employee](#)

[3.0 Internal Surplus Employee](#)

An employee can be identified and created as a **Registrable Employee** within the RAMS system at any time.

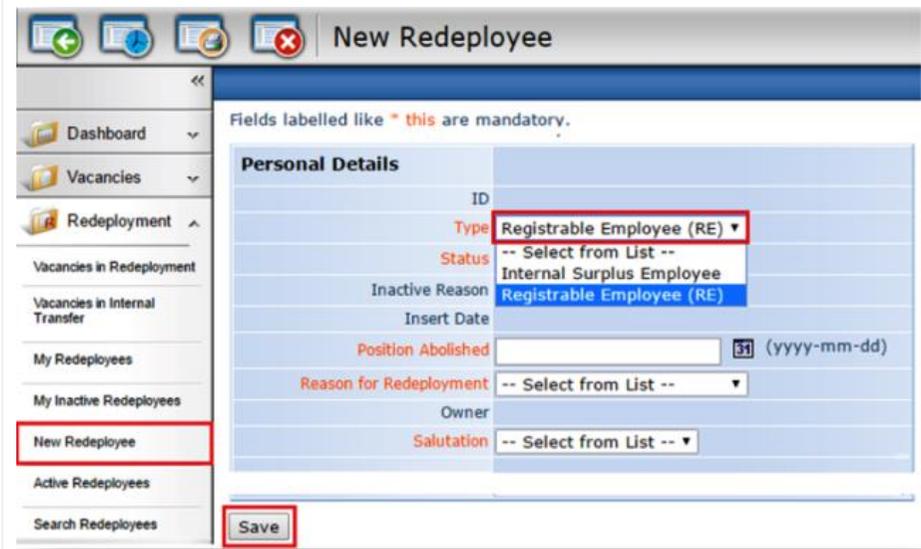
To create a **Registered Employee** an employee needs to first be created as a registrable redeployee, and then an application for external redeployment needs to be completed.

Once a redeployee becomes a Registered Employee, a six month countdown clock will be automatically initiated in the RAMS system. Agencies and Case Managers must manage a Registered Redeployee in accordance with redeployment and redundancy regulations.

The redeployee type **Internal Surplus Employee** is not covered under any redeployment and redundancy regulations. This option is provided for use by agencies where a requirement for additional classification exists for the transfer of internal employees, and internal guidelines or policies are in place to differentiate a registrable redeployee to an internal surplus employee.

1.0 Registrable Employee

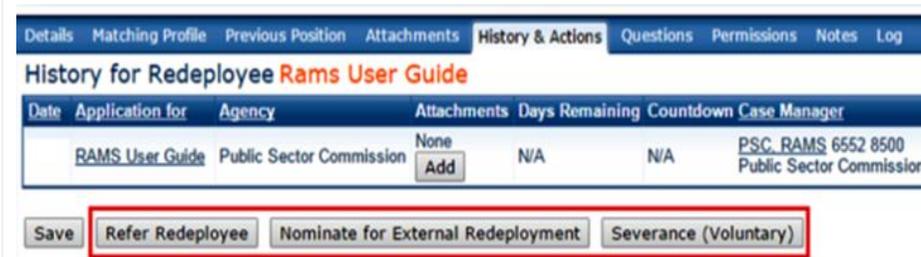
1.1 Create a new Registrable Employee



1. Log into RAMS using Case Manager user type
2. Select 'New Redeployee' in Redeployment Menu
3. Select Registrable Employee (RE) from the 'Type' field
4. Populate 'Personal Details' page
5. Click Save
6. Populate 'Previous Position' page
7. Click Save
8. Populate 'Matching Profile for Redeployee' page
9. Click Save

Note: Employee is now a Registrable Employee

1.2 Options for a Registrable Redeployee



The 'History and Actions' tab provides three options for managing a Registrable Employee:

- [1.3 Refer to Internal Position](#)
- [1.4 Nominate for External Redeployment](#)
- [1.5 Application for Voluntary Severance](#)

1.2 Options for a Registrable Redeployee

Details Matching Profile Previous Position Attachments History & Actions

Edit Redeployee Rams User Guide
Fields labelled like * this are mandatory.

Personal Details	
ID	
Type	Registrable Employee (RE) ▼
Status	Active ▼
Inactive Reason	

The 'Details' tab provides two options for managing a Registrable Redeployee:

[1.6 Change Status to Inactive](#)

[1.7 Change Type to Internal Surplus Employee](#)

1.3 Refer to Internal Position

Details Matching Profile Previous Position Attachments History & Actions

Edit Redeployee Rams User Guide
Fields labelled like * this are mandatory.

Personal Details	
ID	
Type	Registrable Employee (RE) ▼
Status	Active ▼
Inactive Reason	

Details Matching Profile Previous Position History & Actions

History for Redeployee Rams User Guide

Date	Application for	Agency	Status
	Internal Position	Public Sector Commission	Referred ▼

1. Go to the 'History and Actions' tab
2. Click Refer Redeployee
3. Select a position from drop down list
4. Click Continue
5. Review any existing attachments
6. Click Continue
7. Add new attachments if required
8. Click Save and Continue

Note: Redeployee is now referred to position. Monitor status via the 'History and Actions' tab

1.4 Nominate for External Redeployment

Details Matching Profile Previous Position Attachments History & Actions

Nominate Rams User Guide for External Redeployment

Fields labelled like * this are mandatory.

Application for External Redeployment Program

Initial Application Status Application Incomplete

Continue

1. Go to the 'History and Actions' tab
2. Click Nominate for External Redeployment
3. Click Continue
4. Review any existing attachments
5. Click Continue
6. Add new attachments if required
7. Click Save and Continue

Questions for Application by Redeployee Rams User Guide for External Redeployment

1. External Redeployment Questions

Question	Response(s)
1.1 This employees overall level of performance can be rated as being:	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Standard
1.2 Supporting Comments	<input type="text"/>

2. Declaration

Question	Response(s)
2.2 I have read, understood, acknowledge and agree to the above declaration	-- Select a record --

Save

8. Populate 'Questions for Application' page
9. Accept Declaration to proceed
10. Click Save

Note: Application for external redeployment is recorded

Date	Application for	Status
	External Redeployment	Applied

-- Select from List --

Application Accepted

Application Rejected

Applied

Withdrawn

Save

11. Go to 'History and Actions' tab
12. Select a new status from drop down list:
 - Application Accepted
 - Application Rejected
 - Withdrawn
13. Click Save

Note: Employee is a Registered Employee upon acceptance

1.5 Application for Voluntary Severance

Details Matching Profile Previous Position Attachments His

Nominate **Rams User Guide** for Severance

Fields labelled like * this are mandatory.

Application for **Severance**

Initial Application Status **Application Incomplete**

Continue

1. Go to the 'History and Actions' tab
2. Click Severance (Voluntary)
3. Click Continue
4. Review any existing attachments
5. Click Continue
6. Add new attachments if required
7. Click Save and Continue

Questions for Application by Redeployee **Rams User Guide** for Severance

Question	Response(s)
1.1 Completed Years for Calculating Severance	<input type="text"/>
1.2 Severance Amount	<input type="text"/>

3. DECLARATION

Question	Response(s)
Voluntary Severance - Declaration statement	
3.2 I have read, understood, acknowledge and agree to the above declaration	-- Select a record -- ▾

Save

8. Populate 'Questions for Application' page
9. Accept Declaration to proceed
10. Click Save

Note: Application for severance is recorded

Details Matching Profile Previous Position **History & Actions**

Date	Application for	Status
	<u>Severance Values</u>	Applied ▾
		-- Select from List --
		Application Accepted
		Application Rejected
		Applied
		Withdrawn

Save

11. Go to 'History and Actions' tab
12. Select a new status from drop down list:
 - Application Accepted
 - Application Rejected
 - Withdrawn
13. Click Save

1.5 Application for Voluntary Severance

Details Matching Profile Previous Position History & Actions

History for Redeployee Rams User Guide

Date	Application for	Status
	Severance	-- Select from List -- -- Select from List -- Application Accepted Offer Accepted Offer Rejected

Save

14. Go to 'History and Actions' tab
15. Select a new status from drop down list:
 - Offer Accepted
 - Offer Rejected
16. Click Save

Details Matching Profile Previous Position History & Actions

History for Redeployee Rams User Guide

Date	Application for	Status
	Severance	-- Select from List -- -- Select from List -- Application Accepted Offer Accepted Offer Rejected

Save

17. Go to 'History and Actions' tab
18. Select Severed from drop down list
19. Enter an effective date for the severance
20. Click Save

Note: Employee is now severed

1.6 Change Status to Inactive

Details **Matching Profile** Previous Position Attachments History & Actions

Edit Redeployee **Rams User Guide**

Fields labelled like * this are mandatory.

Personal Details	
ID	
Type	Registrable Employee (RE) ▼
Status	Active ▼
Inactive Reason	-- Select from List -- Active Inactive

Save

1. Go to the 'Details' tab
2. Click the Status drop down list
3. Select 'Inactive'
4. Click Save

Note: Redeployee is now Inactive

1.7 Change Type to Internal Surplus Employee

Details **Matching Profile** Previous Position Attachments History & Actions

Edit Redeployee **Rams User Guide**

Fields labelled like * this are mandatory.

Personal Details	
ID	
Type	Registrable Employee (RE) ▼ -- Select from List -- Internal Surplus Employee Registrable Employee (RE)

Save

1. Go to the 'Details' tab
2. Click the Type drop down list
3. Select 'Internal Surplus Employee'
4. Click Save

Note: Redeployee is now an Internal Surplus Employee

2.0 Registered Employee

To become a registered employee, refer to [1.4 Nominate for External Redeployment](#) of this document.

2.1 Options for a Registered Redeployee

Details Matching Profile Previous Position Attachments History & Actions Questions Permissions Notes Log

History for Redeployee **Rams User Guide**

Application for	Status	Days Remaining/End Date	Countdown Clock	Case Manager
External Redeployment	Application Accepted	183 / 2017-04-07	Clock/Suspensions	PSC_RAMS 6552 8500 Public Sector Commission

Save Refer Redeployee Severance (Redundancy) Transition Payment Deregister Redeployee

The 'History and Actions' tab provides several options for managing a Registered Redeployee:

- [2.2 Refer to Internal or External Position](#)
- [2.3 Suspend Countdown Clock](#)
- [2.4 Cancel/Amend Future Suspension](#)
- [2.5 Recomence Countdown Clock](#)
- [2.6 Severance \(Redundancy\) Process](#)
- [2.7 Transition Payment](#)
- [2.8 Deregister Registered Redeployee](#)

2.2: Refer to Internal or External Position

Details Matching Profile History & Actions

New Referral for **Rams User Guide**

Fields labelled like * this are mandatory.

Application for -- Select from List --
Initial Application Status -- Select from List --

External Position
Internal Position

Continue

1. Go to the 'History and Actions' tab
2. Click Refer Redeployee
3. Select a position from drop down list
4. Click Continue
5. Review any existing attachments
6. Click Continue
7. Add new attachments if required
8. Click Save and Continue

Note: Redeployee is now referred to position

2.3 Suspend Countdown Clock

Details Matching Profile Previous Position **History & Actions** Log

History for Redeployee **Rams User Guide**

Date	Application for	Days Remaining/End Date	Countdown Clock
	External Redeployment	180 / 2017-04-11	Clock/Suspensions

Suspend

Redeployee - Clock Suspend
Fields labelled like * this are mandatory

Suspend Timer From 2017-01-01

Suspend Timer Until 2017-02-01

Save Cancel

1. Go to the 'History and Actions' tab
2. Click Suspend
3. Select the suspend commencement date
4. Select the suspend end date
5. Click Save

Note: Immediate or future suspension dates can be entered

2.4 Cancel/Amend Future Suspension

Details Matching Profile Previous Position **History & Actions** Log

History for Redeployee **Rams User Guide**

Date	Application for	Days Remaining/End Date	Countdown Clock
	External Redeployment	180 / 2017-04-11	Clock/Suspensions

Suspend

Redeployee - Clock Suspend
Fields labelled like * this are mandatory

Suspend Timer From

Suspend Timer Until

Save Cancel

1. Go to the 'History and Actions' tab
2. Click Suspend
3. Delete both dates to cancel a future suspension
4. Change any date to amend a future suspension
5. Click Save

Note: Current and future dated suspensions can be viewed via the Log tab or by clicking 'Clock/Suspensions'

2.5 Recommence Countdown Clock

Details Matching Profile Previous Position **History & Actions** Log

History for Redeployee **Rams User Guide**

Date	Application for	Days Remaining/End Date	Countdown Clock
	External Redeployment	180 / 2017-04-11	Clock/Suspensions

Please confirm that you want to resume the countdown

OK Cancel

1. Go to the 'History and Actions' tab
2. Click Unsuspend
3. Click OK to recommence the countdown clock

Note: Countdown Clock is now active

2.6: Severance (Redundancy) Process

Details Matching Profile Previous Position Attachments Hi

Nominate **Rams User Guide** for Severance

Fields labelled like * this are mandatory.

Application for Severance

Initial Application Status Application Incomplete

Continue

1. Go to the 'History and Actions' tab
2. Click Severance (Redundancy)
3. Click Continue
4. Review any existing attachments
5. Click Continue
6. Add new attachments if required
7. Click Save and Continue

2.6: Severance (Redundancy) Process

Questions for Application by Redeployee **Rams User Guide for Redundancy**

Question	Response(s)
1.1 Completed Years for Calculating Severance	<input type="text"/>
1.2 Severance Amount	<input type="text"/>

3. DECLARATION

Question	Response(s)
Termination of Employment - Declaration statement	
3.2 I have read, understood, acknowledge and agree to the above declaration	-- Select a record -- ▾

Save

8. Populate 'Questions for Application' page
 9. Accept Declaration to proceed
 10. Click Save
- Note:** Application for Severance is recorded

Details Matching Profile Previous Position **History & Actions**

Date	Application for	Status
	Redundancy	Applied ▾

Save

- Select from List --
- Application Accepted**
- Application Rejected
- Applied
- Withdrawn

11. Go to 'History and Actions' tab
12. Select a new status from drop down list:
 - Application Accepted
 - Application Rejected
 - Withdrawn
13. Click Save

2.6: Severance (Redundancy) Process

Details Matching Profile Previous Position **History & Actions**

History for Redeployee Rams User Guide

Date	Application for	Status
	Redundancy	-- Select from List -- -- Select from List -- Application Accepted Offer Accepted Offer Rejected

Save

14. Go to 'History and Actions' tab
15. Select a new status from drop down list:
 - Offer Accepted
 - Offer Rejected
16. Click Save

Details Matching Profile Previous Position **History & Actions**

History for Redeployee Rams User Guide

Date	Application for	Status
	Redundancy	Severed

Save

Please enter an Effective Date for this event:

OK Cancel

17. Go to 'History and Actions' tab
18. Select Severed
19. Enter an effective date for the severance
20. Click Save

Note: Employee is now severed

2.7: Transition Payment

Nominate Rams User Guide for Transition

Fields labelled like * this are mandatory.

Application for	Transition
Initial Application Status	Application Incomplete

Continue

1. Go to the 'History and Actions' tab
2. Click Transition Payment
3. Click Continue
4. Review any existing attachments
5. Click Continue
6. Add new attachments if required
7. Click Save and Continue

Questions for Application by Redeployee Rams User Guide for Transition

Question	Response(s)
1.1 Completed Years for Calculating Payment	<input type="text"/>
1.2 Payment Amount	<input type="text"/>
3. DECLARATION	
Question	Response(s)
Transition Payment - Declaration statement	
3.2 I have read, understood, acknowledge and agree to the above declaration	-- Select a record --

Save

8. Populate 'Questions for Application' page
9. Accept Declaration to proceed
10. Click Save

Note: Application for Transition is recorded

Details Matching Profile History & Actions Questions

History for Redeployee Rams User Guide

Date	Application for	Status
	Transition	Applied

Save

11. Go to 'History and Actions' tab
12. Select a new status from drop down list:
 - Application Accepted
 - Application Rejected
 - Withdrawn
13. Click Save

2.7: Transition Payment

Details Matching Profile History & Actions Questions

History for Redeployee Rams User Guide

Date	Application for	Status
	Transition	Application Accepted ▼ -- Select from List -- Application Accepted Offer Accepted Offer Rejected

Save

14. Go to 'History and Actions' tab
15. Select a new status from drop down list:
 - Offer Accepted
 - Offer Rejected
16. Click Save

Details Matching Profile Previous Position History & Actions

History for Redeployee Rams User Guide

Date	Application for	Status
	Transition	Transitioned Out ▼

Save

Please enter an Effective Date for this event:

OK Cancel

17. Go to 'History and Actions' tab
18. Select Severed
19. Enter an effective date for the severance
20. Click Save

Note: Employee is now transitioned out

2.8: Deregister Registered Redeployee

Details Matching Profile History & Actions Questions

History for Redeployee Rams User Guide

Date	Application for	Status
	Deregistration	Applied ▼ -- Select from List -- Application Accepted Application Rejected Applied Withdrawn

1. Go to the 'History and Actions' tab
2. Click Deregister Redeployee
3. Click Continue
4. Select a new status from drop down list:
 - Application Accepted
 - Application Rejected
 - Withdrawn
5. Click Save

Note: Redeployee now a Registrable Redeployee

3.0 Internal Surplus Employee

3.1 Create a new Internal Surplus Employee

Fields labelled like * this are mandatory.

ID	
Type	Internal Surplus Employee
Status	-- Select from List --
Inactive Reason	Registrable Employee (RE)
Insert Date	
Position Abolished	
Reason for Redeployment	-- Select from List --
Owner	
Salutation	-- Select from List --

Save

1. Log into RAMS using Case Manager user type
2. Select 'New Redeployee' in Redeployment Menu
3. Select Internal Surplus Employee from the 'Type' field
4. Populate 'Personal Details' page
5. Click Save
6. Populate 'Previous Position' page
7. Click Save
8. Populate 'Matching Profile for Redeployee' page
9. Click Save

Note: Employee is now an Internal Surplus Employee

3.2 Change type to Registrable Employee

Details Matching Profile Previous Position History & Actions

Edit Redeployee Rams User Guide

Fields labelled like * this are mandatory.

ID	
Type	Internal Surplus Employee
Status	-- Select from List --
Inactive Reason	Registrable Employee (RE)
Insert Date	
Position Abolished	
Reason for Redeployment	-- Select from List --
Owner	
Salutation	-- Select from List --

Save

1. Go to the 'Details' tab
2. Select the Type drop down list
3. Select 'Registrable Employee (RE)'
4. Click Save

Note: Redeployee is now a Registrable Employee

