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Civilian Radioactive Waste Management

DESK INSTRUCTION DI-011

Activity: YMP Employee Status Change Notification Process
Requirement: M&O Employee Change Notification (NQ)
Process Owner: Jose A. Archuleta & Mary Heerdt

Purpose

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with the YMP Employee Status Change Notification Process.

Goal

To show objective evidence that SNL actively participates in the ESCN Process by initiating an ESCN when 1) a new employee is assigned to YMP work, 2) when the employee's job title changes, 3) when an employee changes organizations, and 4) when an employee terminates from the project.

Implementation

Initiate an ESCN

1. Manager, or delegate, notifies the SNL Administrative Assistant with the name of the new YMP employee.
2. The Administrative Assistant initiates an ESCN to ensure that all pertinent information, such as the employee's name, position description, and start date, are entered into all appropriate M&O databases.
3. The ESCN notifies the appropriate BSC personnel that a new VPN/Lotus Notes account needs to be established.
4. An ESCN is initiated to document the change in an employee's job title; example is when a staff person is promoted to a management position.
5. An ESCN is initiated to document when an employee is re-assigned to another organization.
6. At termination, an ESCN is initiated to document that the employee and his/her manager have completed the termination process, the employee's name is removed from YMP databases, all accounts are closed, and a Separation Checkout Form is completed.

Compliance achieved when: When the SNL employee has all tools accessible for him/her to perform YMP assignments, and at termination, the employee signs and dates a completed Separation Checkout Form.