WORKFLOW (ROUTING ACTIONS)

PERSONNEL ACTION REQUEST (PAR) / WORK-IN-PROGRESS (WIP) STATUS OPTIONS AND RESULTS

OPTIONS FOR ADMINISTRATIVE USERS

REQUESTER Menu Paths:
PAR: *Home > Workforce Administration > Job Information > Use >* **Supervisor Request**
RECRUIT: *Home > Recruiting >* **Create New Job Opening**

PAR/WIP STATUS ENTERED	RESULTS
REQ (default for requester)	Routes action/requisition to 1st Authorizer
1ST	Routes action/requisition to 2nd Authorizer (skipping 1st Authorizer)
2ND	Routes action/requisition to Approver (skipping 1st and 2nd Authorizers)
INI	Enter some data for action/requisition, save it and return to complete it at a later time. The action/requisition has not been routed through workflow yet.

1st AUTHORIZER Menu Paths:
PAR: *Home > Workforce Administration > Job Information >* **1st Authorization**
RECRUIT: *Home > Recruiting > Create New Job Opening >* **Enter Name of Recruit 1st Authorizer**

PAR/WIP STATUS ENTERED	RESULTS
1ST	Approve and route action/requisition to 2nd Authorizer
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, and action was sent to wrong person.

2nd AUTHORIZER Menu Paths:
PAR: *Home > Workforce Administration >Job Information >* **2nd Authorization**
RECRUIT: *Home > Recruiting > Create New Job Opening >* **Enter name of Recruit 2nd Authorizer**

PAR/WIP STATUS ENTERED	RESULTS
2ND	Approve and route action/requisition to Approver
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, and action was sent to wrong person.

APPROVER Menu Paths:
PAR: *Home > Workforce Administration > Job Information >* **Approve Request (USF)**
RECRUIT: *Home > Recruiting > Create New Job Opening >* **Enter name of Recruit Approver**

PAR/WIP STATUS ENTERED	RESULTS
SIG	Approve and route action/requisition to HR Reviewer (pooled worklist)
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, and action was sent to wrong person.
DIS	Disapprove and remove action/requisition from workflow. The action/requisition is routed back to Requester, but the Requester cannot modify and re-route back into workflow. This PAR/WIP Status should be used cautiously since an action saved with this Status becomes part of the employee's EHRP electronic history record.

WORKFLOW (ROUTING ACTIONS)

OPTIONS FOR HUMAN RESOURCE USERS

HR REVIEWER Menu Paths:
PAR: *Home > Workforce Administration > Job Information >* **HR Reviewer**
RECRUIT: *Home > Recruiting >* **Find Job Openings**

PAR/WIP STATUS ENTERED	RESULTS
REV	Approve and route action/requisition to HR Processor (pooled worklist)
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, action was sent to wrong person.
INI	Enter some data for action/requisition, save it and return to complete it at a later time. The action/requisition is not in workflow.

HR PROCESSOR Menu Paths:
PAR: *Home > Workforce Administration > Job Information >* **HR Processing USF**
RECRUIT: *Home > Develop Workforce > Recruit Workforce (USF) > Use >* **Process Requisition**

PAR/WIP STATUS ENTERED	RESULTS
PRO	Approve and finalize the action/requisition
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, action was sent to wrong person.
DIS	Disapprove and remove action/requisition from workflow. The action/requisition is routed back to Requester, but the Requester cannot modify and re-route back into workflow. This PAR/WIP Status should be used cautiously since an action saved with this Status becomes part of the employee's EHRP electronic history record.
INI	Enter some data for action/requisition, save it and return to complete it at a later time. The action/requisition is not in workflow.

END