

Current & Future State Design - Initiator/Approver Roles

Name: _____

Department: _____

	Model 1	Model 2
Examples of Possible Models	CSS/Regional Service Provider may also play consultative pre-work	Dept submits transaction to CSS/Regional Service Provider
	Initiator: Dept	Initiator: CSS
	Approver(s): Dept	Approver(s): Dept
	Reviewer(s): CSS/Regional Service Provider (as a post-audit reviewer)	Reviewer(s): N/A or divisional/central post-audit review or to replace PAN notifications

Type of Request	Current State		Future State	
	How are you notified and what pre-work is done?	What systems other than HCM/PPS do you use? What work is done after the request is in HCM/PPS?	If there is post-work, who do you think should be doing it for your department?	How do you envision the placement of the Initiator, Approver, and/or Reviewer roles for your department?
PayPath (Data Changes)				Initiator: Approver(s): Reviewer(s) (optional):
Extended Leave of Absence & Manage Accruals				Initiator: Approver(s): Reviewer(s) (optional):
Position Management (Create New & Update Existing Positions) Note: Approval routing is not available by employee class.				Initiator: Approver(s): Reviewer(s) (optional):

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<ul style="list-style-type: none"> - Hire - Rehire - Concurrent Hire - Transfer 				Initiator: <hr/> Approver(s): <hr/> Reviewer(s) (optional):
<ul style="list-style-type: none"> - Termination (Voluntary & Involuntary) - Retire 				Initiator: <hr/> Approver(s): <hr/> Reviewer(s) (optional):
<ul style="list-style-type: none"> - Add, Renew, or Completion Contingent Worker - Add Person of Interest 				Initiator: <hr/> Approver(s): <hr/> Reviewer(s) (optional):
<ul style="list-style-type: none"> Personal Data Person Profile 				Initiator: <hr/> Approver(s): <hr/> Reviewer(s) (optional):