Request process for Employee New (excludes Casuals)

1. **Need for resource identified**
   - Supervisor completes Workday request
   - Supervisor completes ITS Personnel Change Request (on Finance & Business Adm website) to be reviewed at Staffing Meeting (requestor must be available if questions during meeting)

2. **Supervisor receives confirmation of approval in their Workday Inbox**
   - Supervisor creates ServiceNow request for entry of resource into PPM
   - Lead Admin sends email notification to contacts list for changes:
     - Oracle
     - Labor Distrib
     - YBT
     - PPM
     - Org Chart

3. **Request routed to ITS Lead Administrator for review/approval (if IT Project related, will confirm funding available from Director SPGM)**
   - Approved? Yes
     - Supervisor creates Request in STARS (assign themselves as “Final Approver” & “Primary Contact”)
   - Approved? No
     - End

4. **HR Staffing office processes completed data collection form and changes status to “workday hired”**

5. **Recruitment, Application, Interview, Offer process occurs**

6. **Supervisor “approves” the new Request in their STARS queue.**

7. **End**
Request process for Employee Change (excludes Casuals)

Need for change of resource identified

Supervisor completes Workday request

Supervisor completes ITS Personnel Change Request (on Finance & Business Admin website) to be reviewed at Staffing Meeting (requestor must be available if questions during meeting)

Request routed to HR Generalist for review/approval

Approved? Yes

Request routed to ITS Lead Administrator for review/approval (if IT Project related, will confirm funding available from Director SPGM)

Approved? Yes

Lead Admin sends email notification to contacts list for changes potentially needed:
- Oracle
- Labor Distrib
- YBT
- PPM
- Org Chart

No

End

No

End

Supervisor receives confirmation of approval in their Workday Inbox

Supervisor responsible for any required updates to:
- PPM
- Fieldglass
- SciQuest
- Service pages
- Service database
- Cell phone

Supervisor — Directly supervises the day to day activities

Workday System