Trigger: HR Reactivates Position using OM automated form with the appropriate action and reason code. Form routes in “Planned Status”.

HR Rep completes relevant fields on form to create new position. NOTE: Item sent as a task.

Agency Funding Approver completes financial info. for position.

Agency Position Control Approver

Reviews for accuracy for re-establishing position and any regulatory compliance.

Agency Position Control Maintainer

Yes: Processed timely within escalation period?

RETURN

YES

Are Changes Required

Reactivate Position

NO

YES

RETURN

HR Rep completes relevant fields on form to create new position. NOTE: Item sent as a task.

Yes: Processed timely within escalation period?

RETURN

NO

Are Changes Required

Reactivate Position

End Process

YES

NO

RETURN

Send Notification to Previous Role Processors and stop Workflow

End Process

Does Position require State Budget Office approval based on identified Action/Reason Combination?

NO

YES

Send Notification to Previous Role Processors and stop Workflow

End Process

Send Notification to Previous Role Processors and stop Workflow

End Process

YES

NO

RETURN

YES

RETURN

YES

RETURN

NO
Central Position Control Maintainer
Reviews for state compliance.

Central Position Control Approver
Reviews for state compliance.

Production Support
Reviews Position Information
Are there any Errors/Omissions?
YES
Send Notification to Previous Role Processors and stop Workflow
NO
Approve and position is created in ECC System in Active Status

YES
Send Notification to Previous Role Processors and stop Workflow
NO
End Process

YES
Reactivate Position
NO
Send Notification to Previous Role Processors and stop Workflow
NO
End Process