EEO Officer selects "submit" button on OM form and workflow is routed as a task to Agency SHAC Approver.

EEO Officer enters appropriate SHAC information on OM automated form in SHAC fields (IT9001).

Trigger = HR/Rep initiates OM form and selects action = SHAC and reason = SHAC changes. This change would be initiated by agency when new position is created or when SHAC information changes for an existing position.

Workflow Notifies EEO Officer of Denial.

Workflow Notifies EEO Officer of Approval.

Does SHAC Consultant Approve Request?

Are Changes Required?

NO

YES

NO

YES

End Process

IT9001 SHAC fields are updated in ECC.

End Process