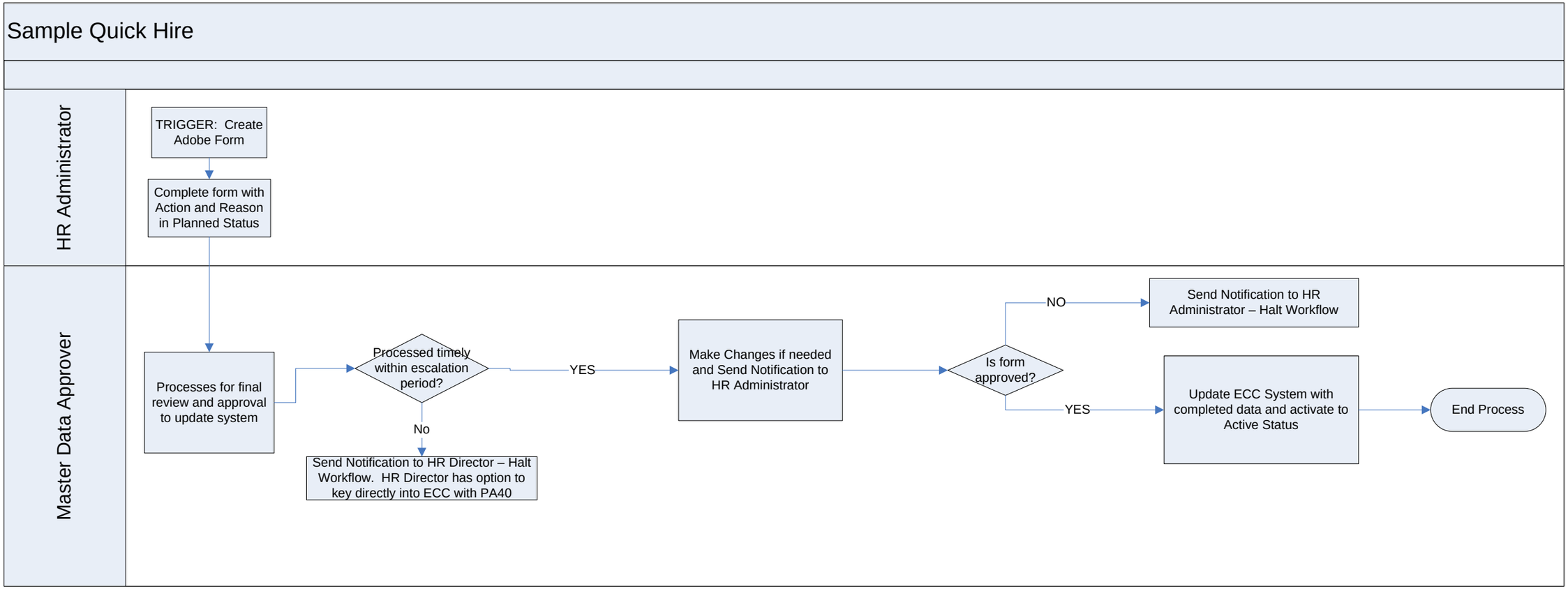
Sample Quick Hire
HR Administrator
Master Data Approver
TRIGGER: Create Adobe Form
Complete form with Action and Reason in Planned Status
Processes for final review and approval to update system
Processed timely within escalation period?
YES
No
Send Notification to HR Director – Halt Workflow. HR Director has option to key directly into ECC with PA40
Make Changes if needed and Send Notification to HR Administrator
Is form approved?
NO
Send Notification to HR Administrator – Halt Workflow
YES
Update ECC System with completed data and activate to Active Status
End Process