NOTE: This workflow includes the salary approval process for the purpose of routing the form to various approvers. It is anticipated that the workflow will be triggered by either a manager or HR Administrator. This workflow draft starts with the HR Administrator. If the Agency Manager/Supervisor role triggers the process, that role would be assigned to the first "swim lane" instead of the second lane, and the form would route to the HR Administrator, then so forth as outlined.

The workflow has been drafted with the option for OHR to route the form to an Approver, depending on their business requirements of processing agency requests (if there is a need for the Central Master Data Approver to sign off on “Approved” and “Denied” requests, this may be included as well.)