

SAMPLE WORKFLOW DRAFT Form F019.8 _Update_Position_Description_Form Routing

Agency Manager/
Supervisor

Trigger: Manager accesses MSS and selects "Start Processes" link. Manager selects "Update Position Description" and "Update Position Description" as the reason. Manager selects PD only or PD/EPMS combined.

Manager uses Position Description automated form and completes relevant fields. NOTE: Item sent as a task. Workflow routes to his/her immediate supervisor utilizing A012 relationship.

RETURN

Agency Manager Approver

Manager Approver receives tasks via UWL and reviews information.

Processed timely within escalation period?

Are Changes Required?

Approve Reclass?

Return form to Manager (??Send Notification to Previous Role Processors and stop Workflow)

Agency Position Control Maintainer

Agency Position Control Maintainer receives tasks via UWL and reviews classification and justification for regulatory compliance.

Processed timely within escalation period?

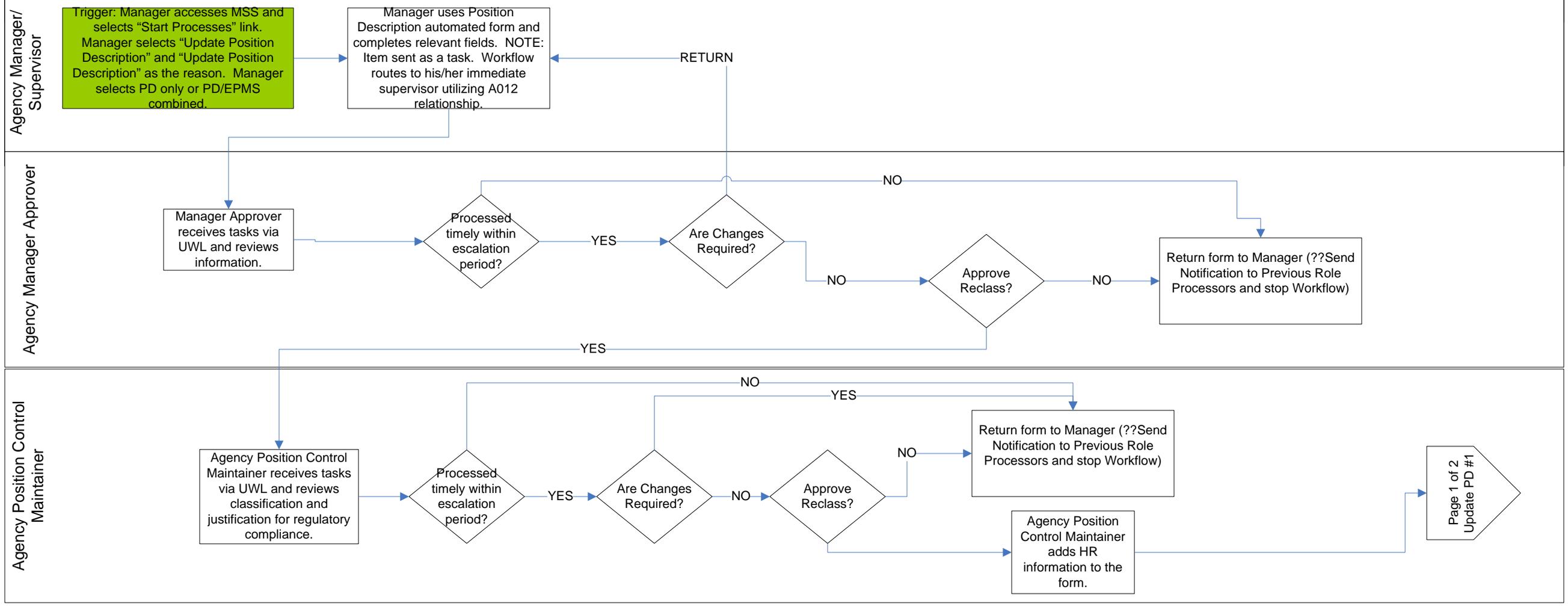
Are Changes Required?

Approve Reclass?

Return form to Manager (??Send Notification to Previous Role Processors and stop Workflow)

Agency Position Control Maintainer adds HR information to the form.

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Update PD #1



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