Process Flow

Pending Approval
First status of the process, occurs when a request is submitted completes info. Pending approval. If approval is uploaded or a Super User submits a request this step is skipped.

Submitter creates a request

OR

Ready for Process
Second status, occurs once request is approved. Ready for HR to process request.

Denied
When approver or HR Ops. denies the appointment. The transaction is dead in the system.

If needed a request would have to be resubmitted; it can not be revised.

Processed
Final status, occurs when HR completes paperwork and entry is made in HCM. Automated close of transaction occurs.