

	Originator	Approver Team	Budget Team	Final Approver Team (Optional)	Validation Team	Transaction Team
<b>Where's my ticket?</b> <i>Status indicates location of ticket.</i>	Open/Draft	Submit for Approval	Pending Budget Approval	Pending Final Approver	Pending Validation	At Transaction Team
<b>Originator/Team Needs to Change Ticket Status From</b>	Open/Draft	Submit for Approval	Pending Budget Approval	Pending Final Approver	Pending Validation	At Transaction Team
<b>Change Ticket Status To</b>	Submit for Approval	Approved/ Rejected Approval	Budget Approved/ Budget Rejected	Final Approval/ Rejected Final Approval	Validated/ Rejected Validation	Closed
<b>Workflow by Action Type (Yes = Action Required by Originator/Team, No = No Action Required by Team)</b>						
Action Type	Originator	Approver Team	Budget Team	Final Approver Team (Optional)	Validation Team	Transaction Team
Achievement and Spot Awards	Yes	Yes	No	Yes	Yes	Yes
Appointment - Extend or Renew	Yes	Yes	Yes	No	Yes	Yes
Chartstring Change	Yes	Yes	Yes	No	Yes	Yes
Classification or Re-classification	Yes	Yes	No	Yes	Yes	Yes
ERIT Program	Yes	Yes	No	No	Yes	Yes
Hire Career Employee	Yes	Yes	Yes	No	Yes	Yes
Hire Contract Employee	Yes	Yes	Yes	No	Yes	Yes
Hire Limited Employee	Yes	Yes	Yes	No	Yes	Yes
Hire Student Employee	Yes	Yes	Yes	No	Yes	Yes
Leaves (FMLA, Disability, etc)	Yes	Yes	No	No	Yes	Yes
Non-Employee ID Request	Yes	Yes	No	No	Yes	Yes
Other HCM Changes	Yes	Yes	No	No	Yes	Yes
Payroll Correction	Yes	Yes	Yes	No	Yes	Yes
Performance Evaluation	Yes	Yes	No	No	Yes	Yes
Re-hire Retiree	Yes	Yes	Yes	No	Yes	Yes
Recruitment	Yes	Yes	Yes	No	Yes	Yes
Report Request	Yes	No	No	No	Yes	Yes
Salary Adjustment	Yes	Yes	Yes	Yes	Yes	Yes
Salary Pool	Yes	Yes	Yes	No	Yes	Yes
Separation	Yes	Yes	No	No	Yes	Yes
Service Awards	Yes	Yes	No	No	Yes	Yes
Student Recruitment	Yes	Yes	No	No	Yes	Yes
Supervisor Change	Yes	Yes	No	No	Yes	Yes