



Configuration Request Form

This document is for departments to obtain formal approval from the Executive Review Board (ERB) to allow HRIS to perform system configurations that may affect pay in Workday.

Instructions

1. Fill out **Parts A and B**. (HRIS will complete Part C.)
2. Attach this form to the ServiceNow request.
3. Notate questions and/or comments in the ServiceNow request.
4. You will be notified if your request was approved or denied via ServiceNow.

Part A

Requestor Name/EEID#:	
Requestor's Manager Name:	
Requesting Department:	
Date Submitted:	
Date Requested to be in Production:	
All Affected Groups:	

Does this affect pay?	☐ Yes	☐ No	☐ Unsure
Does this affect overtime?	☐ Yes	☐ No	☐ Unsure
Is this change supported by the Personnel Rules?	☐ Yes	☐ No	☐ N/A
Is this change supported by the Meet & Confer?	☐ Yes	☐ No	☐ N/A

Part B

I. Briefly describe the request and business justification.



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II. Describe any/all effects with pay, overtime, leaves of absence, pay rate, vacation accrual, sick leave, FMLA, etc. Please cite the section in the Personnel Rules/Meet & Confer/or Legal Citation Supporting this change.

III. List the affected employee population.

IV. Workaround if not approved.

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Part C

To be routed by HRIS for approval.

Approvers	Job Title	Approval (Click the box)
Diana Athey	HRIS Administrator	☐ Yes ☐ No
Tomy Mollas	Assistant Director, HRIS	☐ Yes ☐ No
Nina Arias	Director, HR	☐ Yes ☐ No
Sheri Kowalski	Director, City Controller	☐ Yes ☐ No
Jeffrey Stovall	Director, Information & Technology Services	☐ Yes ☐ No

Date Approved or Denied: _____