



Configuration Request Form

This document is for departments to obtain a 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
Does this affect overtime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
Is this change supported by the Personnel Rules?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is this change supported by the Meet & Confer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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 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)
Tomy Mollas	Assistant Director	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nina Arias	(ERB) Director, HR	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sheri Kowalski	(ERB) City Controller	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dr. Brian Gardner	Interim Director, Information & Technology Services	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date Approved or Denied: _____