

Business Processes	Department Roles						HR Roles			
	Employee	WD Dept. Support	Manager	Timekeeper (Entry/Approval)	Dept Asst Dir.	Dept Dir.	HR Partner/ Dept HRP	HR Admin.	On Boarding	HR Recruiter
Change Employee Contacts	→	-	-	-	-	-	-	-	-	-
Change Emergency Contacts	→	-	-	-	-	-	🔍	-	-	-
Change Contact Information	→	-	👍	👍	-	-	🔍	-	-	-
Correct time off - Time & Absence App	→	-	👍	👍	-	-	-	-	-	-
Correct Timesheet	→	-	-	-	-	-	-	-	-	-
Change/Add Gov't Id	→	-	-	-	-	-	-	-	-	-
Payment Elections	→	-	-	-	-	-	-	-	-	-
Withholding Elections	→	-	-	-	-	-	-	-	-	-
Change/Add Licenses	→	-	-	-	-	-	-	-	-	-
Legal Name Change	→	-	-	-	-	-	🔍	👍	-	-
Request Delegation	→	-	👍	-	-	-	-	-	-	-
Time Entry	→	-	-	-	-	-	-	-	-	-
Request Time Off	→	-	👍	-	-	-	-	-	-	-
Request Leave of Absence	→	-	-	-	-	-	🔍 FMLA	-	👍	-
Submit Resignation (Voluntary)	→	-	👍	-	-	-	🔍	-	-	-

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Initiate

👍

Approve

🔍

Review

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No Action Needed