PRC Process High-level Flow Chart
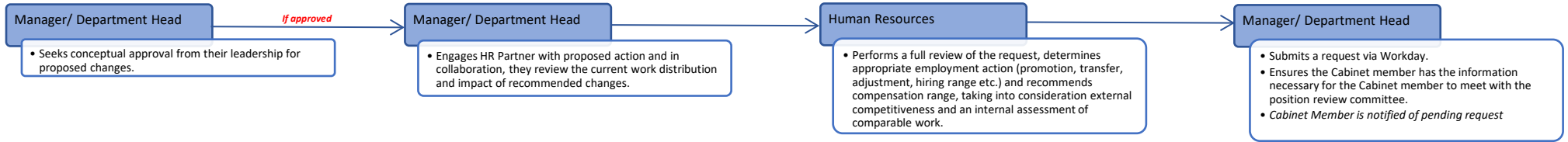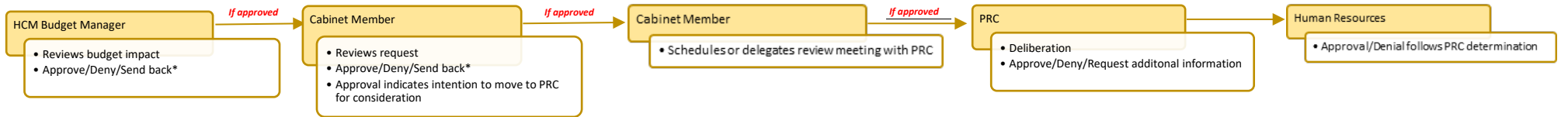## *Full workflow depicted to show all process steps*

Preliminary Steps Through Workday Initiation

Manager/ Department Head
- Seeks conceptual approval from their leadership for proposed changes.

If approved →

Manager/ Department Head
- Engages HR Partner with proposed action and in collaboration, they review the current work distribution and impact of recommended changes.

→

Human Resources
- Performs a full review of the request, determines appropriate employment action (promotion, transfer, adjustment, hiring range etc.) and recommends compensation range, taking into consideration external competitiveness and an internal assessment of comparable work.

→

Manager/ Department Head
- Submits a request via Workday.
- Ensures the Cabinet member has the information necessary for the Cabinet member to meet with the position review committee.
- *Cabinet Member is notified of pending request*

Workday Workflow

HCM Budget Manager
- Reviews budget impact
- Approve/Deny/Send back*

If approved →

Cabinet Member
- Reviews request
- Approve/Deny/Send back*
- Approval indicates intention to move to PRC for consideration

If approved →

Cabinet Member
- Schedules or delegates review meeting with PRC

If approved →

PRC
- Deliberation
- Approve/Deny/Request additonal information

→

Human Resources
- Approval/Denial follows PRC determination

*Workday actions
- Approve – moves the transaction forward
- Send back – returns the transaction with comments
- Deny - cancels the transaction