

PRC Process Overview

Full workflow depicted to show all steps

Prior to initiating the PRC request in Workday

Manager / Department Head

- Seeks conceptual approval from their leadership for proposed changes.



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 / Compensation

- Performs a full review of the request, determines appropriate employment action (promotion, transfer, adjustment, hiring range etc.) and sets compensation range.



Workday request process

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



Compensation

- Reviews request
- Approves, Denies or Sends Back in Workday

PRC presentation and outcomes

HCM / Budget Manager

- Reviews budget impact
- Approves, Denies or Sends Back in Workday



Cabinet Member

- Reviews request
- Approves, Denies or Sends Back in Workday
- Approval indicates intention to move to PRC for consideration



Cabinet Member

- Schedules or delegates review meeting with PRC



PRC

- Deliberation
- Approves, Denies or Requests additional information



Human Resources

- Approval/Denial follows PRC determination