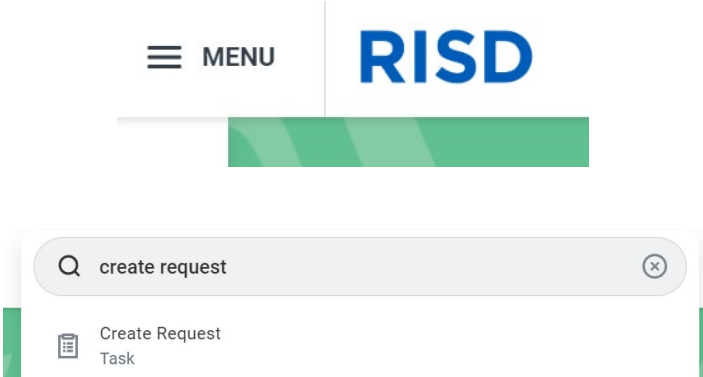
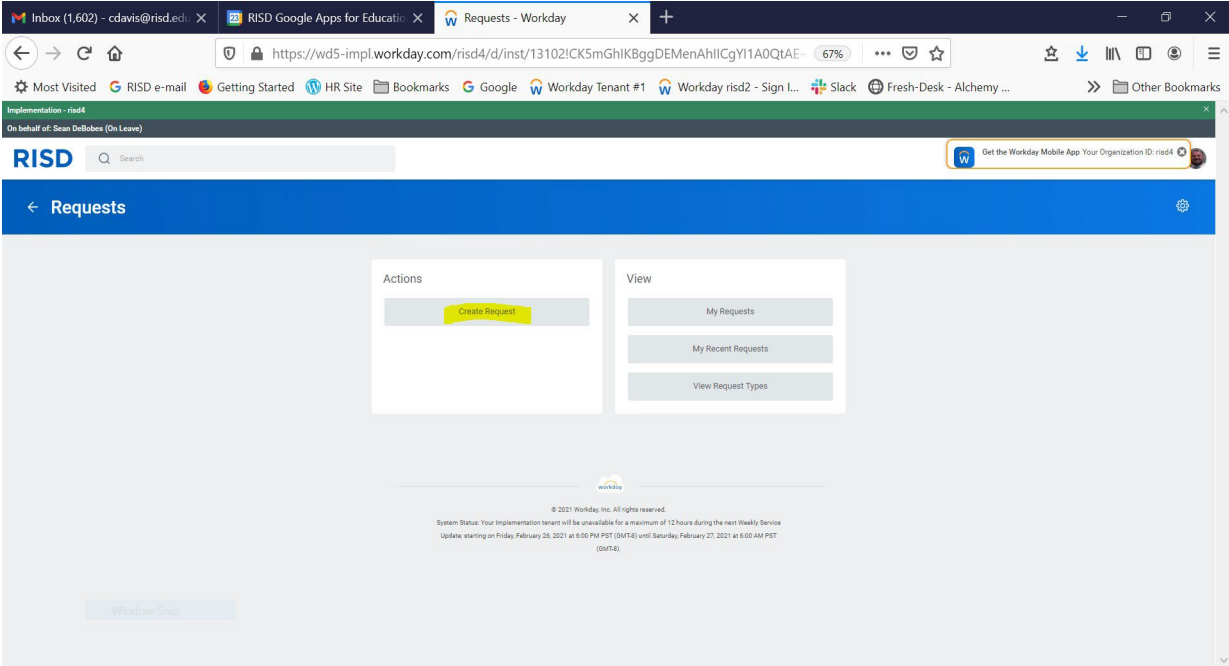


Position Review Committee (PRC) Application Request

- 1. Manager initiates request by logging into Workday and clicking on the **Request Icon** or searching **“Create Request”** in the search bar, as shown below.

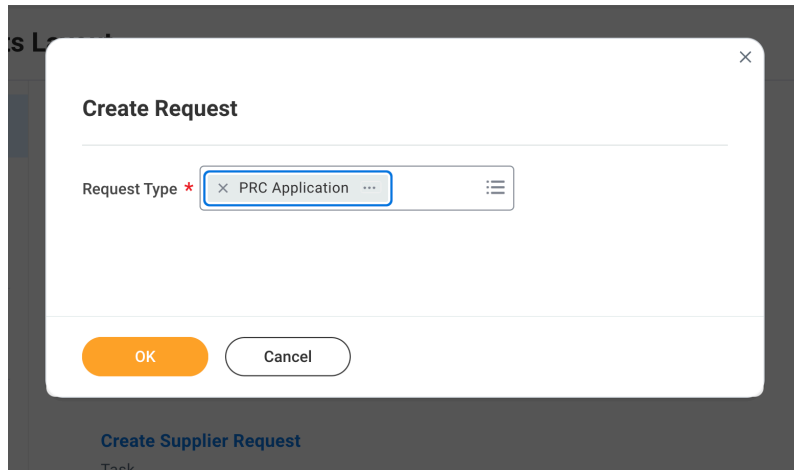


- 2. The click the **Create Request** button under actions as shown below:



Position Review Committee (PRC) Application Request

- At the request type prompt type **PRC Application** and then click **Ok** button



- Answer each question on the questionnaire
- Then click the **Submit** button and **Done** button

The request will route for budget review and action.

- The Budget Office will see the request in their inbox, and may **approve, send back, or deny** the request.
 - If it is **approved**, the request will then route to Cabinet Member for their review and approval
 - The request may be **sent back** to initiating manager for additional information; OR
 - The request may be **denied**. Remember, if request is denied, the transaction ends.
- A request which is approved by Budget Office, moves to the Cabinet Member who may **approve, send back, or deny** the request.
- If the Cabinet approves the request, they sign up for a time slot to review the position with the PRC. This link will be provided in the Workday notification after the Cabinet member approves to request.
- After PRC reviews, Workday notifications will be automatically issued and can be viewed via Workday notification bell. *Note, depending on the Workday security access of the notification recipient, the notification will include details of the position request. Details of the request may also be found in your Workday menu under "Requests". Selecting View then My Requests.*