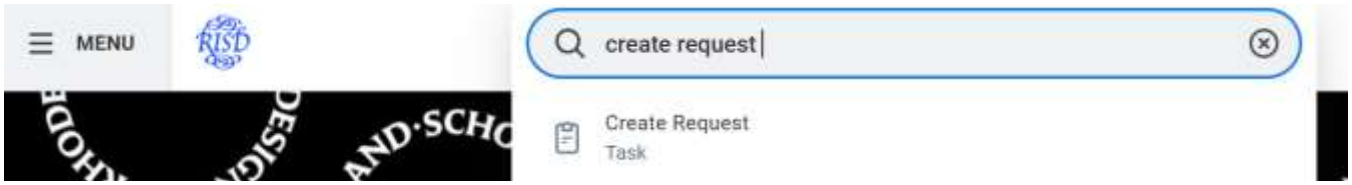
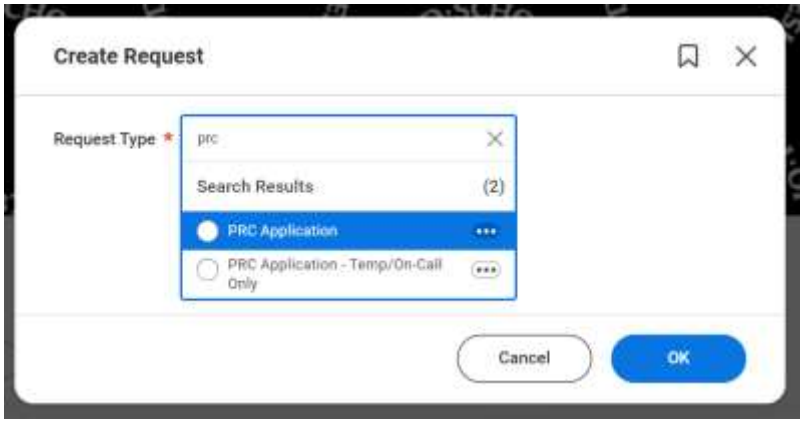
PRC APPLICATION JOB AID

This job aid provides step-by-step guidance through the Workday process. For additional details, visit the Position Review Committee (PRC) webpage.

1. Manager initiates the request by logging into Workday and searching **Create Request,** as shown below.



2. At the request type prompt, select the applicable option:
    a. **PRC Application**
    b. **PRC Application – Temp/On-Call Only**
    c. then click the **OK** button



3. Answer each question on the questionnaire.
    a. PRC Application: View the questions asked in the application in advance.
    b. PRC Application – Temp/On-Call Only: View the questions asked in the application in advance.

4. Then click the **Submit** button and **Done** button.

5. The request will route to the HR Partner, Cabinet member and Budget Office for review and action.

   Their functionality may **approve (advance), send back**, or **deny** the request.

   a. If it is **approved (advanced)**, the request will then route to the next reviewer.
   b. The request may be **sent back** to the initiating manager for additional information; OR
   c. The request may be **denied**. *Note*, *if request is denied, the transaction ends.*

6. **Non-temporary position requests** advanced by the HR Partner, Cabinet member and the Budget Office, are presented to the Position Review Committee. The Cabinet member will receive a notification to sign up for a time slot to review the position with the PRC. This link will be provided in a Workday email notification after the Budget Office approves to request.

   Temporary position requests will be submitted directly to the PRC for review and action without presentation to the PRC.

7. The initiator and cabinet member will receive Workday notifications via email. Depending on the Workday security access of the individual recipient, the notification may include the position request details. Initiators may also view details by locating “Requests” in their Workday menu, under *View* select *My Requests*.