WF-05 OM Workflow Routing Process

Purpose

The purpose of this Job Aid is to explain the OM Workflow Routing Process.

OM Position Process	Input Method
Create New Position/Fund Position	Workflow
Reallocation Actions	Workflow
Abolish & Re-establish	Request sent to BEST Shared Services
Position Transfer	Workflow (or OM Change Spreadsheet if in mass)
Position Hours Change	Workflow
Position Type Change	Update directly in system
County Change	Workflow
Supervisor Change	Workflow (or OM Change Spreadsheet if in mass)
Position Address Change	Update directly in system (unless part of another OM Action)
Position Time Settings Change	Update directly in system (unless part of another OM Action)
Position Working Title Change	Update directly in system
Cost Distribution Change	Update directly in system (unless part of another OM Action)
Budgeted Salary Change	Update directly in system (unless part of another OM Action)

OM Workflow Actions	Routing for Approval

100 - Create New Position	OM Requestor	Funding OSBM	Division Agency	Shared Services
103 - Reallocate Position Up	OM Requestor	Funding	Division Agency	Shared Services
104 - Reallocate Position Down	OM Requestor	Funding	Division Agency	Shared Services
105 - Reallocate Position Horizontal	OM Requestor	Funding	Division Agency	Shared Services
106 - Position Adjustment from Auth	OM Requestor	Funding	Division Agency	Shared Services
107 - Reallocate Position Differential	OM Requestor	Funding	Division Agency	Shared Services
108 - Remove Position Differential	OM Requestor	Funding	Division Agency	Shared Services
113 - Position Transfer	OM Requestor	Funding	Division Agency	Shared Services
115 - Position Hours Change	OM Requestor	Funding	Division Agency	Shared Services
116 - Position Employee Group/Subgroup Change	OM Requestor	Funding	Division Agency	Shared Services
118 - Position Competency Level Change	OM Requestor	Funding	Division Agency	Shared Services
121 - Reallocate Pay Plan Change	OM Requestor	Funding	Division Agency	Shared Services
122 - Position County Change	OM Requestor	Funding	Division Agency	Shared Services

124 - Change Supervisor of Position	OM Requestor	Division Agency	Shared Services

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