

## 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                              |

### OM Workflow Actions

### Routing for Approval

|                                               |                      |                                 |
|-----------------------------------------------|----------------------|---------------------------------|
| 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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