



Business Process Approval Guide for Managers

August 30, 2021

Version 3.0

Create Job Requisition

| Requisition Type | Manager | HRBP | Mgmt Chain | Director | VP | EMC | Finance |
|--|---------|--------|------------|----------|----|-----|---------------------------|
| Requisition is for an existing position? | ★ or ✓ | ★ or ✓ | Min 2 | ✓ | | | ✓ |
| Requisition is for a new position? | ★ or ✓ | ★ or ✓ | Min 2 | | ✓ | | ✓ Can add EMC Approver |

Key: ★ =Initiation ✓ = Approval

Change Job Process

The approval path for the Change Job process can vary depending on what other data elements change during the process. If changes to compensation are made along with the changes listed here, additional approvals may be required.

| Type | Commission Partner (Medical) | Manager | Receiving Manager | HRBP | Mgmt Chain | Director | Finance | VP | Commission Partner (Dental) |
|---|------------------------------|---------|---------------------|------|------------|----------|---------|----|-----------------------------|
| Increase/Decrease in Draw | ★ Draw Changes only | ★ or ✓ | | ✓ | Min 2 | | | ✓ | ✓ Draw Changes only |
| Transfer to Another Manager | | ★ | Adds Data; Approves | ✓ | | | ✓ | | |
| Change Work Location | | ★ | Adds Data; Approves | ✓ | | | | | |
| Change Job Details (FT/PT, Reg/Temp, Change in Hours) | | ★ | | ✓ | Min 2 | ✓ | | | |
| Change Job Profile/Job Title | | ★ | | ✓ | Min 2 | ✓ | | | |

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Change Job Process

Transactions that impact base salary and/or bonus:

| Type | Manager | HRBP | Comp | Mgmt Chain | Director | VP | Finance | HR Exec | EMC |
|--|---------|------|------|------------------------------|----------|----|---------------------------|---------------------------|-----|
| Promotion below Director Level? | ★ | ✓ | ✓ | Min 2 | ✓ | | ✓ Can add EMC approver | | |
| Promotion to Director Level and Above? | ★ | ✓ | ✓ | All in Supv. Chain up to EMC | | ✓ | ✓ Can add EMC approver | ✓ Can add EMC approver | ✓ |

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Terminate a Worker

| Type | Manager | HRBP | Comp | Mgmt Chain | VP | HR Exec | EMC |
|---|---------|--------|------|------------|----|---------|-----|
| Regular or Temporary TSM on HSI Payroll | ★ | ★ or ✓ | | | | | |

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