

HR Forms Workflow

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- ▶ Workflow is how a submitted action flows electronically through the approval process at MSU.
 - ▶ Workflow is based on org unit and employee type (seven employee types).
 - ▶ Units may set up to five levels of workflow, with up to five possible approvers at each level. Each level MUST have at least two approvers.
 - ▶ Only one person from each level needs to approve. Once a level one approver approves an action, it leaves the other level one approvers action lists, and electronically lands in all level two approvers action lists. Once one of those approvers approve, it moves onto level three approvers.
 - ▶ Typically in CANR, units have two levels of approval, followed by college-level approvals, or AgBioResearch and Extension for their org numbers.
- ▶ Actions land in central HR's "inbox" after workflow has been completed, for final review and approval.
- ▶ Each unit has a workflow table on file, which can be revised as needed, that lists approvers for HR workflow.
 - ▶ To change HR workflow, an ARM form must be submitted, along with an updated HR workflow table. Instructions can be found on HR's website:
<https://hr.msu.edu/ebshelp/orgworkflowtable/Referenceworkflowrouting.html>