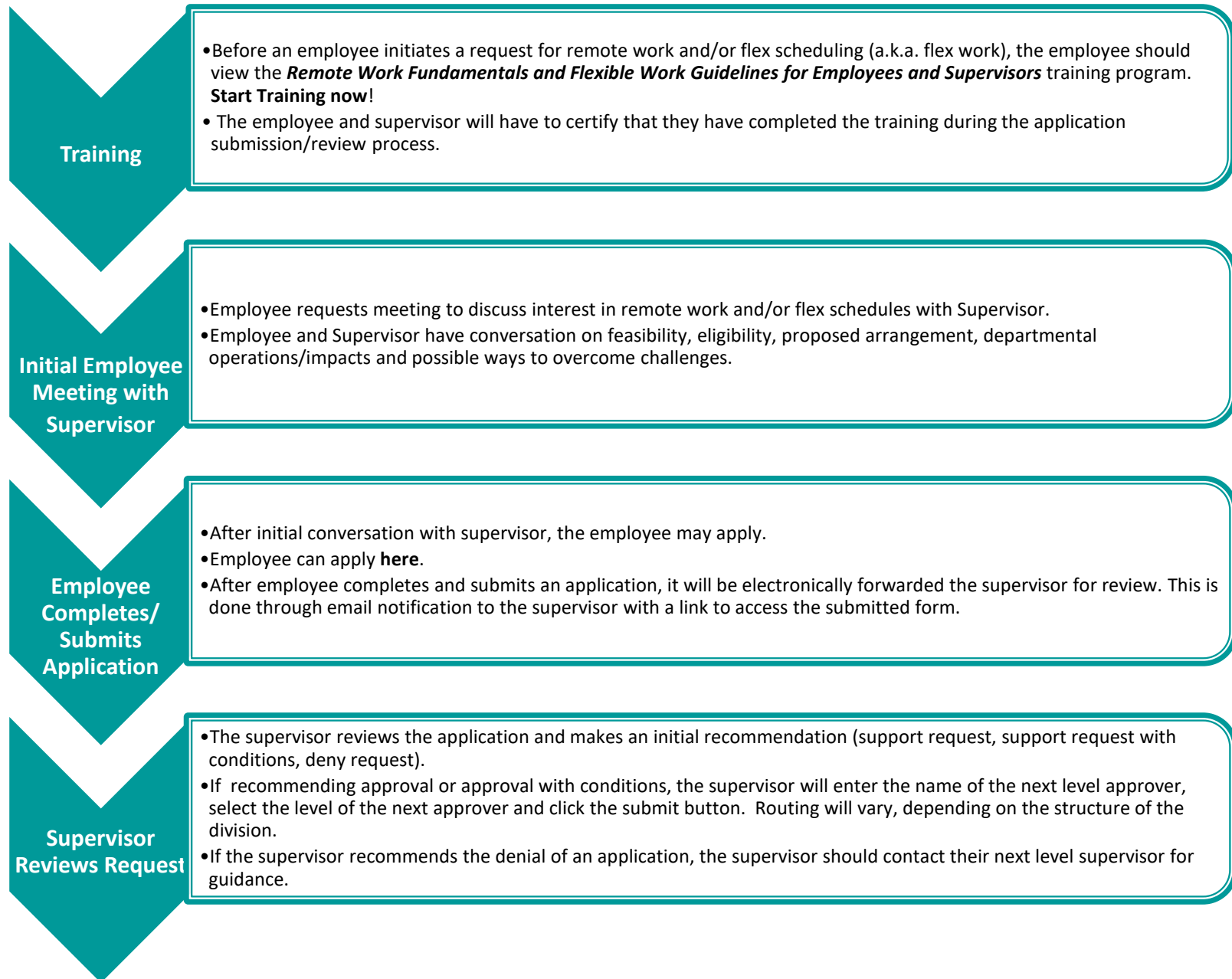


Application and Approval Process Flow for Remote Work/Flexible Scheduling



Application and Approval Process Flow for Remote Work/Flexible Scheduling

Next Level Supervisor Review

- The Next Level Supervisor reviews the application and makes an initial recommendation (support request, support request with conditions, deny request). Supervisor must complete the mandatory training before taking action. **(HERE)**
- If recommending approval or approval with conditions, the Next Level Supervisor will enter the name of the next level approver, select the level of the next approver and click the submit button. Routing will vary, depending on the structure of the division.
- If the Next Level Supervisor recommends the denial of an application, the Next Level Supervisor should contact their Department Head/Chair for guidance.

Department Head/Chair Review

- Department Head/Chair reviews the application and makes an initial recommendation (support request, support request with conditions, deny request).
- If recommending approval or approval with conditions, the Department Head/Chair will enter the name of the next level approver, select the level of the next approver and click the submit button. Routing will vary, depending on the structure of the division.
- If the Department Head/Chair recommends the denial of an application, the Department Head/Chair should contact their Dean/Division for guidance.

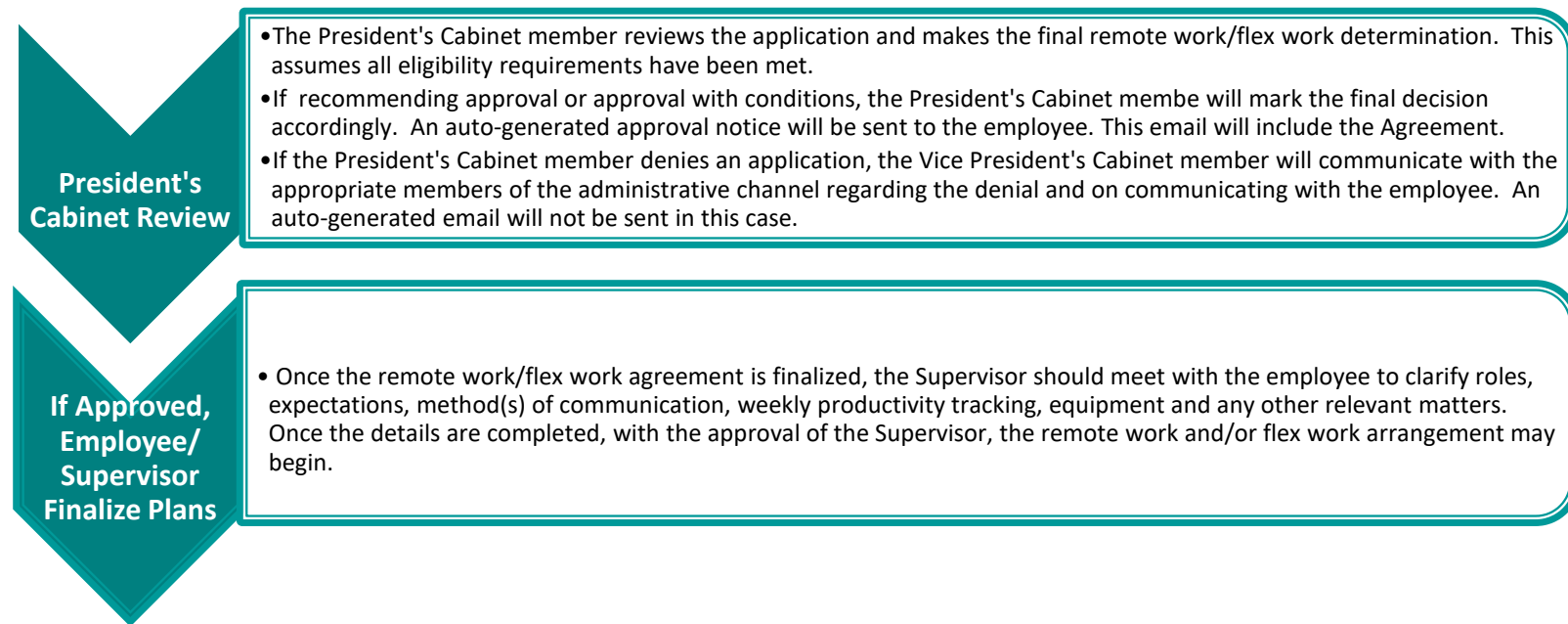
Dean/Division Review

- Dean/Division reviews the application and makes an initial recommendation (support request, support request with conditions, deny request).
- If recommending approval or approval with conditions, the Dean/Division will enter the name of the next level approver, select the level of the next approver and click the submit button. Routing will vary, depending on the structure of the division.
- If the Dean/Division recommends the denial of an application, the Dean/Division should contact their Vice President for guidance.

Vice President Review

- Vice President reviews the application and makes an initial recommendation (support request, support request with conditions, deny request).
- If recommending approval or approval with conditions, the Vice President will enter the name of the next level approver, select the level of the next approver and click the submit button. Routing will vary, depending on the structure of the division.
- If the Vice President recommends the denial of an application, the Vice President should contact their President's Cabinet member for guidance.

Application and Approval Process Flow for Remote Work/Flexible Scheduling



Approval Roles in the Online Remote Work/Flex Work Application System

The approval process will vary, depending on organization of the division's administrative channel. When facilitating requests through the system, the supervisor/manager/administrator user will have to adapt the workflow manually.