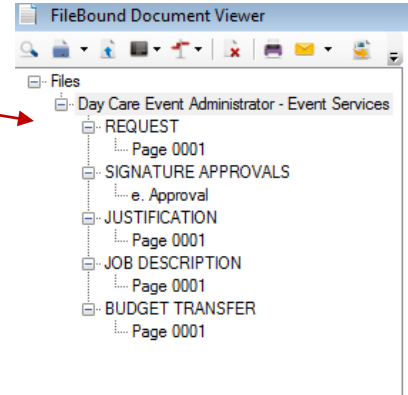


Position Request Approval Reference Guide

STEP 1: Review the Request

- Verify all necessary documentation is present
 - Request info, TEMP, NEW or CHANGE
 - Signatures
 - Justification
 - Job Description
 - Updated Market Range (UHR)
 - Org Chart (UHR)



STEP 2: Sign / Comment / Save

Approval Chain for this request

Position	Person
Supervisor	Jim Amstutz
Next-Level Supervisor	Jim Amstutz
Vice President	Janice Supplee

Signatures/Approvals

User	Date	Approval	Comment
James Ross Amstutz	02/24/2016 10:27 AM	Yes	Janice - thank you for your consideration on this request.

[Click here to mark your decision](#)

Please select your approval and add appropriate comments:

Approval	Comments
<input type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Be sure to enter <u>comments</u> after marking your decision. And click SAVE decision box. </div>
<input type="button" value="Save Decision"/>	

STEP 3: Send in workflow

Depending on where you rank in the workflow, determines the next approval step. **Click the appropriate review step and send.** Workflow buttons appear on the Request document only.

