## **Manager-Initiated Processes:**

## **WHO HAS TO APPROVE?**



### **Action**

### **Approval Process**

CREATE HIGH-VOLUME **POSITION** 

(driver or outbound selector)

No approval needed

CREATE POSITION (all other roles)

Your Manager<sup>1</sup> Additional Leaders<sup>2</sup>

Your **HRBP**  Additional Leaders<sup>2</sup>

**CREATE HIGH-VOLUME POSITION W/ REQUISITION** 

(driver or outbound selector)

No approval needed

**CREATE POSITION** W/REQUISITION

(all other roles)

Your Manager<sup>1</sup>

Your HRBP

**CREATE HIGH-VOLUME JOB REQUISITION** 

(driver or outbound selector)

No approval needed

CREATE **JOB REQUISITION** 

(all other roles)

Your Manager<sup>1</sup>

Your HRBP

FREEZE/UNFREEZE **JOB REQUISITION** 

No approval needed

**CLOSE JOB REQUISITION** 

Your TAP (Talent Acquisition Partner)

<sup>1</sup> This chart assumes you are the first-level manager. If you are higher up (e.g., initiating an action two levels below you), the approval goes to the first-level manager instead of your manager when creating positions and requesting one-time payments. For all other actions, it goes directly to the HRBP.

<sup>&</sup>lt;sup>2</sup> Upon direction from your OpCo or team's leadership or at your HRBP's discretion, additional approvers (other members of your management chain) may be added on this action.

<sup>&</sup>lt;sup>3</sup> Compensation changes outside of the range specified for that position will require additional approval.

#### **Action**

### **Approval Process**

START CONTINGENT WORKER CONTRACT	Your Manager <sup>1</sup> Your HRBP
END CONTINGENT WORKER CONTRACT	No approval needed
EXTEND CONTINGENT WORKER CONTRACT	Your Manager <sup>1</sup>
CHANGE JOB (promotion/demotion; transfer to manager at same location)	Your Manager¹ (for a promotion/demotion) or Proposed Manager (for a transfer)  Your HRBP
TERMINATE AN ASSOCIATE	Your Manager <sup>1</sup> (if termination is involuntary)  Your HRBP
CHANGE COMPENSATION <sup>3</sup>	Your Additional Your Additional HRBP Additional Leaders <sup>2</sup>
REQUEST A ONE-TIME PAYMENT (Sign On Bonus)	Your Additional Your Additional HRBP Additional Leaders <sup>2</sup>
REVIEW, INTERVIEW AND MAKE DECISIONS ABOUT CANDIDATES	No approval needed
APPROVE OFFERS	Your Additional Your Additional HRBP Additional Leaders <sup>2</sup>

<sup>&</sup>lt;sup>1</sup> This chart assumes you are the first-level manager. If you are higher up (e.g., initiating an action two levels below you), the approval goes to the first-level manager instead of your manager when creating positions and requesting one-time payments. For all other actions, it goes directly to the HRBP.

<sup>&</sup>lt;sup>2</sup> Upon direction from your OpCo or team's leadership or at your HRBP's discretion, additional approvers (other members of your management chain) may be added on this action.

<sup>&</sup>lt;sup>3</sup> Compensation changes outside of the range specified for that position will require additional approval.

### **EXAMPLE SCENARIOS**

#### A Night Supervisor creates a new Selector position<sup>1</sup> and job requisition.

The approval process looks like this:

Night Supervisor creates Selector position/requisition in Workday

Because this is a **high-volume position**, no approvals are required until the offer stage of the recruiting process.

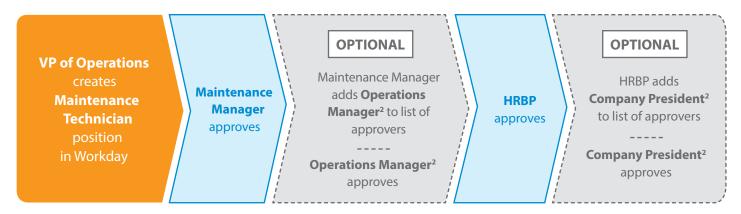
#### A Maintenance Manager creates a new Maintenance Technician position<sup>1</sup> to report to him.

The approval process looks like this:

**OPTIONAL OPTIONAL** Maintenance Manager **Operations Manager adds** HRBP adds **Operations VP of Operations**<sup>2</sup> to list **HRBP Company President<sup>2</sup>** Maintenance Manager approves to list of approvers of approvers approves **Technician** VP of Operations<sup>2</sup> Company President<sup>2</sup> in Workday approves approves

# A VP of Operations creates a new Maintenance Technician position<sup>1</sup> to report to a Maintenance Manager two levels below her.

The approval process looks like this:



**Additional approvers** can only be added on certain actions: creating new positions, making changes to an associate's compensation, requesting one-time payments, and approving offers.



<sup>&</sup>lt;sup>1</sup> This scenario assumes the new position has been discussed and budgeted for.

<sup>&</sup>lt;sup>2</sup> Actual additional approvers will vary by location, based on the preferences of senior leadership at that location.