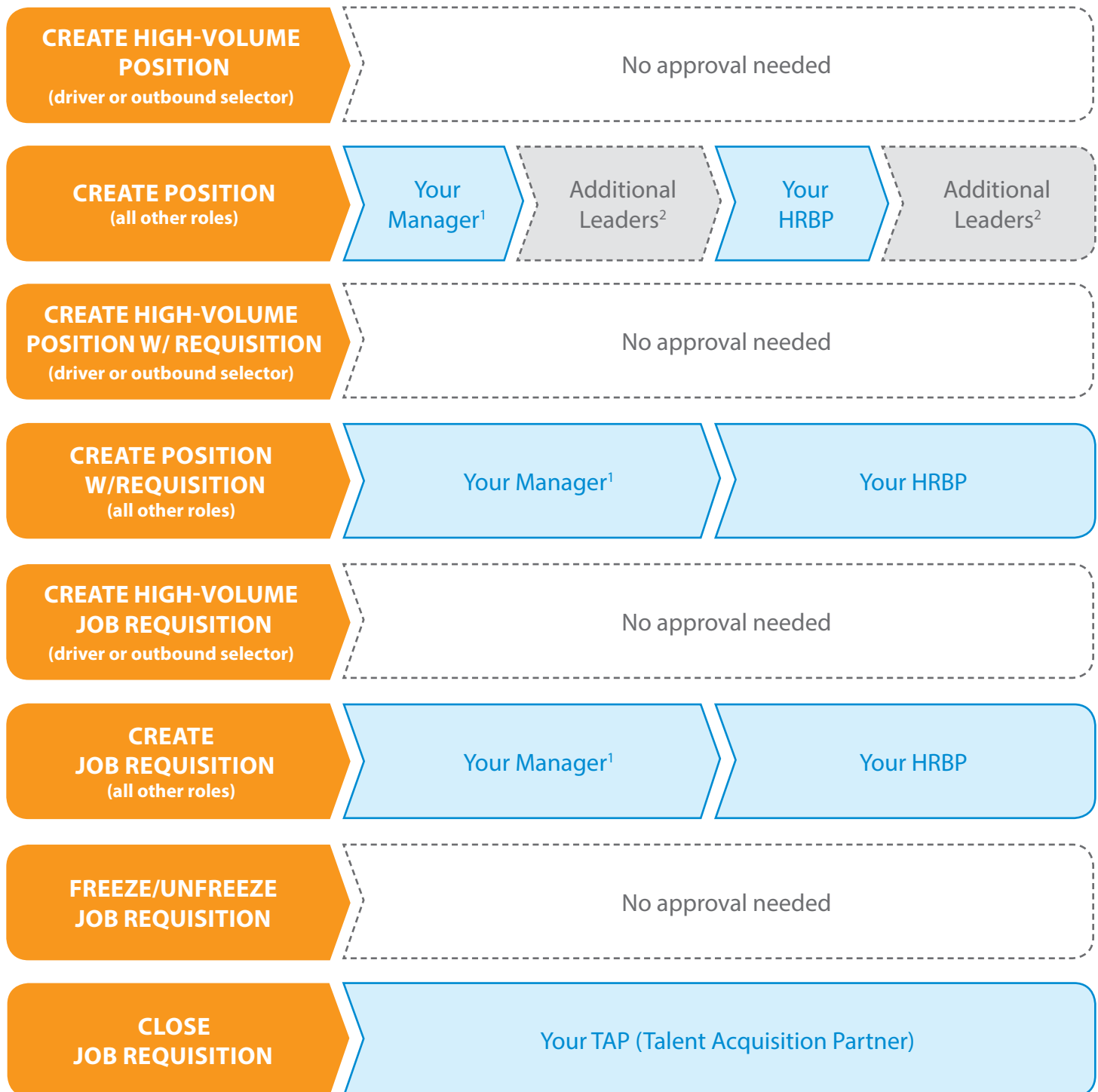


# Manager-Initiated Processes: WHO HAS TO APPROVE?

— Discover —  
**WORKDAY**  
Learn. Click. Explore.

## Action

## Approval Process



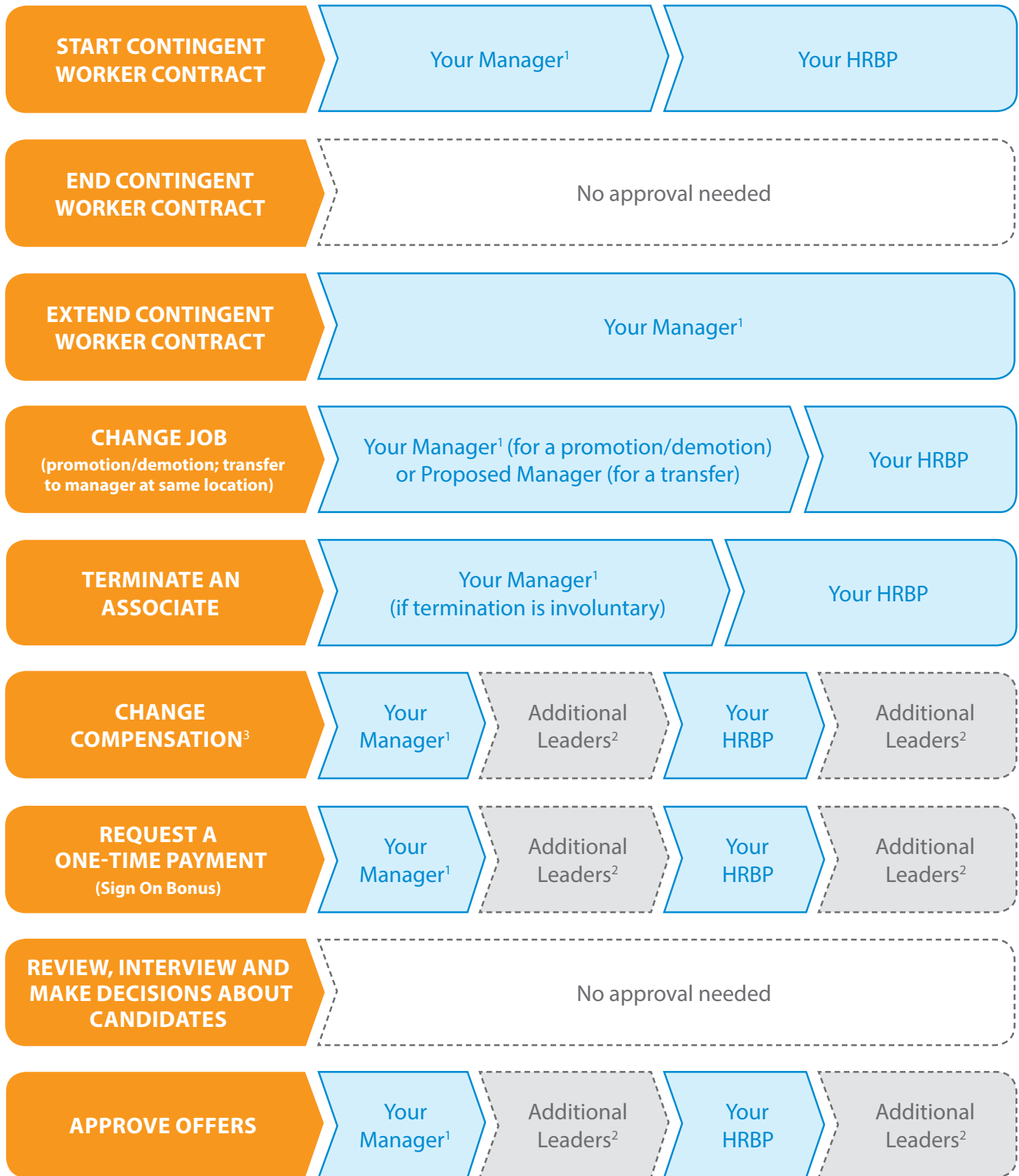
<sup>1</sup> This chart assumes you are the first-level manager. If you are higher up (e.g., initiating an action two levels below you), the approval goes to the first-level manager instead of your manager when creating positions and requesting one-time payments. For all other actions, it goes directly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

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

## Action

## Approval Process



<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.

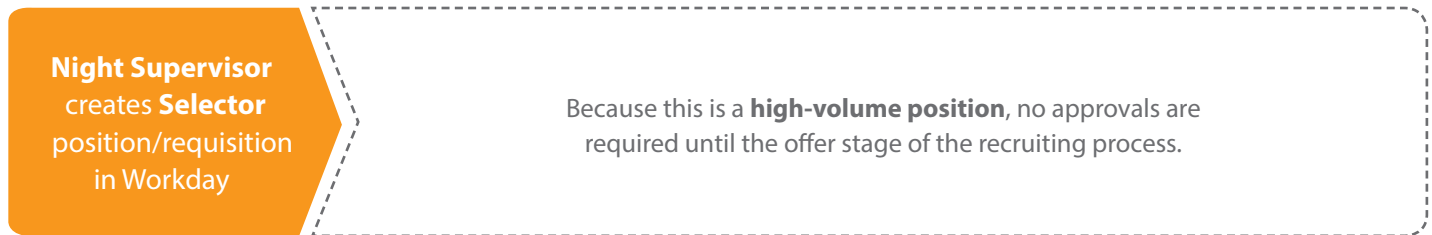
<sup>2</sup> Upon direction from your OpCo or team's leadership or at your HRBP's discretion, additional approvers (other members of your management chain) may be added on this action.

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

# EXAMPLE SCENARIOS

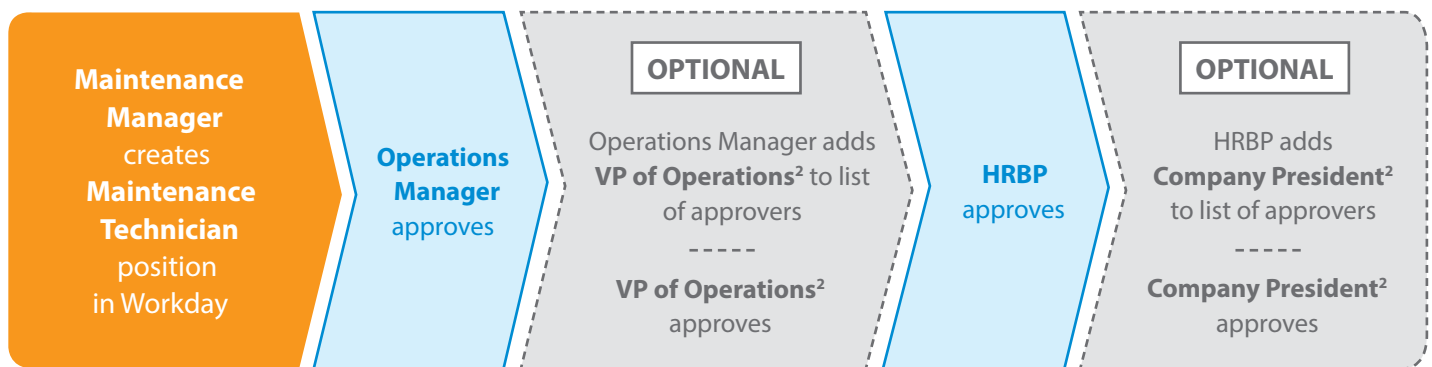
## A Night Supervisor creates a new Selector position<sup>1</sup> and job requisition.

The approval process looks like this:



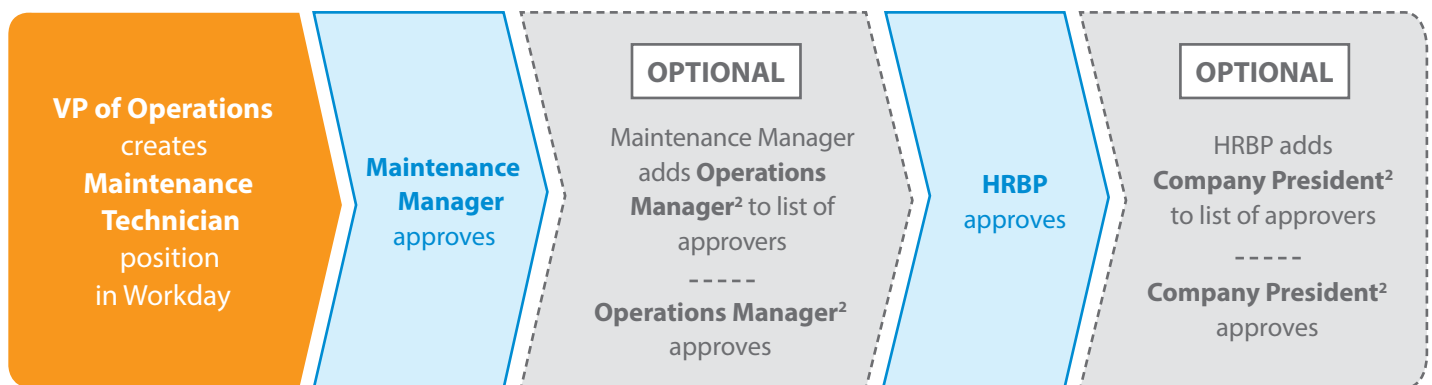
## A Maintenance Manager creates a new Maintenance Technician position<sup>1</sup> to report to him.

The approval process looks like this:



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

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