**MOVEMENT WORK FLOW**

**RESIGNATION, RETIREMENT**

EMPLOYEE TO CREATE MOVEMENT AND SEND TO IMMEDIATE SUPERIOR FOR APPROVAL

(DISABLE ENTRY OF EFFECTIVITY DATE)

IMMEDIATE SUPERIOR TO APPROVE or DISAPPROVE AND SEND TO DEPARTMENT HEAD FOR APPROVAL

Approver should receive notification and email

Approver should receive notification and email

DEPARTMENT HEAD TO APPROVE or DISAPPROVE AND SEND TO HR FOR THE ENTRY OF EFFECTIVITY DATE

HR TO ENTER THE EFFECTIVITY DATE OF RESIGNATION AND APPROVE

HR should receive notification and email

Upon approval of hr all approver and the creator should receive email and notification

**MOVEMENT WORK FLOW**

**PROMOTION, SALARY INCREASE, TRANSFER, ETC.**

HR TO ENTER THE EFFECTIVITY DATE OF RESIGNATION AND APPROVE

IMMEDIATE SUPERIOR TO CREATE MOVEMENT REQUESTFOR THE EMPLOYEE AND SEND TO DEPARTMENT HEAD FOR APPROVAL

(DISABLE ENTRY OF EFFECTIVITY DATE)

COO TO APPROVE AND SEND TO HR FOR THE ENTRY OF EFFECTIVITY DATE

DEPARTMENT HEAD TO APPROVE AND SEND TO COO FOR APPROVAL

Approver should receive notification and email

Approver should receive notification and email

HR should receive notification and email

Upon approval of hr all approver and the creator should receive email and notification

IF admin created a movement will automatically approve