
HR CONNECT

Personnel Actions

3 TOUCH APPROVAL

(AUTHORIZERS)

APPROVAL FLOW



HR CONNECT *3 TOUCH APPROVALS*

THINGS TO KNOW

1. HR Connect has a maximum limit of 3 Touches (Approvals) for each action generated, not including the initiator/requester of the action.
2. Each organization (by org code in NFC) designates 'approvers' for HR actions.
3. Approvers can 'proxy' other employees to fill in, if needed.
4. It is a good idea to have the appropriate budget person in the chain of 'approvers' for clearing, budget, and tracking purposes. Organizations can decide which approval level to involve the budget person.
5. An approver can 'disapprove' (cancel) an action along the approval path for any reason, e.g., not sufficient information ahead of time about the action, action is premature/too early, insufficient budget, etc.
6. Approvers will be able to track actions in the HR Connect system for approval status.



HR CONNECT 3 TOUCH APPROVALS

Personnel Actions

	Role	Employee	
ACTION INITIATED →	Requesting Manager	Manager,Michael	Proxy For - Manager,Mary
1st TOUCH →	First Authorizer	Manager,Mary	
2nd TOUCH →	<input checked="" type="radio"/> Second Authorizer	<input type="text" value="Authorizer,Andrew"/>	<input type="text"/>
3rd TOUCH →	<input type="radio"/> Third Authorizer	<input type="text"/>	
	<input type="radio"/> Human Resources		
	<input type="radio"/> Disapprove		
	<input type="button" value="Submit"/>	<input type="button" value="Back"/>	

Note:

1) Can be less than 3 Touches (authorizers) before sending to HR.

2) Authorizers are determined by each organization per org code.

All Authorizers: → Review the action and make changes as needed.
→ Enter comments. You must enter comments if you disapprove the action.

Final Authorizer: → Select "Human Resources" and click SUBMIT to send action to HR

As decided by the organization per NFC org code.

- or -

Click the Disapprove radio button.

NOTE: If you click Disapprove, the Personnel Action Request (PAR) is deleted and an e-mail is sent to the initiator of the action.

