

Form Name	Type of Appointment (Select one one) Radio Buttons	OM Action	Hiring Incentives	PA Work Flow Approval Steps
		1. Double-fill	1. Appointment Above Entry Rate	Bureau Initiator - Step 1
		2. Over/Under/Lateral Fill	2. Vacation Credit up to 40 hours	Bureau Approver - Step 2
		Checkboxes	3. Vacation Accrual Date Adjustment	BHR Business Partner - Step 3 BHR Services Team - Step 4 Bureau Initiator - Step 5 BHR Services Team - Step 6
U0-New Hire	Temporary	1,2	1,2,3	Full Approval Workflow - Steps 1-6
U0-New Hire	Casual Other	N/A	N/A	Full Approval Workflow - Steps 1-6
U0-New Hire	PERS Retiree	1,2	N/A	Full Approval Workflow - Steps 1-6
U0-New Hire	Recruitment/Other	not selected	not selected	Abbreviated Approval Workflow - Steps 1 & 5-6
U0-New Hire	Recruitment/Other	1,2	1,2,3	Full Approval Workflow - Steps 1-6
U6-Rehire	Temporary	1,2	1,2,3	Full Approval Workflow - Steps 1-6
U6-Rehire	Casual Other	N/A	N/A	Full Approval Workflow - Steps 1-6
U6-Rehire	PERS Retiree	1,2	N/A	Full Approval Workflow - Steps 1-6
U6-Rehire	Reinstatement	N/A	N/A	Full Approval Workflow - Steps 1-6
U6-Rehire	Recruitment/Other	not selected	not selected	Abbreviated Approval Workflow - Steps 1 & 5-6
U6-Rehire	Recruitment/Other	1,2	1,2,3	Full Approval Workflow - Steps 1-6
U1-Temporary/Limited Dur Action	Temporary	1,2	1	Full Approval Workflow - Steps 1-6
U1-Temporary/Limited Dur Action	Casual Other	N/A	N/A	Full Approval Workflow - Steps 1-6
U1-Temporary/Limited Dur Action	PERS Retiree	1,2	N/A	Full Approval Workflow - Steps 1-6
U1-Temporary/Limited Dur Action	Recruitment/Other	not selected	not selected	Abbreviated Approval Workflow - Steps 1 & 5-6
U1-Temporary/Limited Dur Action	Recruitment/Other	1,2	1	Full Approval Workflow - Steps 1-6
U1-Temporary/Limited Dur Action	Working out of Class	2	N/A	Abbreviated Approval Workflow - Steps 1-4
U2-Regular Action	not selected	1,2	not selected	Full Approval Workflow - Steps 1-6
U2-Regular Action	Reinstatement	N/A	N/A	Full Approval Workflow - Steps 1-6
U2-Regular Action	Voluntary Demotion	N/A	N/A	Full Approval Workflow - Steps 1-6
U2-Regular Action	Recruitment/Other	not selected	not selected	Abbreviated Approval Workflow - Steps 1 & 5-6
U2-Regular Action	Recruitment/Other	1,2	1	Full Approval Workflow - Steps 1-6
U3-Status Change	Temporary	1,2	1	Full Approval Workflow - Steps 1-6
U3-Status Change	Casual Other	N/A	N/A	Full Approval Workflow - Steps 1-6
U3-Status Change	PERS Retiree	1,2	N/A	Full Approval Workflow - Steps 1-6
U3-Status Change	Recruitment/Other	not selected	not selected	Abbreviated Approval Workflow - Steps 1 & 5-6
U3-Status Change	Recruitment/Other	1,2	1	Full Approval Workflow - Steps 1-6
U3-Status Change	Permanent (from limited duration)	N/A	1	Full Approval Workflow - Steps 1-6
U4-Ext of Temporary Appt	Temporary	1,2	N/A	Full Approval Workflow - Steps 1-6
U4-Ext of Temporary Appt	Casual Other	N/A	N/A	Full Approval Workflow - Steps 1-6

Form Name	Type of Appointment (Select one one) Radio Buttons	OM Action	Hiring Incentives	PA Work Flow Approval Steps
		1. Double-fill	1. Appointment Above Entry Rate	Bureau Initiator - Step 1
		2. Over/Under/Lateral Fill	2. Vacation Credit up to 40 hours	Bureau Approver - Step 2
		Checkboxes	3. Vacation Accrual Date Adjustment	BHR Business Partner - Step 3 BHR Services Team - Step 4 Bureau Initiator - Step 5 BHR Services Team - Step 6
U4-Ext of Temporary Appt	PERS Retiree	1,2	N/A	Full Approval Workflow - Steps 1-6
U4-Ext of Temporary Appt	Working out of Class	2	N/A	Abbreviated Approval Workflow - Steps 1-4
UD-Employee to WR Benefit Eligible	PERS Retiree	1,2	N/A	Full Approval Workflow - Steps 1-6
Casual	N/A	N/A	N/A	Full Approval Workflow - Steps 1-3
Doublefill	N/A	N/A	N/A	Full Approval Workflow - Steps 1-3