Employee Status Form: New Employee Phase 1: Update Form Phase 2: Complete Form Phase 3: Management/Admin Approval Phase 4: Background Check Phase 5: Administrative Tasks Phase 6: Final Tasks Employee's User Account H.R. Personnel H.R. Personnel H.R. Personnel H.R. Manager Form sent to Human Resources (Rachel) Completes H.R. Personnel H.R. Personnel (Rachel) Is the position title H.R. Personnel (Rachel) (Rachel) Completes Process with Employee (Rachel) Complete Reviews, Information sent sends monthly summary listed in the form Adds/Updates → Task #1: (Rachel) Initials Form Jpdates Status, and Task #2 to H.R. Personnel and up to date? Background Check and Submits to I.T.: Tech Support Position Title (Rachel) (See Item: A7) (See Item: A5) (See Item: A2) Form sent to Form sent to Assistant Manager or Is the submitter H.R. Manager for Manager's Manager Fills Out Form or Manager Reviews an Assistant Updates Status, and Manager? and Submits (See Item: A1) approva1 Admin Representative (Bethany) Informed Next Steps Emailed Form Sent to Manager to I.T.: Tech (See Item: A3) (See Item: A4) YES Support Manager Reviews, Form sent to Updates Status, and Manager for approva1 Submits Employee Information and I.T.: Tech Support I.T.: Tech Support Completes Task #2 Completes Task #1 Requests Emailed to I.T.: Tech Support (See Item: A6) (See Item: A8) Employee Information and Requests Emailed to Individual Individual Departments Departments Complete Tasks (See Items: A9 – A15)