West Virginia
Division of Personnel

HRIS
WORK FLOW FORM

AGENCY NAME: _____

❑ YES ❑ NO IS AGENCY COVERED BY THE WV DIVISION OF PERSONNEL?

INSTRUCTIONS: The example below assumes you have a straight line work flow. Each approval stop adds a level to the process.

WV-11 Entry Group (Level 0) ➔ Data Entry Manager (Level 1) ➔ Division Manager (Level 2) ➔ Personnel (Level 3) ➔ State Budget Office (Level 4)

Enter the level (stop) number. For example, 0 would be for anyone in the WV-11 Entry Group (there can be more than one person in a level). Your work flow should look similar to the example chart below:

LEVEL	USER ID	EMPLOYEE NAME	COMMENT(S)
0	FA#0008	Jane Doe	WV-11 Entry Group
1	FA#0007	James Jones	Data Entry Manager
2	FA#0006	Nancy Public	Division Manager
3	FA#0002	Mary Body	Personnel
4	FA#0001	Annie Person	State Budget Office
REQUESTED BY:	Susie Q. Taxpayer		TITLE: Director, State Agency of Examples
SIGNATURE:	*Susie Q. Taxpayer*		DATE REQUESTED: April 15, 2013

LEVEL	USER ID	EMPLOYEE NAME	COMMENT(S)
0			
REQUESTED BY:			TITLE:
SIGNATURE:			DATE REQUESTED:

For questions, contact Teresa Morgan: 304-558-3950 ext 57220 teresa.k.morgan@wv.gov