Disclosure of Employment of Relatives Electronic Routing Flowchart

Employee submits Disclosure of Employment of Relatives Form in Laserfiche → Form routes to unit's HR Generalist/HR Manager (identified as an HR Contact in Workday; HRG/HRM) → ER will review all of the information and determine if there is a covered relative conflict and the appropriate changes will be made.

HRG/HRM will then review the information submitted by employee and determine if there is a covered relative conflict or not → If no conflict, HRG/HRM will then provide comments in the appropriate section and submit to Department Head. Comments should indicate that HR Liaison has verified the information in Workday → ER will then send the information to the appropriate Vice President for their review and approval → The appropriate Vice President will then approve or deny the covered relative conflict on the form and submit back to ER.

If there is a covered relative conflict, HRG/HRM will identify the conflict in the appropriate section and submit recommendations (such as an alternative reporting structure) → Department Head will review the information provided and then submit the form for ERs review.

HRG/HRM should review department head information at the bottom of the Laserfiche form and correct if needed to appropriate level by inputting the reassigned Department Head's UIN → HRG/HRM will then click the Assign to Me tab at the top of the form. Form routes to unit's HR Generalist/HR Manager (identified as an HR Contact in Workday; HRG/HRM).

Once the covered relative conflict has been identified and verified through Workday, the appropriate changes should be addressed and commented within the form and then submitted to the Department Head for review.

ER will then receive the final executed document and will place the file in an electronic repository in Laserfiche.