

Workday Conditional Routing

Workday Business Process	Conditional Routing Rules for Texas A&M University
Create Position: Executive Approver	ONLY Faculty and Staff Create Position events should route to the Executive Approver role for approval
Create Position: HR Partner Reivew	ONLY Staff and Temporary/Casual Worker Create Position events should route to the HR Partner role for review
Change Organization Assignments of Create Position	NO Change Organization Assignments events should route to the Budget Office role for approval
Assign Costing Allocations of Create Position	NO Assign Costing Allocations events should route to the Budget Office role for approval
Hire	ONLY Staff Hire events should route to the HR Partner role for approval
Hire: Graduate Assistant	ONLY Hire events resulting in greater than 50% effort for Graduate Assistants should route to the Graduate Studies role for approval
Change Job: Proposed Promotion	ONLY promotions for Faculty and Staff should route to the Executive Approver role for approval
Change Job: Faculty	ALL job changes for Faculty should route to the Faculty Partner role for approval
Change Job: Graduate Assistant	ONLY job changes resulting in greater than 50% effort for Graduate Assistants should route to the Graduate Studies role for approval
End Additional Job: HR Partner Review	ONLY involuntary Non-Faculty End Additional Job events should route to the HR Partner role for review
End Additional Job: Department Head Approval	ONLY involuntary End Additional Job events for all employee types should route to the Department Head role for approval
Edit Position Restrictions	ONLY Staff and Temporary/Casual Worker Edit Position Restrictions events should route to the HR Partner role for review
Termination: HR Partner Review	ONLY involuntary Non-Faculty Termination events should route to the HR Partner role for review
Termination: Department Head Approval	ONLY involuntary Termination events for all employee types should route to the Department Head role for approval
Request Compensation Change	ONLY Request Compensation Change events for Counter Offer, Equity Adjustment, Hiring Salary Adjustment, Increase, Merit Increase - Outside Budget Cycle, Merit Increase - Regular Budget Cycle, Other Salary Action or Temporary Salary Increase should route to the Executive Approver role for approval
Request One-Time Payment	ONLY One-Time Payment events for Merit should route to the Executive Approver role for approval
Propose Employee Merit Award	NO Propose Employee Merit Awards events should route to the Executive Approver role for approval
Performance Review (Staff): Rating and Comments	An overall rating is required and comments are required ONLY if the overall rating is a "1" or "2"