

Workflow

Workflow is the routing of electronic documents within the HR and Finance Administrative Systems. Some workflow routing is programmatically controlled, such as self service banking changes, effort reports, and invoices. Other workflow routing is defined by the user organizations.

Oracle workflow provides a great deal of flexibility so that documents can be routed differently based on the organization and the type of document. Some workflow routing is programmatically controlled, such as self service changes, effort reports, and invoices. Other workflow routing is defined by the user organizations.

Approval Process

Workflow for approving documents consists of three general stages.

- Creation of online documents
- Approval of online documents
- Updating Oracle base tables

Any user with the appropriate Oracle responsibility may create documents. At submit, the system may validate specific fields related to a particular document type. If the document does not pass the validation, a message window will inform the user. Once the document is submitted, it enters a workflow path.

Every document has a specific departmental routing (end user approval path) before it moves on to review by one or more Central Offices for further approval. The document routing from the requestor to Central is referred to as the end user routing or end user approval path. The end user approval path is controlled at the organization level by the Workflow Officer via the Workflow Approval Maintenance (WAM) form.

Oracle base tables are updated after all approvals are complete.

Approval Paths Created with the WAM Form

Each organizational unit, such as a school, department, or AED, has a Workflow Officer assigned to manage the routing of documents for review and approval. The Workflow Officer is approved at the AED, school or vice president level and set up in Oracle by a workflow administrator. The individuals responsible for approving the workflow officer for an org are listed here.

To change the workflow officer for an organization, refer to the spreadsheet here to identify who approves the appointment of the workflow officer. Find the appropriate org range, send an email to the individual responsible for the org(s) requesting that a new Workflow Officer be assigned. If approved, the request for that org. send an email request to The access responsibility assignments can be viewed below. If there are changes to these lists, department/division administrators should route the changes through the following individuals:

Workflow

The Workflow Officer is responsible for setting up the approval path which routes documents from the Requestor, or creator of the document, to Central Administration. The Workflow Officer may use the same approval path for all document types, or the approval path may vary by document type, based on the needs of the organization.