Workflow: Effective Dating Decision Tree

Objective:
This is a decision tree to help select the correct effective date when modifying a position.

Certified HR Practitioner

Run the 180_CA_Active_Position_Funding report for employee/position.

Position Active or Inactive

Does the hire date occur before the start of the previous pay period?

Seated or Vacant?

Does the current position effective date occur before the start of the previous pay period?

Seated

Yes

The effective date will need to be the beginning of the next bi-weekly pay period.

Yes

The effective date for the modify will need to be the beginning of the previous pay-period.

No

Vacant

The effective date will need to be the beginning of the next bi-weekly pay period.

Seated

Yes

Seated or Vacant?

Yes

Seated or Vacant?

Vacant

No

No

Vacant

Seated

Approve

Cancel Modify and submit New position request