

**SAMPLE WORKFLOW DRAFT Form F019.5 \_Reclassification\_Form Routing**

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graph TD
    subgraph Manager
        Trigger[Trigger: Manager accesses MSS and selects "Start Processes" link. Manager selects "Reclassify Position" and appropriate reason - Upward, Downward, or Lateral.]
        ManagerTask[Manager uses OM automated form and completes relevant fields. NOTE: Item sent as a task. Workflow routes to his/her immediate supervisor utilizing A012 relationship.]
        RETURN[RETURN]
    end

    subgraph Agency_Manager_Approver [Agency Manager Approver]
        ManagerApprover[Manager Approver receives tasks via UWL and reviews information.]
        Escalation1{Processed timely within escalation period?}
        Changes1{Are Changes Required?}
        ApproveReclass1{Approve Reclass?}
        ReturnManager[Return form to Manager (??Send Notification to Previous Role Processors and stop Workflow)]
    end

    subgraph Agency_Position_Control_Maintainer [Agency Position Control Maintainer]
        PositionControl[Agency Position Control Maintainer receives tasks via UWL and reviews classification and justification for regulatory compliance.]
        Escalation2{Processed timely within escalation period?}
        Changes2{Are Changes Required?}
        ApproveReclass2{Approve Reclass?}
        AddHR[Agency Position Control Maintainer adds HR information to the form.]
        ReturnManager2[Return form to Manager (??Send Notification to Previous Role Processors and stop Workflow)]
    end

    subgraph Agency_Funding_Approver [Agency Funding Approver]
        FundingApprover[Agency Funding Approver completes financial info. for position]
        Escalation3{Processed timely within escalation period?}
        Changes3{Are Changes Required?}
        ApproveNewPosition{Approve New Position}
        ReturnPositionControl[Return form to Position Control Maintainer (??Send Notification to Previous Role Processors and stop Workflow)]
    end

    Trigger --> ManagerTask
    ManagerTask --> ManagerApprover
    ManagerApprover --> Escalation1
    Escalation1 -- YES --> Changes1
    Escalation1 -- NO --> RETURN
    Changes1 -- YES --> ApproveReclass1
    Changes1 -- NO --> RETURN
    ApproveReclass1 -- YES --> PositionControl
    ApproveReclass1 -- NO --> ReturnManager
    ReturnManager --> RETURN
    PositionControl --> Escalation2
    Escalation2 -- YES --> Changes2
    Escalation2 -- NO --> RETURN
    Changes2 -- YES --> ApproveReclass2
    Changes2 -- NO --> RETURN
    ApproveReclass2 -- YES --> AddHR
    ApproveReclass2 -- NO --> ReturnManager2
    AddHR --> FundingApprover
    FundingApprover --> Escalation3
    Escalation3 -- YES --> Changes3
    Escalation3 -- NO --> RETURN
    Changes3 -- YES --> ReturnPositionControl
    Changes3 -- NO --> ApproveNewPosition
    ApproveNewPosition -- YES --> ReturnPositionControl
    ApproveNewPosition -- NO --> ReturnPositionControl
    ReturnPositionControl --> RETURN
    RETURN --> Trigger
  
```

The flowchart illustrates the reclassification process across four roles:

- Manager:**
  - Trigger: Manager accesses MSS and selects "Start Processes" link. Manager selects "Reclassify Position" and appropriate reason - Upward, Downward, or Lateral.
  - Manager uses OM automated form and completes relevant fields. NOTE: Item sent as a task. Workflow routes to his/her immediate supervisor utilizing A012 relationship.
- Agency Manager Approver:**
  - Manager Approver receives tasks via UWL and reviews information.
  - Decision: Processed timely within escalation period?
    - YES: Are Changes Required?
    - NO: RETURN
  - Decision: Are Changes Required?
    - YES: Approve Reclass?
    - NO: RETURN
  - Decision: Approve Reclass?
    - YES: Agency Position Control Maintainer
    - NO: Return form to Manager (??Send Notification to Previous Role Processors and stop Workflow)
- Agency Position Control Maintainer:**
  - Agency Position Control Maintainer receives tasks via UWL and reviews classification and justification for regulatory compliance.
  - Decision: Processed timely within escalation period?
    - YES: Are Changes Required?
    - NO: RETURN
  - Decision: Are Changes Required?
    - YES: Approve Reclass?
    - NO: RETURN
  - Decision: Approve Reclass?
    - YES: Agency Position Control Maintainer adds HR information to the form.
    - NO: Return form to Manager (??Send Notification to Previous Role Processors and stop Workflow)
- Agency Funding Approver:**
  - Agency Position Control Maintainer adds HR information to the form.
  - Agency Funding Approver completes financial info. for position
  - Decision: Processed timely within escalation period?
    - YES: Are Changes Required?
    - NO: RETURN
  - Decision: Are Changes Required?
    - YES: Return form to Position Control Maintainer (??Send Notification to Previous Role Processors and stop Workflow)
    - NO: Approve New Position
  - Decision: Approve New Position
    - YES: Return form to Position Control Maintainer (??Send Notification to Previous Role Processors and stop Workflow)
    - NO: Return form to Position Control Maintainer (??Send Notification to Previous Role Processors and stop Workflow)

The process concludes with a RETURN path to the Manager or a final step: Page 1 of 2 Reclass #1.

