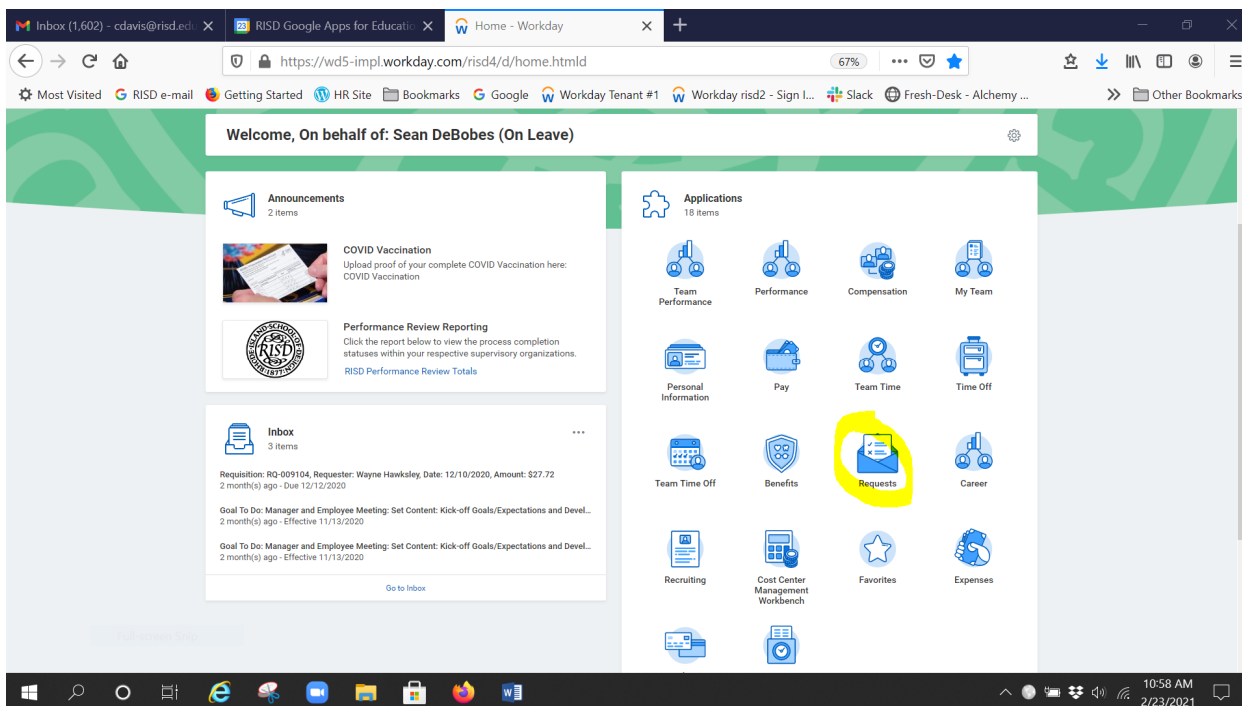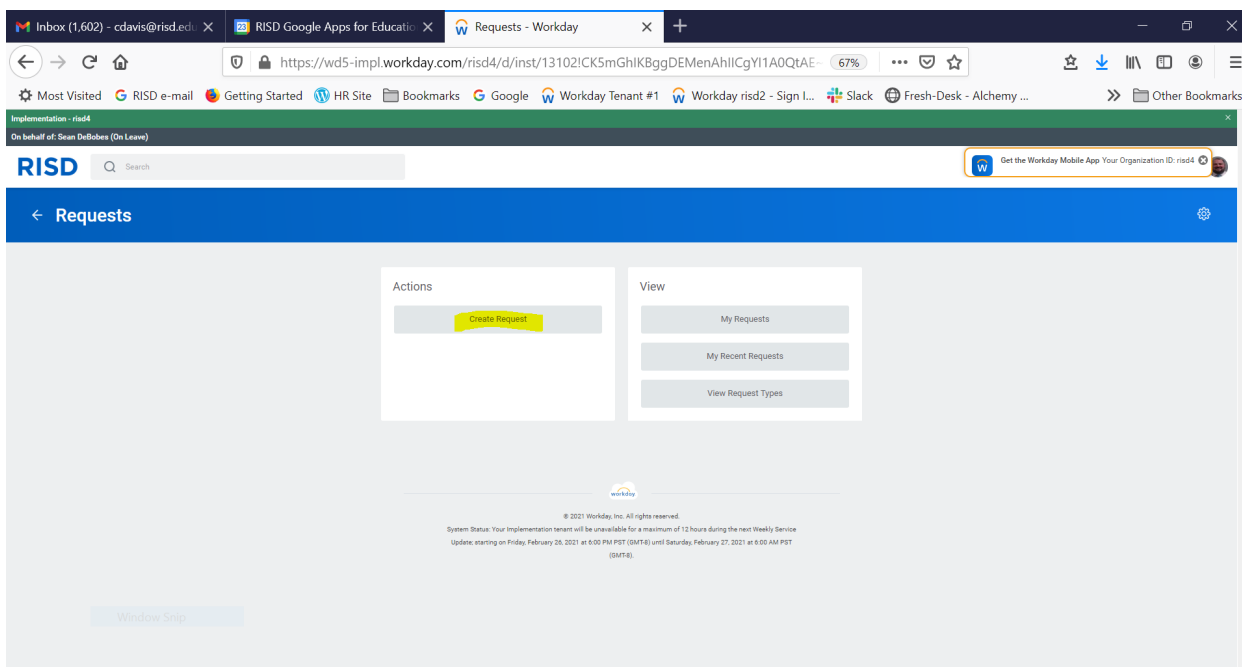# Position Review Committee (PRC) Application Request

1. Manager initiates request by logging into Workday and clicking on the **Request Icon** as shown below.

2. The click the **Create Request** button under actions as shown below:

3. At the request type prompt type **PRC Application** and then click **Ok** button

4. Answer each question on the questionnaire

5. Then click the **Submit** button and **Done** button

The request will now route to the cabinet member for their review and approval.

6. The Cabinet Member will see the request in their inbox, sample shown below, and may **approve**, **send back**, or **deny** the request.

   a. If it is **approved**, the request will then route to HCM Budget for their review and approval

   b. The request may be **sent back** to initiating manager for additional information; OR

   c. The request may be **denied**. Remember, if request is denied, it is stopped/cancelled and manager must start process again.

7. As mentioned a request which is approved, will then go the HCM Budget Manager who may **approve**, **send back**, or **deny** the request, similar to above.

8. If the HCM Budget Manager approves the request, it then goes to new RISD HR VP/Admin role (Candace & Nicole L.) to send information to PRC for consideration.

9. After PRC reviews, Workday notifications will be automatically issued and can be viewed via Workday notification bell. *Note, pending security access of the notification recipient, the notification will include details of the position request. Details of the request may also be found under the Request Worklet by selecting View My Requests.*