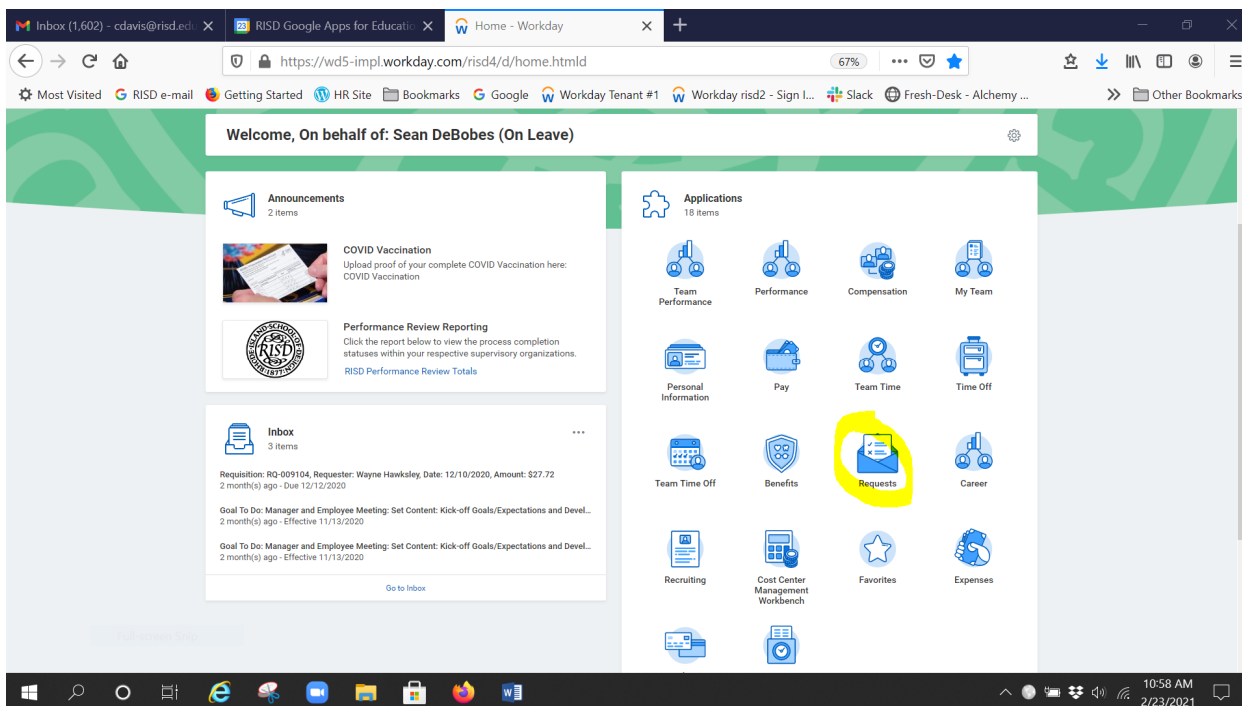
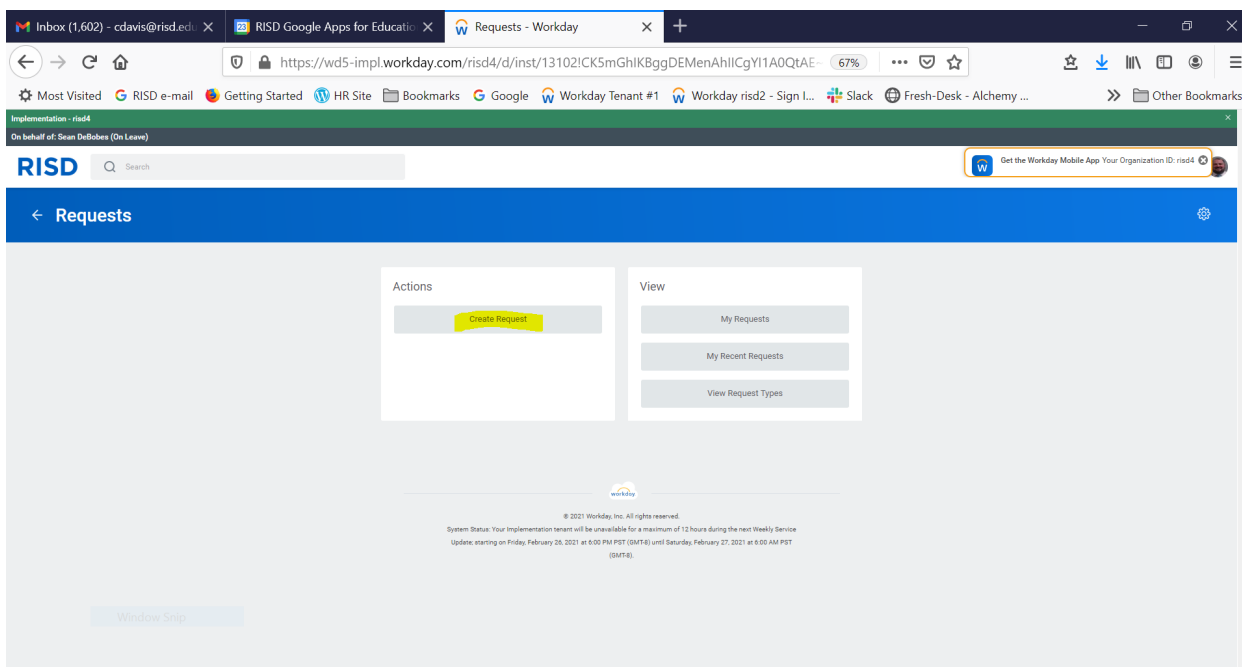


Position Review Committee (PRC) Application Request

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:



Position Review Committee (PRC) Application Request

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.

The screenshot shows a web browser window with multiple tabs. The active tab is 'Review - Workday'. The address bar shows the URL: [https://wd5-impl.workday.com/risd4/d/unifiedinbox/initialinbox/2998\\$17139.html](https://wd5-impl.workday.com/risd4/d/unifiedinbox/initialinbox/2998$17139.html). The page displays a request summary for a 'PRC Application' made by 'Sean DeBobs' on '02/23/2021 11:06:42.250 AM'. Below the summary is a table with 9 items, each containing a question and an answer. At the bottom, there is a comment field and three buttons: 'Approve', 'Send Back', and 'Deny'.

Question	Answers
Indicate the employee type	Regular/On-Going
Select one of the following request reason types	Reclassification/Promotion
If making a request related to an existing incumbent, provide their name here. Please use last name, first name format	Testing
What is the position title of the incumbent, or if applicable, the proposed position title	Testing
Describe the proposed employment action	Testing
How does the proposed employment action contribute to and support RISD's strategic plan and departmental goals, and what would the impact be if this position were not filled?	Testing
Is this an allocation or reallocation of previously budgeted dollars (either salary or other line expenses,) funding from a restricted account, or a new unrestricted operating expense. (required)	New unrestricted operating expense

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.*