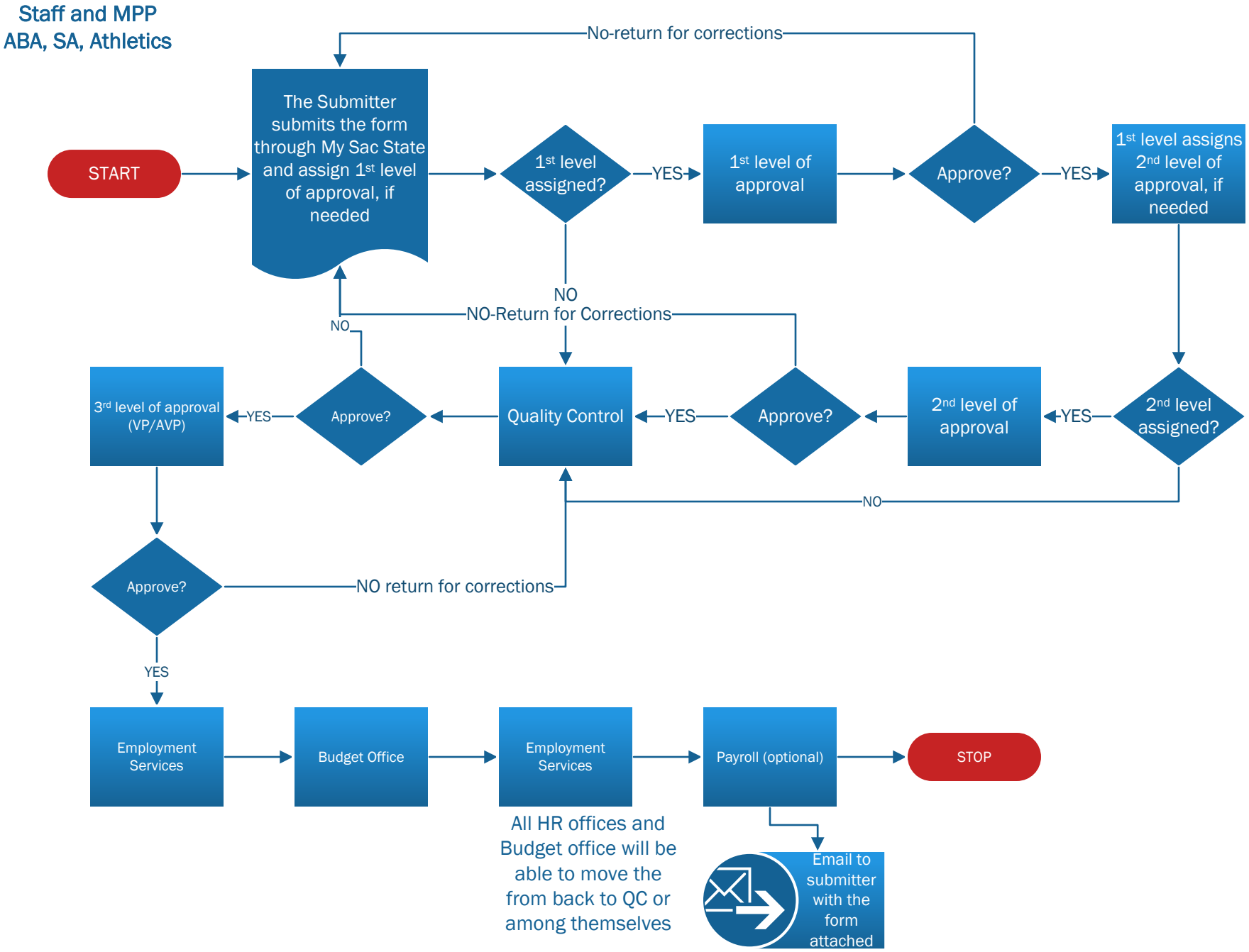
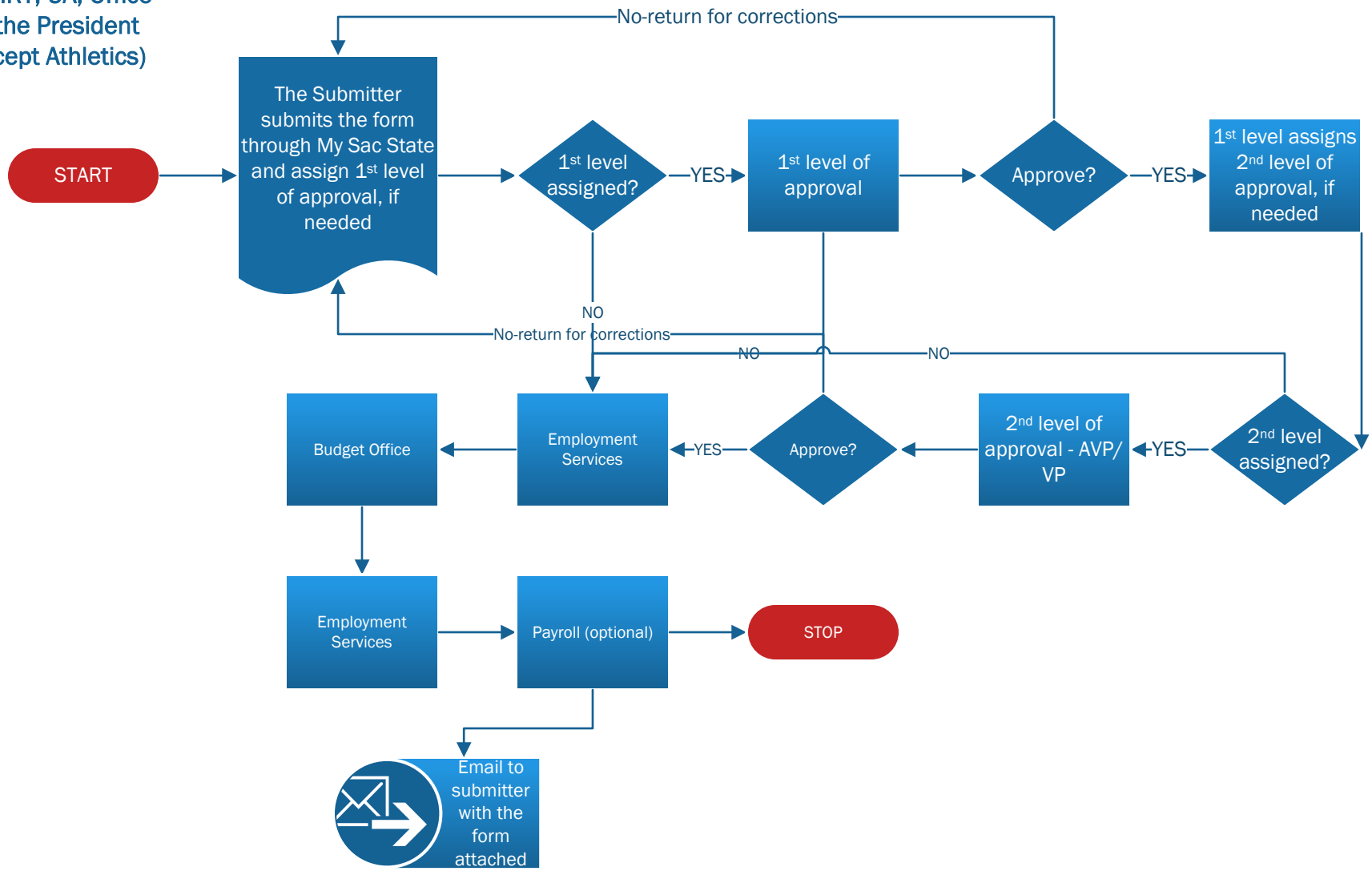

Staff and MPP
ABA, SA, Athletics
No-return for corrections
START
The Submitter submits the form through My Sac State and assign 1st level of approval, if needed
1st level assigned?
YES
1st level of approval
Approve?
YES
1st level assigns 2nd level of approval, if needed
NO
NO-Return for Corrections
NO
3rd level of approval (VP/AVP)
YES
Approve?
Quality Control
YES
Approve?
2nd level of approval
YES
2nd level assigned?
NO
Approve?
NO return for corrections
YES
Employment Services
Budget Office
Employment Services
Payroll (optional)
STOP
All HR offices and Budget office will be able to move the from back to QC or among themselves
Email to submitter with the form attached

Staff and MPP
HR, IRT, UA, Office of the President (except Athletics)



All HR offices and Budget office will be able to move the from back to QC or among themselves