**Employee Requisition Process Improvement**

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| Current Process | In Workday |
| Carbon paper form that users are responsible for ordering on their own | Completely automated process |
| ERF forms can be lost/misplaced | The process is built into the system |
| Managers don’t understand when an ERF is needed | The process will be defined and can be viewed in the system |
| All ERFs take the same path for approval, but not all need to go through the same approval process | Each type of change request has its own process built into Workday, including the appropriate approvers |
| Not certain where the ERF is in the approval process | Real-time visibility to where the requisition is in the process |
| ERFs typically take 4-6 weeks for approval | Each approval will be date and time stamped and the remaining approvers in the process are visible; approvers can be held accountable by others in the process |
| If someone is on vacation the form doesn’t move | Employee can delegate their access to specific business processes to another user |
| ERFs have been fully approved without the right approvers signing off along the way | Each request will have a separate business process built in the system and approvers cannot be skipped. |
| Easily falsified; changes can be made after CEO approval | Changes cannot be made once an approval is submitted without going back through the approval process again |
| ERFs are often incomplete when submitted | If required information is not entered the process cannot be initiated and moved forward |
| Approvers signatures or initials are not always legible | Approver names will be clearly indicated – you can even see their picture! |