Business Process Framework:

BP definitions determine:

1. Who approves or denies something that happened?
2. What additional tasks are needed, and who completes them?
3. Who needs to know that something happened?
4. Any additional system events that need to be initiated?

BP are created using a combination of:

Actions, approvals, approval chains, to dos, and or checklists

 Conditions determine initiated step, notification by email

BP step types:

1. Initiation – first step in BP
2. Action- Action step of review employee hire within the hire default definition
3. Approval- approve, deny or send back
4. Approval Chain – a sequence of approvals- individual-person’s manager- management chain, top
5. Batch/Job-creating or editing a BP, add a step for the batch process, set the step type to batch
6. Checklist- collection of To Dos, select one for org
7. Complete Questionnaire- gather additional data
8. Consolidated Approval- combine multiple approvals for the same person into a single approval task notification
9. Consolidated Approval Chain- combines the properties of an approval chian
10. Edit additional data –used to edit custom fields within the context of BP. (validation rules do not apply for this step)
11. Integration- transfers data to or from an external application
12. Mass Approval-Provides a dashboard for multiple approvals from a single process. (only for multiple org, like bonus, merit, and salary actions.
13. Report- output is sent automatically to the W: drive. Create a To Do step link to one or more reports or single To Do step
14. Report Group- same as report step
15. Review documents –distribute documents to workers
16. Service- Create a workday user account
17. Shared Participation-enable specific users to perform specified action
18. Tasks- handling of tasks contain multiple relevant tasks within a single step
19. To Do- Link to workday system, W-4 form, security group , use Maintain To Do to edit and manage To Do system

 