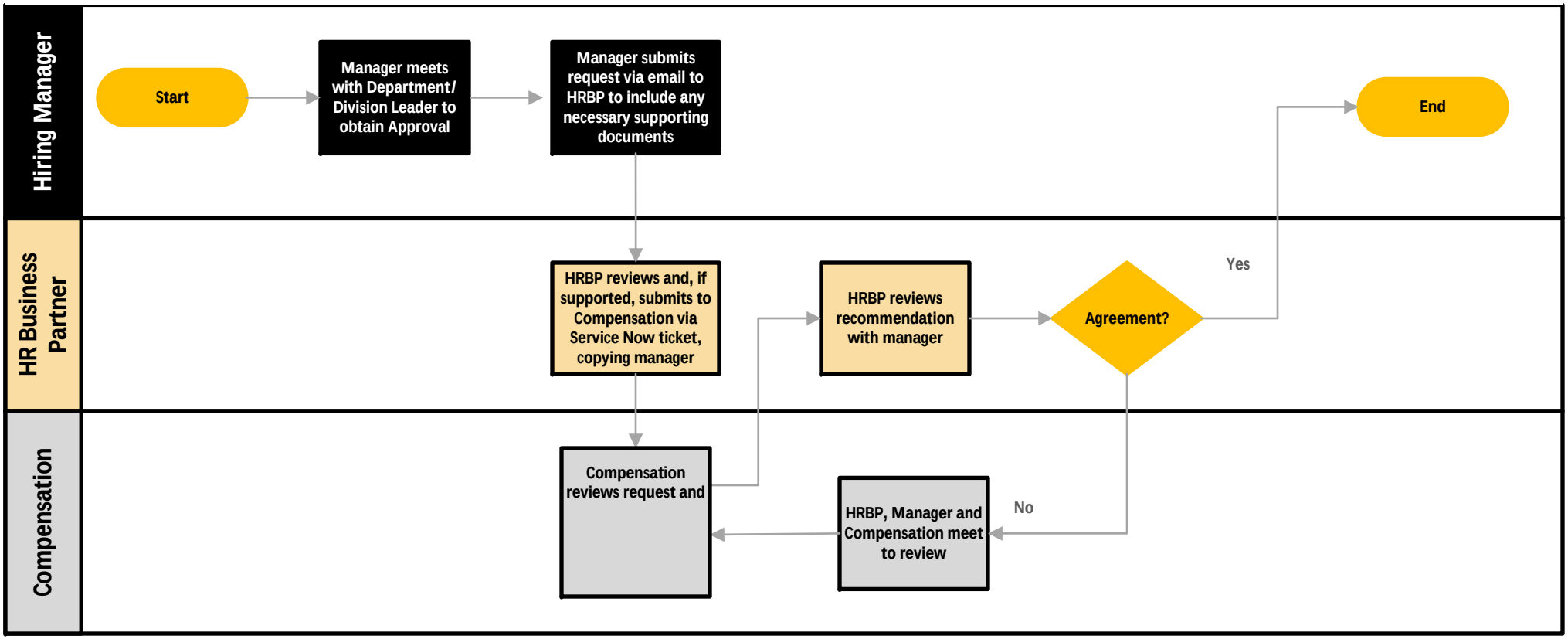
Hiring Manager
HR Business Partner
Compensation
Start
Manager meets with Department/ Division Leader to obtain Approval
Manager submits request via email to HRBP to include any necessary supporting documents
End
HRBP reviews and, if supported, submits to Compensation via Service Now ticket, copying manager
HRBP reviews recommendation with manager
Agreement?
Yes
Compensation reviews request and
HRBP, Manager and Compensation meet to review
No