

ACTION	ISR LOG STATUS	ACTION / COMMUNICATION
Initiator creates an ISR, designates Approver 1, and Approver 2 if required, and submits ISR	Initiated	Item appears in workflow of designated Approver 1 indicating: ID #, Title, and Effective Date.
Approver 1 receives the ISR through workflow	Initiated	None.
Approver 1 opens, reviews, and closes the document (Replace) with no action	Initiated	Action not displayed in the Log, recorded in workflow.
Approver 1 opens, reviews, and approves the ISR	Approved	Item appears in workflow of designated Approver 2, if there is one, or Item appears in workflow of Shared Services Maintainer
Approver 1 opens, reviews, and rejects the ISR	Rejected	Email sent to Initiator indicating rejection - information, if any, included by Approver 1 in "Approver 1 Comments" section of ISR Report Log.
Approver 1 opens, reviews, and approves the ISR with changes	Approved with Changes	Item appears in workflow of designated Approver 2, if there is one or Item appears in workflow of Shared Services Maintainer if no Approver 2. Email sent to Initiator indicating "Approved with Changes." Information, if any included by Approver 1 in "Approver 1 Comments" section of ISR Report Log.
No Action taken by Approver after two business days	Overdue	Automatic email sent to Initiator requesting action. No further advisories of overdue status sent by system
Approver 2 opens, reviews, and closes the document (Replace) with no action	Approved OR Approved with Changes	None.
Approver 2 opens, reviews, and approves the ISR	Approved OR Approved with Changes	Item appears in workflow of Shared Services Maintainer. All relevant Shared Services Maintainers receive notification of ISR in workflow.
Approver 2 opens, reviews, and rejects the ISR	Rejected	Email sent to Initiator and Approver 1 indicating rejection. Information, if any, included by Approver 2 in "Approver 2 Comments" section of Report Log.
Approver 2 opens, reviews, and approves the ISR with changes	Approved OR Approved with Changes	Item appears in workflow of all relevant Shared Services Maintainers. Email sent to Initiator indicating Approved with Changes - information, if any, included by Approver 2 in "Approver 2 Comments" section of Report Log.
Shared Services Maintainer opens, reviews, and closes the document (Replace) with no action	Approved OR Approved with Changes	None
Shared Services Maintainer opens, reviews, and rejects the ISR	Rejected	ISR removed from workflow access by other Maintainers and is assigned to Maintainer who accepted it. Email is sent to Initiator and prior Approver(s) indicating rejection. Information, if any, included by Shared Services Maintainer in "Final Recipient Comments" section of Report Log.
Shared Services Maintainer opens, reviews, and accepts the ISR	Approved OR Approved with Changes	ISR is removed from workflow access by other Maintainers and is assigned to Maintainer who accepted it. Maintainer prepares to enter information into SAP. Maintainer cannot make changes to the ISR but can add comments related to any actions taken in the "Final Recipient Comments" section of Report Log.
Shared Services Maintainer inputs the ISR information into SAP.	Approved and Completed	An automatic email is sent to Initiator after completion of data entry into SAP, indicating completion of entry of ISR Information.



ISR Emails

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EMAIL MESSAGES SENT (Information identifying the ISR is in Subject line of email)		
Approver1 has approved the ISR. Please see the ISR log for details		
Approver1 has rejected the ISR. Please see the ISR log for details		
Approver1 has approved the ISR with changes. Please see the ISR log for details		
Approver2 has approved the ISR. Please see the ISR log for details		
Approver2 has rejected the ISR. Please see the ISR log for details		
Approver2 has approved the ISR with changes. Please see the ISR log for details		
The Action you requested on ISR# 0000000XXX has been executed by HR		
HR Rep has approved the ISR with Changes. Please see the ISR log for details		
HR Rep has rejected the ISR. Please see the ISR log for details		
NOTES:		
Approvers may designate Active Substitute (Approvers) to function in their place in the event of a planned absence from work. The Active Substitute must have similar access to SAP as the Approver.		
Approvers designate Passive Substitutes (Approvers) to function in their place in the event of an unanticipated absence of greater than two business days. The Initiator is advised through Deadline monitoring of the Overdue status of an ISR. The Initiator contacts the Passive Substitute. The Passive Substitute must have similar access to SAP as the Approver.		
Deadline Monitoring is provided in the absence of a response by any Approver or Maintainer after two business days. At that time an email goes to the Initiator and any previous Approver, advising that no action has occurred on an ISR. No further advisory is provided. Log status is changed to "OVERDUE."		