



# OM WORKFLOW STEPS IN APPROVAL PROCESS

JOB AID WF-7

WF

The purpose of this job aid is to show the SAP security roles required and required training related to OM Workflow Processing.

OM Workflow Role in Process	SAP Security Role Required	Required Training
<b>Initiate Action</b>	OM Position Requestor	OM200, OM210
<b>Funding Approval</b> (Not all OM actions require funding approval)	Agency Position Funding Approver	OM200, WF225
<b>OSBM Approval</b> (New Perm Positions only)	OSBM Funding Approver	N/A
<b>Division Approval</b> (If defined by Agency)	OM Position Approver	OM200, WF220
<b>Agency Approval</b>	OM Position Approver	OM200, WF220
<b>BEST Shared Services</b> (Process changes)	BEST OM Processor	N/A