# Employment Variation Workflow

**Process initiated by:** Current Supervisor / Administration

| Type of Change | New supervisor | Finance check (Optional) | Approver (Dean/Division head) | Staff member | People & Culture |
|---------------|----------------|--------------------------|------------------------------|--------------|-----------------|------------------|
|               |                |                          |                              |              | Client services | Systems & Payroll services | Email notification of completed change |
| 1             | Fraction       | Review financial information | Approve                      | Agree        | Review          | Update HR system | Staff, other roles cc’d |
| 2             | Account Number | Review financial information | Approve                      |              | Review          | Update HR system | Staff, other roles cc’d |
| 3             | Supervisor     | Agree                     |                              |              | Review          | Update HR system | Staff, other roles cc’d |
| 4             | HDA            | Review financial information | Approve                      | Agree        | Review          | Update HR system | Staff, other roles cc’d |
| 5             | Fraction & Account Number | Review financial information | Approve                      | Agree        | Review          | Update HR system | Staff, other roles cc’d |
| 6             | Fraction & Supervisor | Review financial information | Approve                      | Agree        | Review          | Update HR system | Staff, other roles cc’d |
| 7             | Account Number & Supervisor | Review financial information | Approve                      |              | Review          | Update HR system | Staff, other roles cc’d |
| 8             | Fraction, Account Number & Supervisor | Review financial information | Approve                      | Agree        | Review          | Update HR system | Staff, other roles cc’d |
| 9             | Other          | Review financial information | Approve                      | Agree        | Review          | Update HR system | Staff, other roles cc’d |

**Note:** If Dean/Div Head is the staff member initiating, Approver will be VP&ED/Portfolio Head.