



# Requisition Process

## Authors

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## Acknowledgements

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## Problem Statement

- ES&F hiring requests are handled through a decentralized process
- Difficult to track who approved each requisition at each step
- Limited visibility into headcount and significant budget impact
- Approval status can be hard to follow before it reaches Workday

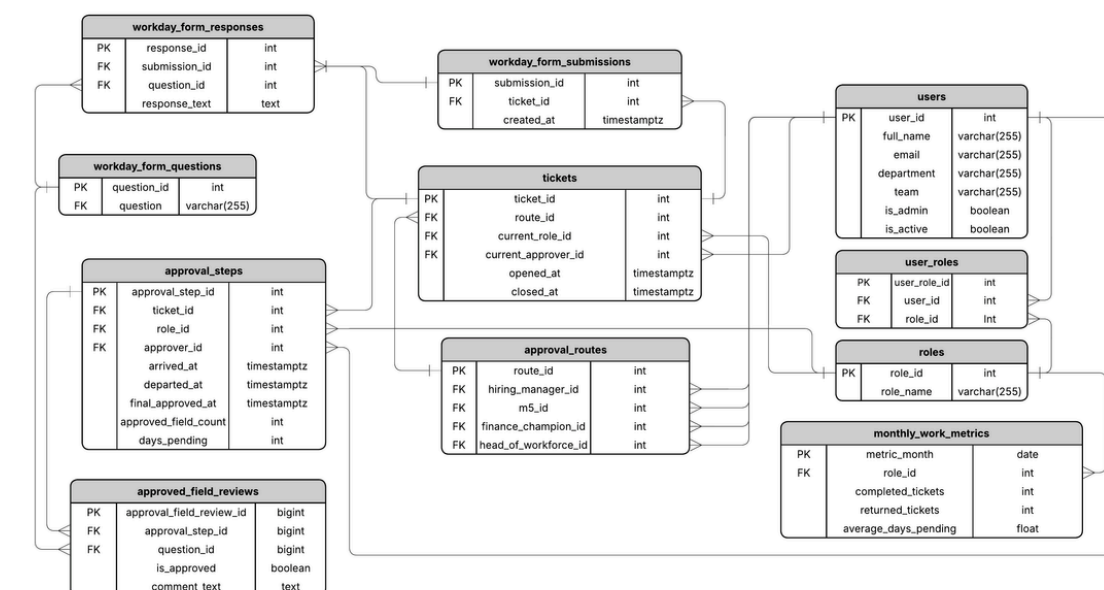
## Solution

- Internal web application for requisition approval tracking
- Role-based dashboards for each reviewer
- Sequential approval routing across ES&F roles
- Status tracking, comments, and approval history

## Features

- Requests are automatically routed through the approval chain
- Hiring Manager → M5 (Supervisor) → Finance Champion → Head of Workforce
- Final approval triggers notification for completion in Workday
- Logs approvals for ticket requests
- Maintains an audit trail for transparency
- Users can view the current request status
- Visibility into which stage the requisition is in

## Database Design



- Covers 3 main pillars: identity and access, approval workflow itself, and the Workday form and its responses
- Identity and access uses the RBAC pattern
- Live viewing of the state of a ticket and audit trails for future reports

## Tech Stack

