



# Workforce Development Workshop Enrollment Form Workflow



## STEP 1 - ENROLLEE

### Submit form with payment option

Option 1 - "Paying by personal check"

Option 2 - "My department will pay"

## STEP 2 - SUPERVISOR

### Approve or deny enrollment request

If approved with Department Pay (GO TO STEP 3), submit for payment authorization.

If approved with Personal Pay (SKIP TO STEP 4), submit to enroll.

*NOTE: If denied, Employee receives email notification.*



## STEP 3 - PERSON AUTHORIZING PAYMENT

### Approve or deny payment request.

If approved (GO TO STEP 4), submit to enroll.

*NOTE: If denied, Employee receives email notification.*

## STEP 4 - ENROLLEE

### Successfully Enrolled!

Enrollment successful upon supervisor approval and payment authorization.

*NOTE: When confirmed, Employee receives email notification.*

