

## Human Resource Action Form

The Human Resource Action Form (**HRAF**) now sits in one View on the Lotus Notes Human Resource Database.

Based on the reporting relationships in the Personnel Table (Access Database), managers will only be allowed to view HRAF's for employees that either report to them directly or indirectly.

The first time Management looks into their view, they will see a little symbol in the first column. This symbol is a **Thumbs Up**, and will tell the manager that the HRAF they see is copistat with the Access Database and the GTE employee .

Once changes are made to these HRAFs a new symbol will appear in the first column of the view. Depending on where the form is sitting, there will either be a paper and pencil symbol or a smiley face.

The **paper and pencil symbol** will tell you that the HRAF is awaiting approval. This approval cycle will allow up to and including 4 signatures. The first being the actual manager themselves, the next one is someone at a Director level, then a VP level, and finally an Exec VP level.

The **smiley face symbol** will tell you that the HRAF had changes made, approvals were done, and now waiting on Human Resources to give their final approval.

The **blue sad face** will tell you that the HRAF had changes made, but along the approval route had been Rejected.

Once all the necessary changes/steps have been made by Human Resources, a Thumbs Up will be put back onto the HRAF that was changed.

A fourth symbol of just a **pencil** will be seen to indicate that a blank form has been filled out.

Here's an image of the Human Resource View in the Database:

