ServiceNow K7 Contracting Out Request (COR) Workflow

- **Initiate COR Form**: Department

  - **Classification completes Job title, Job code, and WBP fields**
  - **Is this SX, EX, or K7 work?**
    - **YES**: K7
    - **NO**: Proceed w/CruzBuy requisition.

- **SX or EX**
  - **Proceed to SX/EX Workflow**

- **PPDO Review: Construction or Maintenance**
  - **PPDO**

- **Construction - Follow email instructions**: Department

- **Maintenance/In-house**
  - **Follow email instructions**: Department

- **Labor Relations Review**

- **Maintenance/Contract Out**
  - Complete section two of the COR form: Department

- **ServiceNow notifies the Dept. that request is not subject to AFSCME requirements**

Updated 12/2/2020
ServiceNow K7 Contracting Out Request (COR) - Union Notice

These steps happen outside of ServiceNow:

- ELR Specialist drafts the notice using info contained in the request.
- ELR Specialist routes draft notice to LR Agent for review.
- Once notice content is final, ELR Specialist facilitates distribution of the notice to the Union.

Request Approved by Labor Relations

Union Notice Sent?

- YES
  - Draft In-Progress or Dept. Cancelled Request
    - ELR Specialist

- NO
  - Document outcome of union notice process
    - ELR

LR Agent provides ELR Specialist with outcome of notice process.

Union Concurrence
Proceed w/CruzBuy requisition.

Department

Union Did Not Respond
Proceed w/CruzBuy requisition.

Department

Union Denial

Department

COR Complete

Updated 12/2/2020