ServiceNow Covered Services Contracting Out Request (COR) Workflow

**Initiate COR Form**
- Department

**Is this SX, EX, or K7 work?**
- YES: SX or EX
- NO: Proceed w/CruzBuy requisition.

**SX or EX**
- Department

**K7**
- Proceed to K7 Workflow

**Classification**
- Completes Job title, Job code and WBP fields

**SHR Classification**
- Proceed to K7 Workflow

**Add Cal Yr. Total Supplier Spend to COR**
- Procurement

**Complete section two of the COR form**
- Department

**COR Complete**
- Labor Relations Review

Updated 12/2/2020
ServiceNow **Covered Services 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

**Union Concurrence**
- Proceed w/CruzBuy requisition.
  - Department

**Union Did Not Respond**
- Proceed w/CruzBuy requisition.
  - Department

**Union Denial**
- Proceed w/CruzBuy requisition.
  - Department

**COR Complete**

LR Agent provides ELR Specialist with outcome of notice process.

Updated 12/2/2020