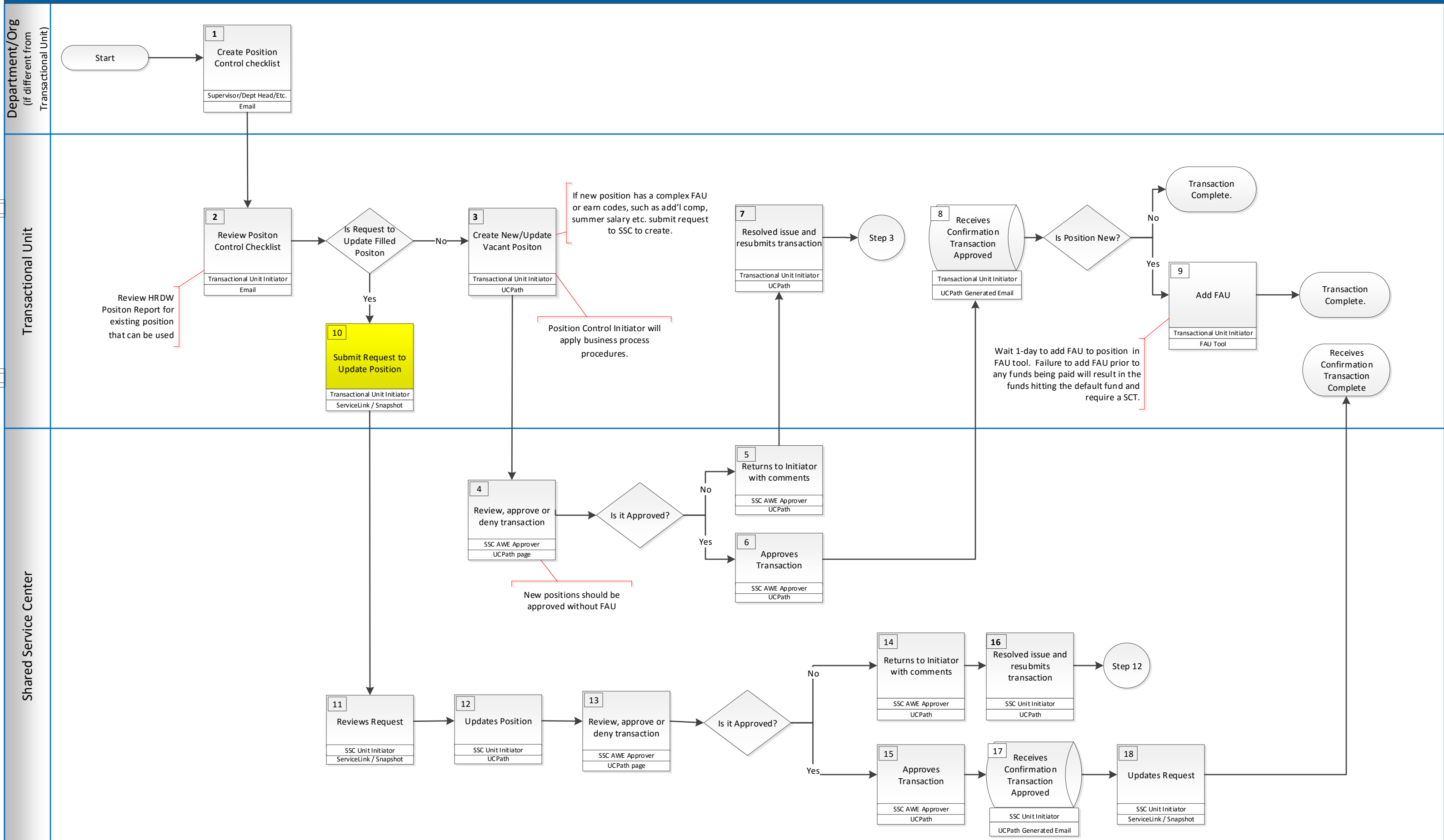


Position Control – TO-BE-Process – DRAFT

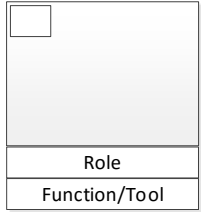


Start / End



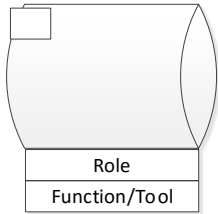
Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity



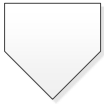
Captures a specific task or activity. Written starting with a verb (“Prepare Form”). A box should reflect a single role and tool to complete a specific output.

Automatic Process



Represents a process, task, or activity that is accomplished through a system or program. For example, “Automated Email from UCPath or ServiceLink.”

Off-page reference



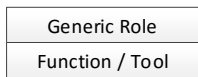
Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., “A/2” indicates look for point A on page 2).

One way connection



Connection arrows show the direction that the process flows.

Roles and Tools



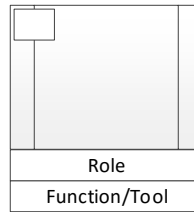
These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., “Manager”) and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

On-page Reference



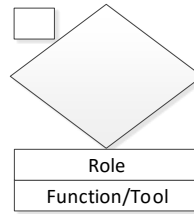
On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

Subprocess



Indicates another process or set of processes formally defined elsewhere. For example, “Perform Background Check” as part of the Onboarding process.

Decision



Indicates divergent paths for process; typically phrased in Yes/No format. For example, “Approve Leave”.

Or Connector



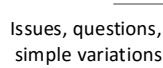
Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

Consultation/Collaboration



Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Annotation



Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed