FlowChart: Email Update

Request | **Process** | **Complete**

Request column:

Start / Date

ESS / HR
1. Request Form Common data.
2. Email OTP Verification.
3. Download & Submit Form

Process column:

HR Review
1. Review Request Form.
2. Upload Signed Doc & Approve.

— Submit →
← Rework

Approve ↓

Manager Approval
1. Confirm Request.
2. view Signed Doc & Approve

← Rework

Delegate ↓

Delegation to other user in Workflow

Delegated →

Delegate Approval
1. Confirm Request.
2. view Signed Doc & Approve

← Return

← Rework

Complete column:

Cancelled — Reject

Complete / Date

Archived — Yes

Notification / Employee — Yes

Approve (Manager Approval → Notification)

Approve (Delegate Approval → Notification)

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651 - Wajid Ali
Prepared By

610 - Russel. M. Kamarudeen
Reviewed By

600 - Abdulrahman Y. Alshaikh
Approved By