

**Workflows:** A series of steps within the system designed to mimic an external process.

**HR Actions:** System information requests that follow a workflow. These can be requested by the employee or on the employee's behalf by an Admin/manager or any employee with security access. **All HR Actions require a workflow.**

**Two Types of HR Actions:**

- My Employee Action Request
- My Information Action Request

**NOTE:** HR Actions can be stand-alone requests that employees or managers create, or they can be part of checklists that are assigned to employees.

**My Information Request Pathing:** Hamburger Menu > **My Info** > My HR > HR Actions

**My Employee Request Pathing:** Hamburger Menu > **My Team** > HR > HR Actions