Service Agreement Portal Workflow & Statuses

Saved: Not Complete → Administrator submits service agreement → **Needs Budget Approval** → **Needs HR Approval**

From **Needs HR Approval**:
- Over $1000 → **Job is Posted**
- Under $1000 → **Provider is Assigned / Paperwork Sent** (if new to CPS)

Job is Posted → After 10 days, Recommendation is Provided to HR → **Provider is Assigned / Paperwork Sent** (if new to CPS)

Provider is Assigned / Paperwork Sent (if new to CPS) → Paperwork Received, HR Approves → **Needs Payroll Approval**

Needs Payroll Approval → **Needs Provider Approval** → Provider Agrees to the Terms → **Active** → **Closed** (60 days after end date)

Cancel/Reject (can happen at anytime in the process)