

| Time Frame | Status of Form | Type of Notification | Pre Rev | Cert | Post Rev | Sub DC | DC | Div |
|-------------------------------------|-----------------------|---|-------------|-----------------------------|----------|--------|----|-----|
| 2 weeks Prior to Initiation | N/A | Notified of terminated employees with roles in the system. If assignments are not updated, the default will be assigned | | | | X | X | |
| 0 | Just initiated | Notified of availability of form and due date. | If assigned | If no pre reviewer assigned | | X | X | X |
| 4 week | Pending Pre review | Reminder to pre review | X | | | | | |
| 6 week | Pending Pre review | Reminder to pre review | X | | | | | |
| 6 week | Pending Certification | Reminder to certify | | X | | | | |
| 6 week | Pending Post Review | Reminder to post review | | | X | | | |
| 6 week | Incomplete Forms | | | | | X | X | X |
| 8 – Due | Pending Pre review | Reminder to pre review | X | | | | | |
| 8 – Due | Pending Certification | Reminder to certify | | X | | | | |
| 8 – Due | Pending Post Review | Reminder to post review | | | X | | | |
| 8 – Due | Incomplete Forms | | | | | X | X | X |
| 10 week | Pending Pre review | Reminder to pre review | X | | | | | |
| 10 week | Pending Certification | Reminder to certify | | X | | | | |
| 10 week | Pending Post Review | Reminder to post review | | | X | | | |
| 10 week | Incomplete Forms | | | | | X | X | X |
| 12 week | Pending Pre review | Reminder to pre review | X | | | | | |
| 12 week | Pending Certification | Reminder to certify | | X | | | | |
| 12 week | Pending Post Review | Reminder to post review | | | X | | | |
| 12 week | Incomplete Forms | | | | | X | X | X |
| Completed Forms Are Archived | | | | | | | | |