# Form Completion and Approval Process

As DecisionOne moves away from the PeoplePower forms application database, we have implemented an interim process to complete and approve forms.

Please follow the steps below:

1. Form Originator will go to [http://d1forms.decisionone.com](http://d1forms.decisionone.com/)

2. Click on the desired form to download

3. Fill in the form

4. Use “save as” to save the form on your computer

5. Forward the form to your manager via email

6. Manager will approve or deny your request

7. Manager will forward to next level of approval

a. Form Owner (please see list below for Form Owners) inbox

b. or sometimes to VP/CFO/COO for capital expense

8. Form Owner will do what they do today with an approved form and will email the originator and approving manager

9. Form Owner will move form to completed folder



# Form Owners

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| --- | --- | --- |
| Form | Form Owner | Email Address |
| Application Security Request | IT Security | application.security.request@decisionone.com |
| Authorized Travel Request | World Travel | authorized.travel.request@decisionone.com |
| Business Requirement Document | IT Operations | business.requirement.document@decisionone.com |
| Capital Expenditure | Cindy Miller | capital.expenditure@decisionone.com |
| Cash Advance Request | TBD | cash.advance.request@decisionone.com |
| CBT Self Study Enrollment Form | Paul Byrd | cbt.self.study.enrollment.form@decisionone.com |
| CD ROM Request | Paul Byrd | cd.rom.request@decisionone.com |
| Class Enrollment | Michael Peete/Paul Byrd | class.enrollment@decisionone.com  |
| Class Request | Paul Byrd | class.request@decisionone.com |
| Credit Check Request | Human Resources | credit.check.request@decisionone.com |
| Department-Location Change | Human Resources | department-location.change@decisionone.com |
| Expense Request | Doreen Watkis/AP | expense.request@decisionone.com |
| Hardware Software Request | Cindy Miller/Deb Gill | hardware.software.request@decisionone.com |
| Information System Change Request | IT Security Access | information.system.change.request@decisionone.com |
| Non Inventory Purchase | Cindy Miller/Deb Gill | non.inventory.purchase@decisionone.com |
| Personal Data Change | Human Resources | personal.data.change@decisionone.com |
| Personnel Requisition | Marie Kennelly/Lori Hontz/ Jennifer Farley/Jennifer Sulpizi | personnel.requisition@decisionone.com |
| Report Request Change | IT Operations | report.request.change@decisionone.com |
| Quick Project | Jennifer Farley/Paul Byrd | quick.project@decisionone.com |
| New Hire | Marie Kennelly/Lori Hontz | new.hire@decisionone.com |
| Short Term Disability | Marie Kennelly/Lori Hontz/ Jennifer Farley/Jennifer Sulpizi | short.term.disability@decisionone.com  |
| Termination | Marie Kennelly/Lori Hontz | terminations@decisionone.com |
| Workers’ Compensation | Marie Kennelly/Lori Hontz/ Jennifer Farley/Jennifer Sulpizi | workers.comp@decisionone.com  |