

<b>Time Frame</b>	<b>Status of Form</b>	<b>Type of Notification</b>	<b>Pre Rev</b>	<b>Cert</b>	<b>Post Rev</b>	<b>Sub DC</b>	<b>DC</b>	<b>Div</b>
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
<b>Completed Forms Are Archived</b>								