**RLA Process**

With the roll-out of the PBR – HCM we will no longer use paper forms in the processing of RLA’s.  Effective 1/1/19, we will begin a new process of electronic RLA’s.  The following process will be followed:

1. Every RLA will come to SPS for processing.  At this time it will come to the following individuals:
   * Susan Corwin
   * Aimee Kappes-Armstrong
   * Traci Gregory
   * Debra Hula
   * Suzanne Payne
   * Ken Sandel
   * Beth Siple
   * Jason Spall
   * Heather Toro
2. Traci Gregory will conduct an initial review and determine who should review each individual form.
3. If your review is needed Traci Gregory will contact you by email to let you know that you should access an individual form and conduct a review.
4. Once you have reviewed the form, notify Traci Gregory by email that your review is complete and the status.
5. Know that everyone who receives the electronic RLAs has the ability to approve the RLA.  Please, do not do this because other reviews may be needed and for the time being Ken has not delegated signature authority.
6. Note that this process is generally the same as it is today except there is no paper, scanning or saving forms to the S:Drive.  Communication will be by email and Ken will serve as the SPS authority.
7. In Ken’s absence he may delegate signature authority to one of the other authorized individuals.