

Medline Approval Matrix
Effective June 2025 (*Subject to change*) Approvals Ticket # **221515**

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Workflow/ Process	Approver						
	Manager	HR Partner	Manager's Manager <i>(No level restrictions)</i>	Comp Partner	Executive Comp Partner	Sales Comp Partner	Campus Recruiting Manager
1. New Hire							
2. Transfer							
3. Promotion							
4. Demotion							
5. Termination							
6. Rehire							
7. Change of Status							
8. Change of Location							
9. Change of Title							
10. Change of Salary							
11. Change of Benefits							
12. Change of Department							
13. Change of Manager							
14. Change of Reporting Relationship							
15. Change of Job Description							
16. Change of Job Title							
17. Change of Job Function							
18. Change of Job Location							
19. Change of Job Status							
20. Change of Job Type							
21. Change of Job Level							
22. Change of Job Grade							
23. Change of Job Band							
24. Change of Job Family							
25. Change of Job Group							
26. Change of Job Series							
27. Change of Job Code							
28. Change of Job Title							
29. Change of Job Description							
30. Change of Job Function							
31. Change of Job Location							
32. Change of Job Status							
33. Change of Job Type							
34. Change of Job Level							
35. Change of Job Grade							
36. Change of Job Band							
37. Change of Job Family							
38. Change of Job Group							
39. Change of Job Series							
40. Change of Job Code							

Requistions

Add or Upgrade		X	X				
Replace Existing Headcount		X					
Campus Requisitions							X

[illegible]

Standard	X	X	X	X*			
Director & Above	X	X	X		X		
Field Sales Standard	X	X	X	X*		X	
Field Sales Director & Above	X	X	X		X	X	
Campus							X

*Approver only required if the compensation change exceeds 15% and/or if the compensation is outside the approved pay range.

*Comp Partner also included on HR transfers within HR department

Sign On Bonus (Offer)

Follows approvals for Offers / Job Changes

One-Time Payment "OTP" (e.g. Spot Bonus) - HR Initiated/ Ad Hoc

More than \$5,000	Only Exec Comp can submit; HR BP facilitates request.						
\$5,000 or less		X	X				

The Medline Approval Matrix outlines the minimum required system approvals for each type of workflow (e.g., requisitions, offers, job changes). These approvals are built into Workday and must be completed before a transaction can proceed.

Departments may implement additional approval steps outside of Workday (e.g., internal emails, documentation), but these are not reflected in the system. It is each department's responsibility to manage and retain those supplemental approvals as needed.

This matrix is designed to ensure consistency, transparency, and compliance across all business units.

If you are unsure whether additional approvals are needed in your area, please consult with your department leadership or HR Partner.

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