Workflows (Approval Queue) for Postings, Position Descriptions, and Modifying Positions

Please note there are separate workflows depending on what you are planning to do in the system:

1. Creating a Position Description (See Module 2)
2. Modifying an existing Position (See Module 3)
3. Creating a Posting (See Module 4)

The workflows in the system are as follows:
Workflows (Approval Queue) for New Position Descriptions (see Module 2)

Simply select the “move to” whichever state applies after the originator:

Staff Position Descriptions:
Originator >>> Compensation

Faculty/Adjunct Position Descriptions:
Originator >> AA Budget >>> Compensation

Student Position Descriptions:
Originator >>> Compensation

Before you press submit, each approver stage can enter comments (these will appear in notification email to next approver)

You can add the posting to your “watch list” so it will appear in your home page
Workflows (Approval Queue) for Modifying a current Position (see Module 3)

Simply select the “move to” whichever state applies after the originator:

**Staff Position Modifications:**
Originator >> Compensation >> Budget >> (AA Budget/Grants/Auxillary) >> Dean/Director >> AVP >> VP >> Compensation

**Faculty/Adjunct Position Modifications:**
Originator >> Compensation Initial Review >> Dean/Director >> AVP >> VP >> Academic Affairs Budget >> Budget >> Compensation

**Student Position Modifications:**
Originator >>> Dean/Director >> Compensation (change pay org, change student from work student to regular, etc.)

Before you press submit, each approver stage can enter comments (these will appear in notification email to next approver)

You can add the posting to your “watch list” so it will appear in your home page
Workflows (Approval Queue) for Postings (see Module 4)

Budget is now the first to approve for Staff Postings/RSPs. Simply select the “move to” whichever state applies after the originator:

**Staff Postings:**
Originator >>> Budget (or AA Budget/Grants/Auxiliary) >>> Dean/Director >>> AVP >>> VP >>> Compensation >>> H.R.

**Faculty/Adjunct Postings:**
Originator >> Dean/Director >> AVP >> AA Budget >> (Grants if required)>> Budget >> Compensation >>> H.R.

**Student Postings:**
Originator >>> H.R.

Before you press submit, each approver stage can enter comments (these will appear in notification email to next approver)

You can add the posting to your “watch list” so it will appear in your home page