

Human Resources Job Posting and Personnel Transactions - Workflow/Approvals

ACTION	TRANSACTION NAME	APPROVAL WORKFLOW ^{1,2}	FINAL APPROVAL PRIOR TO HR REVIEW
JOB POSTINGS	Post a Position	INIT > HM > SM > VP > HR	Vice President/President (for President's Division)
	Approval to Interview	HM > HR	Supervisor
	Recommended Candidate	HM > SM > HR	Senior Manager/Dean
STAFF EMPLOYEE OPTIONS	Request Additional Compensation ³	INIT > SPV > SM > HR > VP > HR II	Vice President/President (for President's Division)
	Cost Center Change	INIT > SPV > SM > HR > (ORSP- grant) > HR II	Senior Manager/Dean
	Work Schedule/Adjust FTE	INIT > SPV > SM > HR > (ORSP- grant) > HR II	Senior Manager/Dean
	Conditional Appointment	INIT > SPV > SM > HR > OCRIE > (ORSP- grant) > HR II	OCRIE
	Separation of Employment	INIT > SPV > HR > HR II	Supervisor
STAFF POSITION OPTIONS	Job Description/Title Change ³	INIT > SPV > HR > HR II	Supervisor
	Cost Center or Funding Change	INIT > SPV > SM > FPB > HR > HR II	Senior Manager/Dean
	FTE Adjustment	INIT > SPV > SM > FPB > VP > HR > Union (if applicable) > HR II	Vice President
	Request Reclassification Review ³	INIT > SPV > SM > VP > HR > Union (if applicable) > HR II	Vice President
	Create a New Position	INIT > SPV > FPB > SM > PRES > HR > Union (if applicable) > FPB II > HR II	President
	Eliminate a Position	INIT > SPV > SM > HR > Union (if applicable) > FPB > HR II	Senior Manager/Dean
	Extend Provisional End Date or Change Provisional Position to Regular	INIT > SPV > SM > FPB > VP > HR > FPB II > HR II	Vice President
TEMPORARY EMPLOYEE OPTIONS	Hire Transaction	INIT > SPV > HR > (SM/ORSP) > HR II	Hiring Manager/Senior Manager (Dean) in Academic Division
	Change Request	INIT > SPV > HR > (SM/ORSP) > HR II	Hiring Manager/Senior Manager (Dean) in Academic Division

¹ Anyone involved in the approval process may begin the transaction

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² In certain instances, a process may be started by an identified initiator

³ Employees may initiate an update to their Job Description, request a Reclassification Review, Request Additional Compensation, or start their Performance Review

INIT = Initiator
 SPV = Supervisor
 HM = Hiring Manager
 SM = Senior Manager/Dean (Senior Officer or Director who reports to VP/President)
 VP = Vice President (Divisional)
 HR = Human Resources
 HR II = Human Resources - SAP Entry
 ORSP = Office of Research & Sponsored Programs
 FPB = Financial Planning & Budget
 FPB II = Financial Planning & Budget - SAP Entry