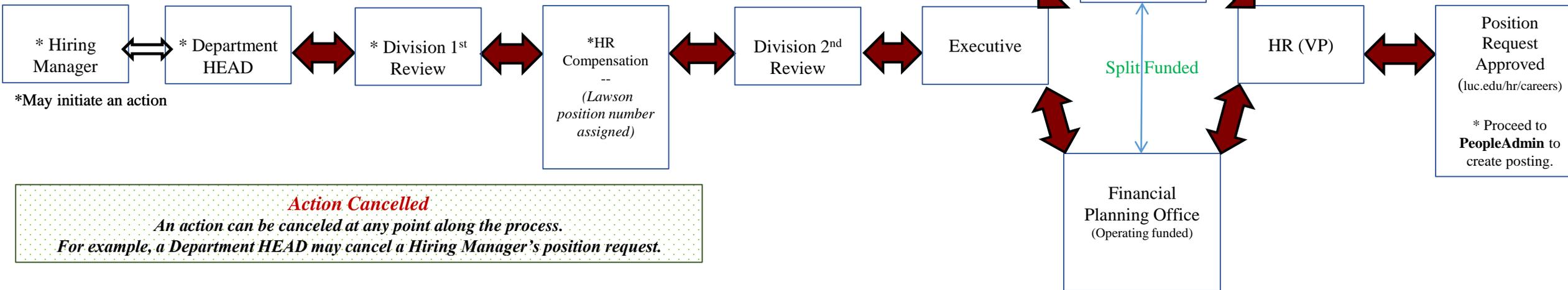


PeopleAdmin 7.6 Staff Approval Workflow

User Groups & Scope
Financial Planning Office: Organization
Sponsored Program Accounting: Organization
Hiring Manager: Personal Scope
Department: Department Scope
Division: Division Scope
HR: Organization Scope
HR Compensation: Organization Scope
Executive: Executive Scope

Staff: New, Modify, and Existing Position
(new position, requesting any changes to a position and requesting to post a position for recruitment)



Action Cancelled
*An action can be canceled at any point along the process.
 For example, a Department HEAD may cancel a Hiring Manager's position request.*

Workflow Legend

□ System State * Position Requests may be initiated.

Reviewer Levels
 Division 1st Review = Dean / Vice President
 Division 2nd Review = Dean / Vice President
 Executive = SR VP / Provost
 Sponsored Program Accounting = Responsible for grant-funded positions
 Financial Planning Office = Responsible for operating funded positions

Note
 Please remember, prior to submitting a Position Request in PeopleAdmin 7.6, it is critical to have the appropriate conversation(s), including securing approval(s), with the Dean/VP and/or Provost / SRVP.