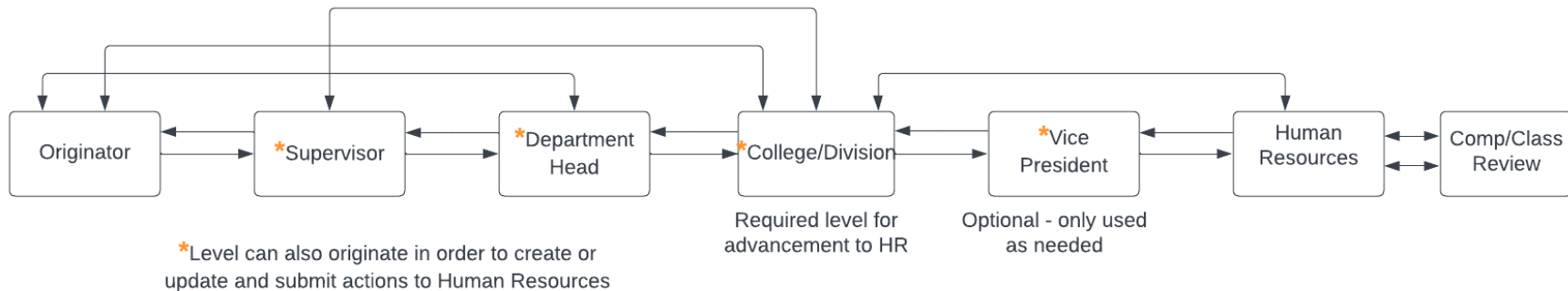




## HUMAN RESOURCES

## People Admin Position Management Workflow



- Originator – User with limited ability and designated org access (typically administrative support staff member for the unit). Ability to start new actions (create, modify or reclassify) for submission to the appropriate supervisor, department head, or college/division approver depending on the unit’s approval workflow.
- Supervisor – User with limited ability and designated org access (typically the hiring supervisor or direct supervisor over the position being submitted for review). Ability to start new actions, make edits, and/or approves actions submitted by a designated originator for the unit. Submits the action to the appropriate department head, or college/division approver depending on the unit’s approval workflow.
- Department Head - User with limited ability and designated org access (typically the director or department head over the unit). Ability to start new actions, make edits, and/or approves actions submitted by a designated originator and/or supervisor for the unit(s). Submits action to the appropriate college/division approver depending on the unit’s approval workflow.
- College/Division – User with college/division wide ability and org access. This level is a required approval level prior to submission to Human Resources for final review and approval. Ability to start new actions, make edits, and/or approves actions submitted by a designated originator, supervisor, and/or department head for the unit(s). Submits the action to Human Resources. In some cases, the action may be required to route through the Vice President level depending on the college/division’s approval workflow.
- Vice President - User with one or more college/division wide access. Ability to start new actions, make edits, and/or approves actions submitted by a designated originator, supervisor, department head, and/or college/division user for the unit(s). Submits the action to Human Resources. This level is optional and only used as needed depending on the division’s approval workflow needs. College/Division level access to typically the highest-level approver prior to HR submission.
- Human Resources – University Human Resources users with authority to review and grant final approval to position description actions.
- Compensation/Classification – University Human Resources users with authority to review and grant final approval to position description actions. This level is used when appropriate titling, compensation, and classification review is needed.