

## Unclassified and Administrative Faculty PeopleAdmin Process Steps

### Position Request

- Initiator - Modifies an existing PD or creates a new one (optional)
- Department Approver - Starts or reviews request
- Department Head (optional)
- Budget Approver - Review and approve
- Dean or Vice Chancellor (School/Division Approver) - Review and approve
- Compensation - Reviews grade, salary range and position specifications (for PD updates not requiring grade change or hiring/filling open position - move to approved)
- Chancellor - Review and approve
- Compensation - Updates position data in PeopleSoft
- Initiator and Department Approver - Notified of approval, starts posting

### Posting

- Initiator - Creates posting (optional)
- Department Approver - Creates or Approves posting
- Department Head - Reviews (optional)
- HR Operations - Check approval of PD
- Talent Acquisition - Final Review of Advertisement and position details
- Position Posted - Initiator and Department Approver notified of status
- Applicant Reviewer - Reviews applications and moves in workflow through Recommend for Hire (must move to campus interview before Recommend for Hire)
- Initiator and Department Approver notified of Recommend for Hire, start hiring proposal

### Hiring Proposal

- Initiator - Starts hiring proposal (optional)
- Department Approver - Creates or Approves hiring proposal
- Department Head - Reviews (optional)
- Talent Acquisition - Reviews candidate qualifications
- Compensation - Provides HR Recommended salary range
- Budget Approver - Adds approved starting salary
- Dean or Vice Chancellor (School/Division Approver) - Approves or changes/enters approved starting salary
- Initiator or Department Approver - receives notice to extend offer and moves to "Offer Accepted." If rejected, sends back through with revised offer to school/division approver or moves to next candidate
- HR - Compensation, Talent Acquisition (Review) & HR Director process candidate
- Chancellor - Reviews and Approves
- Talent Acquisition (HR Final)
- HR Operations - Enters new hire into PeopleSoft

## Faculty PeopleAdmin Process Steps *(Administrative faculty start with Position Request)*

### Posting

- Initiator - Creates posting (optional)
- Department Approver - Creates or Approves posting
- Department Head - Reviews (optional)
- Budget Approver - Reviews funding and approves
- Dean or Vice Chancellor (School/Division Approver) - Reviews and approves
- Talent Acquisition - Review of advertisement, salary range, and position details
- HR Director - Review and approve
- Chancellor - Review and approve
- Talent Acquisition - Final review and posting
- Position Posted - Initiator and Department Approver notified of status
- Applicant Reviewer - Reviews applications and moves in workflow through Recommend for Hire (must move to campus interview before Recommend for Hire)
- Initiator and Department Approver notified of Recommend for Hire

### Hiring Proposal

- Initiator - Starts hiring proposal (optional)
- Department Approver - Creates or Approves hiring proposal
- Department Head - Reviews (optional)
- Talent Acquisition - Reviews candidate qualifications
- Budget Approver - Adds approved starting salary
- Dean or Vice Chancellor (School/Division Approver) - Approves or changes starting salary
- Initiator or Department Approver - receives notice to extend offer and moves to "Offer Accepted." If rejected, sends back through with revised offer or moves to next candidate.
- HR - Compensation, Talent Acquisition & HR Director process candidate
- Chancellor - Reviews and Approves
- HR Operations - Enters new hire into PeopleSoft

## Classified PeopleAdmin Process Steps

### Position Request

- Initiator - Modifies an existing PD or creates a new one (optional) Must have a current SF-3 form approved by Civil Service
- Department Approver - Starts or reviews request
- Department Head (optional)
- HR Operations - Reviews grade and position specifications (PD Updates not requiring filling a position, move directly to Position Approved.)
- Compensation - Reviews grade and position specifications
- Budget Approver - Review and approve
- Dean or Vice Chancellor (School/Division Approver) - Review and approve
- HR Director and Chancellor - Review and approve
- HR Operations - Updates position data in PeopleSoft and starts posting

### Posting

- HR Operations - Creates a new posting
- Department Approver - Reviews and approves posting (optional)
- Talent Acquisition - Reviews advertisement and position details (optional)
- Position Posted - Initiator and Department Approver notified of status
- HR Operations - Reviews applicants and moves qualified candidates to Department
- Applicant Reviewer - Reviews applications and moves in workflow through Recommend for Hire (must move to campus interview before Recommend for Hire)

### Hiring Proposal

- HR Operations - Starts hiring proposal, reviews applicable Extraordinary Credentials and Special Entrance Rates
- Compensation - Reviews proposal for internal equity and extraordinary credentials
- Department Approver - Approves hiring proposal
- Budget Approver - Approves starting salary
- HR Operations - Extends offer and moves to "Offer Accepted." If rejected, sends back through with revised offer or moves to next candidate. Prepares offer letter and collects required paperwork.
- HR Director - Reviews hiring proposal
- HR Operations - Enters new hire into PeopleSoft