

# PeopleAdmin Position Description/ Requisition Workflow

Unclassified and Administrative Faculty  
*(for other Faculty positions, process starts with Posting)*

## **Initiator** *(optional)*

Modifies an existing position description or creates new

## **Department Approver**

Start or reviews position description

## **Department Head** *(optional)*

## **Budget Approver**

Reviews funding and approves

## **Dean or Vice Chancellor**

Reviews and approves Hiring Proposal

## **HR Compensation**

Reviews grade, salary range, and position specifications

## **Chancellor**

Reviews and approves

## **HR Compensation**

Updates position data in PeopleSoft and Position Approved

## **Initiator and/or Department Approver**

Notified of approval and starts posting process

# PeopleAdmin Hiring Proposal Workflow

## Initiator (optional)

Upon Recommendation for Hire, starts Hiring Proposal

## Department Approver

Start or approve Hiring Proposal

## Department Head (optional)

## HR Talent Acquisition

Reviews Hiring Proposal

## HR Compensation

If necessary, may review the Hiring Proposal

## Budget Approver

Reviews and approves Hiring Proposal

## Dean or Vice Chancellor

Reviews and approves Hiring Proposal

## Initiator and/or Department Approver

Makes Offer & Moves status to 'Offer Accepted'

*(If rejected, it is sent back through approval process OR moves to next candidate)*

## HR Department

Compensation, Benefits, Talent Acquisition, Director

## Chancellor

Reviews and approves