Nonexempt: Create New Position/Modify Existing – *(Begin Action from Position Management module under Position Descriptions)*

Create Nonexempt Posting – *(Begin Action from Shortcuts by Selecting “Create New Nonexempt Posting”)*

Hiring Proposal – Nonexempt  
Both Creator and Hiring Official have the ability to Begin Hiring Proposal

Designating Posting as Filled  
Only Creator can designate posting as filled
Exempt Positions: Create New/Modify Existing Position – *(Begin Action from Position Management Module under Position Descriptions)*

Create Exempt Posting – *(Begin Action from Shortcuts by Selecting “Create New Exempt Posting”)*

Hiring Proposal – Exempt – *(Either Hiring Official or Creator can Begin Hiring Proposal)*

Designate Posting as Filled
**Action – Request NEW Faculty Position**

Creator → Patty Nitowitz (2nd Creator) → Faculty Position Specialist → Position Created (email sent to Creator)

**Postings - Request Faculty Posting From Position**

Creator → B. Duncan Creator → Search Chair → Hiring Official → Equity Administrator → Major Unit Head → University Equity Administrator → eTerp Service Center → Posted

Either the Creator or Hiring Official can begin the HP. They have the option to send to Equity or directly to Major Unit Head.

**Action – Request CHANGE to Existing Faculty Position**

Creator → Patty Nitowitz (2nd Creator) → Faculty Position Specialist → Position Modified (email sent to Creator)

**Hiring Proposal – Faculty**

Creator → Equity Administrator → Major Unit Head → Creator Seat Position

**Designate Posting as Filled - Faculty**

Creator → Posting Filled
Nonexempt/Exempt Waiver of Search

Faculty Waiver of Search

Posting (Quicklink) – eTerp Service Center Creates Posting as Waiver of Search

Hiring Proposal – Waiver of Search

Creator – Designates Posting as Filled
**AGNR Hourly/GA/Pooled Posting Workflow**

**Hourly Posting – EXEMPT/FACULTY/GA (Under Review by Department – Hiring Official will Review Applicants and Change Statuses)**

1. Creator
2. Hiring Official
3. eTerp Service Center
4. Posted/Closed
5. Hiring Official Recommend For Hire
6. Send to Creator to Designate Posting as Filled
7. Creator Designate Posting as Filled

*For Post Doc follow the workflow for the Hourly/GA/Pooled Positions Exempt and Faculty*

**Hourly Posting- NONEXEMPT (Under Review by UHR)**

1. Creator
2. Hiring Official
3. eTerp Service Center
4. Posted
5. UHR (Posting Closed) certifies applicants
6. Hiring Official Recommend for Hire
7. Send to Creator to Designate Posting as Filled
8. Creator Designate Posting as Filled

**Hiring Proposal – Hourly/No Position**

1. Creator
2. Hiring Official
3. Dept/Chair Approver
4. Equity
5. Major Unit Head
6. Creator Seats Position

**Designate Posting as Filled – Hourly/GA/Pooled**

1. Creator
2. Posting Filled

March 2013