New Non-Exempt Positions
(Request Posting if applicable)

Creator ➔ Dept HR Rep ➔ Dean/Exec Admin/Equity Administrator ➔ Unit/Dept Approver ➔ Dean/Dept Head Approver ➔ Executive Approver ➔ UHR Position Specialist ➔ UHR Analyst ➔ UHR Director

New Exempt Positions
(Request Posting if applicable)

Creator ➔ Dept HR Rep ➔ Dean/Exec Administrator ➔ Unit/Dept Approver ➔ Dean/Dept Head Approver ➔ Executive Approver ➔ UHR Position Specialist ➔ UHR Director

User Types
Creator: Department Scope, Begin Action/Posting/HP
HR Rep: Department Scope, Begin Action/Posting/HP
Dean/Exec Administrator: Department Scope
Unit/Dept Approver: Department Scope
Dean/Dept Head Approver: Department Scope
Executive Approver: Department Scope
Equity Administrator: Department Scope
University Equity Administrator: University Scope
UHR: University Scope, Begin Action/Posting/HP
Search Chair/Designee: Personal Scope, Assigned to Action/Posting

AGNR Workflow
08/15/2011

New Non-Exempt Position Approved

New Non-Exempt Position Approved for Posting

At approval, emails to:
- Creator, Unit/Dept Approver,
- Dean/Dept Head Approver, or Executive Approver, HR Rep and Dean/Exec Admin (if email checked)
- UHR Position Specialist
- UHR Employment (if approved for posting)

New Exempt Position Approved

New Exempt Position Approved for Posting

At approval, emails to:
- Search/Chair Designee (approved for posting status only)
- Creator, Unit/Dept Approver, Dean/Dept Head Approver, or Executive Approver, HR Rep, Dean/Exec Admin (if email checked)
- UHR Position Specialist
- UHR Employment (if approved for posting)
Modify Non-Exempt Positions
(Request Posting if applicable)

Modify Exempt Positions
(Request Posting if applicable)

User Types
Creator: Department Scope, Begin Action/Posting/HP
HR Rep: Department Scope, Begin Action/Posting/HP
Dean/Exec Administrator: Department Scope
Unit/Dept Approver: Department Scope
Dean/Dept Head Approver: Department Scope
Executive Approver: Department Scope
Equity Administrator: Department Scope
University Equity Administrator: University Scope
UHR: University Scope, Begin Action/Posting/HP
Search Chair/Designee: Personal Scope, Assigned to Action/Posting

At approval, emails to:
- Creator, Unit/Dept Approver, Dean/Dept Head Approver, or Executive Approver, HR Rep and Dean/Exec Admin (if email checked)
- UHR Position Specialist
- UHR Employment (if approved for posting)

At approval, emails to:
- Search/Chair Designee (approved for posting status only)
- Creator, Unit/Dept Approver, Dean/Dept Head Approver, or Executive Approver, HR Rep, Dean/Exec Admin (if email checked)
- UHR Position Specialist
- UHR Employment (if approved for posting)
Request Faculty Posting From Position

Works like modify actions

Creator

Dean/Exec Administrator

Unit/Dept Approver

Dean/Dept Head Approver

Executive Approver

Faculty Request for Posting Approved

Creator: Department Scope, Begin Action/Posting/HP
HR Rep: Department Scope, Begin Action/Posting/HP
Dean/Exec Administrator: Department Scope
Unit/Dept Approver: Department Scope
Dean/Dept Head Approver: Department Scope
Executive Approver: Department Scope
Equity Administrator: Department Scope
University Equity Administrator: University Scope
UHR: University Scope, Begin Action/Posting/HP
Search Chair/Designee: Personal Scope, Assigned to Action/Posting

Promotion from Within Action

Creator

Dean/Exec Administrator

Unit/Dept Approver

Dean/Dept Head Approver

Executive Approver

UHR Director

Promotion from Within Approved

At approval, emails to:
- Dept Approver, Dean/Dept Head Approver, or Executive Approver, HR Rep, Dean/Exec Admin (if email checked)
UHR Employment
Exempt/Faculty Postings

Applicant Statuses for Exempt and Faculty

Active Statuses
Under Review by Department/Committee
Meets Minimum Qualifications (Exempt/Faculty)
Selected for Phone Interview
Selected for In-Person Interview
Send On-Line References
Recommend as Finalist
Recommend for Hire
Hired

Inactive Statuses
Does Not Meet Min Qualifications
Not Selected (Exempt/Faculty/GA)
Not Selected – Finalist
Application Withdrawn
Position Cancelled

Note:
- Only UHR can move status to:
  Approved for Internal/Waiver
  Approved for Later Posting
  Posting on Hold
  Posted
  Closed/Removed from Web.

User Types
Creator: Department Scope, Begin Action/Posting/HP
HR Rep: Department Scope, Begin Action/Posting/HP
Dean/Exec Administrator: Department Scope
Unit/Dept Approver: Department Scope
Dean/Dept Head Approver: Department Scope
Executive Approver: Department Scope
Equity Administrator: Department Scope
University Equity Administrator: University Scope
UHR: University Scope, Begin Action/Posting/HP
Search Chair/Designee: Personal Scope, Assigned to Action/Posting

Note:
- Only UHR can Create Posting From Position
- UHR, HR Rep, and Creator can Create Posting for Hourly/GA/Pool
**Applicant Statuses for Non-Exempt**

**Active Statuses**
- Under Review by UHR
- Meets Minimum Qualifications (Non-Exempt)
- Recommend for Eligibility List
- Approved for Eligibility List/Interview
- Recommend for Hire (reasons)
- Hired

**Inactive Statuses**
- Not Selected (Nonexempt)
- Not Selected – Finalist
- Position Cancelled
- Applicant Withdrawn

**Nonexempt Postings**

- Approved for Later Posting
- On Hold
- Cancelled

**Note:** Only UHR can move status to:
- Approved for Internal/Waiver
- Approved for Later Posting
- Posted
- Posting on Hold
- Closed/Removed from Web

**User Types**
- Creator: Department Scope, Begin Action/Posting/HP
- HR Rep: Department Scope, Begin Action/Posting/HP
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**AGNR Workflow 08/15/2011**
AGNR Workflow
08/15/2011

Hiring Proposal
(Seats Position)

[Diagram of workflow with roles and approval paths]

At approval, emails to:
- Creator, Unit/Dept Approver, Dean/Dept Head Approver, or Executive Approver, Dean/Exec Admin (if email checked)
- Equity Administrator
- UHR Analyst

User Types
Creator: Department Scope, Begin Action/Posting/HP
HR Rep: Department Scope, Begin Action/Posting/HP
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Unit/Dept Approver: Department Scope
Dean/Dept Head Approver: Department Scope
Executive Approver: Department Scope
Equity Administrator: Department Scope
University Equity Administrator: University Scope
UHR: University Scope, Begin Action/Posting/HP
Search Chair/Designee: Personal Scope, Assigned to Action/Posting

Hiring Proposal
(No Position)

[Diagram of workflow with roles and approval paths]

At approval, emails to:
- Creator, Unit/Dept Approver, Dean/Dept Head Approver, or Executive Approver, Dean/Exec Admin (if email checked)
- Equity Administrator
- UHR Analyst

[Additional user types listed]