UMCP Workflow
04/26/2011

New Non-Exempt Positions
(Request Posting if applicable)

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 Positions
(Request Posting if applicable)

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)

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

When sent to Unit/Dept HR Rep, email to:
- UHR Position Specialist

No posting requested

Dept PDF Approval
UHR PDF Approval
Dept Posting/Search and Selection Approval

New Non-Exempt Position Approved
New Non-Exempt Position Approved for Posting
New Exempt Position Approved
New Exempt Position Approved for Posting
New Exempt Position Approved for Posting (Conditional)
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

When sent to HR Rep, email to:
- UHR Position Specialist

At approval, emails to:
- 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 Exempt Position Approved for Posting (Conditional)
Request Faculty Posting From Position

works like modify actions

Promotion from Within Action

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:
- UHR to Create Posting
- Dept Approver, Dean/Dept Head Approver, or Executive Exec Approver
- HR Rep, Dean/Exec Administrator (if email checked)
- UHR Employment
Postings

Applicant Statuses for Non-Exempt Active Statuses
- Under Review by UHR (6)
- Meets Minimum Qualifications (Non-Exempt) (50)
- Recommend for Eligibility List (890)
- Approved for Eligibility List/Interview (891)
- Recommend for Hire (reasons) (52)
- Hired (2)

Inactive Statuses
- Not Selected (with reasons)
- Applicant Withdrawn
- Incomplete Application
- UHR Det’d Did Not Meet Min Quals
- System Det’d Did Not Meet Qualifications

Applicant Statuses for Exempt and Faculty Active Statuses
- Under Review by Department/Committee (5)
- Meets Minimum Qualifications (Exempt/Faculty) (894)
- Selected for In Person Interview
- Selected for Phone Interview
- Send Online References
- Recommend as Finalist (892)
- Recommend for Hire (reasons) (52)
- Hired (2)

Inactive Statuses
- Not Selected (with reasons)
- Applicant Withdrawn
- Incomplete Application
- UHR Det’d Did Not Meet Qualifications
- System Det’d Did Not Meet Qualifications

Note:
- UHR and HR Rep can move posting to Approved for Internal Waiver or Filled statuses.
- Only UHR can move posting to Approved for Later Posting, Posted or Closed/Removed from Web.
UMCP Workflow
04/26/2011

Hiring Proposal
(Seats Position)

Hiring Proposal
(No Position)