

Approval Routing Queue – Position Management & Postings

Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

| Position Management (New Position, Reclassification, Modification) | | | | |
|---|----------------------|---------------------|---------|--------|
| Type of Action | Routing | | | |
| New Position Request - Faculty | Department Authority | Approving Authority | Provost | Budget |
| Reclassification - Faculty | Department Authority | Approving Authority | Provost | Budget |
| New Position Request - Staff | Department Authority | Approving Authority | HRS | Budget |
| Reclassification- Staff with Budget approval | Department Authority | Approving Authority | HRS | Budget |
| Reclassification- Staff w/o Budget approval | Department Authority | Approving Authority | HRS | |

| Job Postings | | | | | |
|--|----------------------|---------------------|---------|---------|-----|
| Type of Action | Queue | | | | |
| Faculty - Posting Approval w/o AAP approval | Department Authority | Approving Authority | Provost | | |
| Faculty - Posting Approval with AAP approval | Department Authority | Approving Authority | EID | Provost | |
| Staff - Posting Approval w/o Budget or AAP | Department Authority | Approving Authority | HRS | | |
| Staff - Posting Approval with Budget and AAP | Department Authority | Approving Authority | Budget | AAP | HRS |
| Staff - Posting Approval with Budget | Department Authority | Approving Authority | Budget | HRS | |
| Staff - Posting Approval with AAP | Department Authority | Approving Authority | AAP | HRS | |