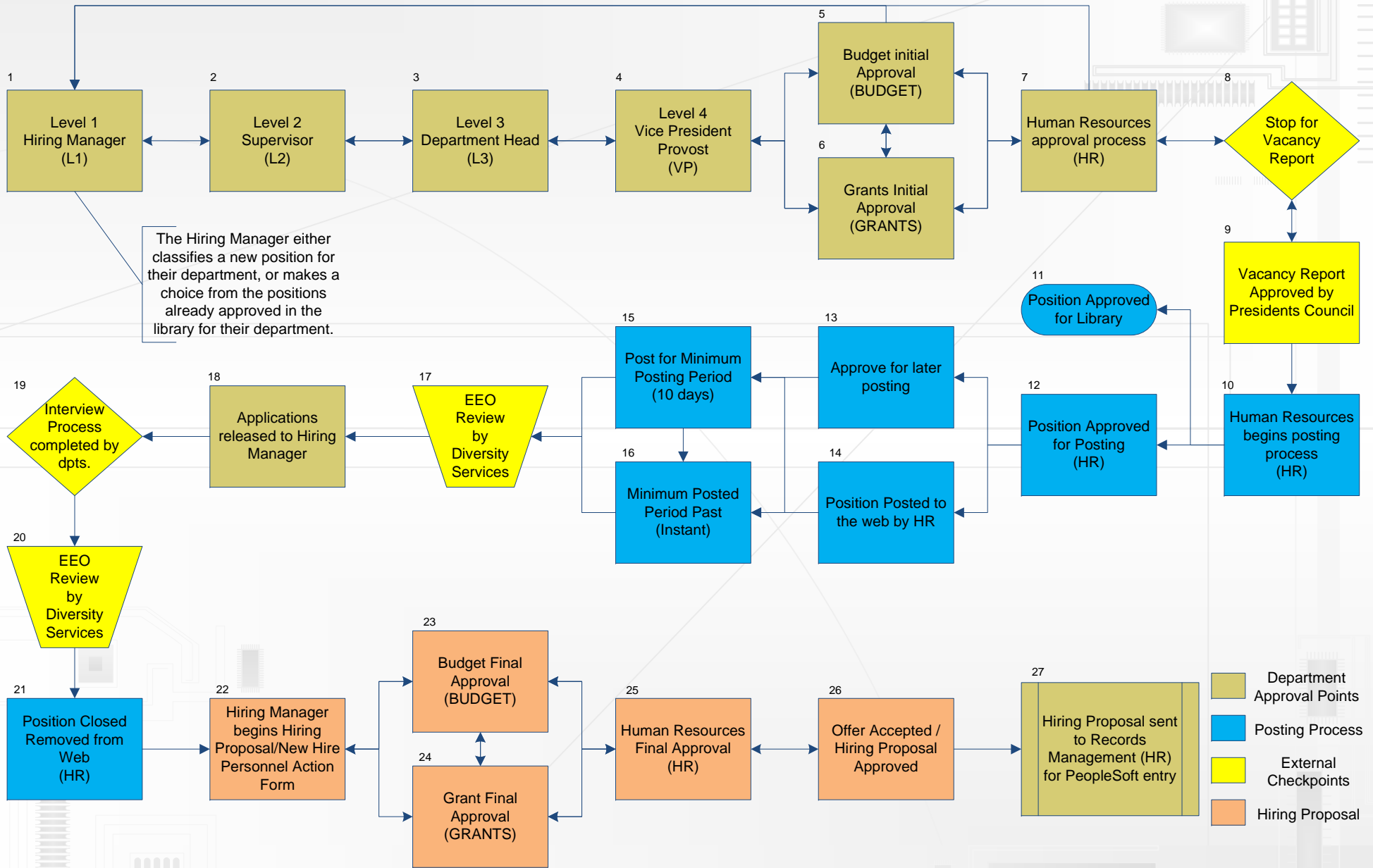


PeopleAdmin Workflow — New Hires/Classifications of New Positions/Straight Replacements

Georgia Southern University (rev. 5.08.08) Complete Process

Created by J.Bland



1. The Hiring Manager, that is determined by the department and Human Resources, chooses to either fill a position they already have vacant (straight replacement/new hire) or request a classification of a new position to their department. This is done only if that department has never had that particular position in their department before (i.e., they have a Clerk I, but need a Clerk II. Instead of changing the classification of their Clerk I to meet the needs of the Clerk II, they will inactivate the position number associated with Clerk I and request to classify a new position Clerk II. This will help if the Clerk I position is ever needed in that department again). After which, they will submit to the Level 2 approver.
2. The Hiring Manager's supervisor will review the request and make sure every thing is in order before moving it on to the Department Head. At this point, the Level 2 approver can either move this forward, or return it to the Hiring Manager to make corrections. If everything is in order, they will submit to the Level 3 approver.
3. The Department Head has final approval for the department level. They can either return it to the lower submitters, or approve it to the Vice President of the department, the Level 4 approver.
4. The Vice President verifies the request and submits it to Budgets or Grants.
5. The Budget Department verifies that all INITIAL budget information is correct. Budget also completes any internal process they require at this time. They can either return this request to the submitter if there are errors, send the request to Grants if the position is grant funded, or approve the request and send it to Human Resources for approval.
6. The Grants Department verifies that all INITIAL budget information was entered by the Hiring Manager and is correct. They can either return this request to the submitter if there are errors, send the request to Budgets if the position is NOT grant funded, or approve the request and send it to Human Resources for approval.
7. Human Resources verifies that the information is correct and makes sure it is on the vacancy report and creates the Employment Request. If it is not, they add it to the report and send it to the Presidents Council for verification.
8. This is an internal holding point to allow President's Council the time needed to verify the vacancy report. This process is EXTERNAL to PeopleAdmin and is only here for visual representation.
9. Presidents Council approves the vacancy report and it is sent back to Human Resources to begin the posting process. This process is EXTERNAL to PeopleAdmin and is only here for visual representation.
10. Human Resources begins the posting process by taking the approved position description and setting up specific posting options for this position. They can either approve this position for the Position Description Library for later posting, or continue to post it to the web.
11. The Position Description Library is the pool in which the Hiring Manager can select pre-approved position descriptions for their departments hiring purposes.
12. Human Resources approves the position for posting. They can choose to post the position to the web immediately, or post to the web using a pre-defined future date and have the system post to the web automatically on that date.
13. When a position is approved for later posting, Human Resources has already completed entering all the needed information for the posting, but sets a date for the system to post the advertisement automatically. This helps for days that the employee might be out of the office or for holidays; the system will continue the process without human interface.
14. Human Resources manually posts the position to the web and defines to either have the applications held from the Hiring Manager for the Minimum Posting Period of 10 days, or allows the applications to be immediately forwarded to the Hiring Manager (Minimum Posting Period Past). The Minimum Posting Period Past will always be used for student positions allowing the Hiring Manager instant access to student applications.
15. When positions are held for the Minimum Posting Period, the position is on the web and available for applications. However, the applications are not released to the Hiring Manager for 10 days to allow some collection and review of EEO information by the Director of Diversity Services.
16. Positions are posted to the web and applications are immediately viewable by the Hiring Manager.
17. The Director of Diversity Services can review the EEO information being gathered by the system. This process is EXTERNAL to PeopleAdmin and is only here for visual representation.
18. The Hiring Manager can view all applications to their positions and begin their INTERNAL interview process at their discretion.
19. The Hiring Manager and Supervisors conduct their interview processes. This process is EXTERNAL to PeopleAdmin and is only here for visual representation.
20. The Director of Diversity Services can again review the EEO information of the applicants the departments brought to campus, interviewed, and selected for hire. This process is EXTERNAL to PeopleAdmin and is only here for visual representation.
21. Human Resources, after the prescribed posting time, closes and removes the position from the web. They then wait to receive the Hiring Proposal from the departments.
22. The Hiring Manager begins the Hiring Proposal (formally known as the New Hire PAF) for the candidate that they would like to hire for their posted position. They collect all the information on the candidate as well as final budget line information for the Hiring Proposal. They then forward it on to Budgets or Grants for final approval.
23. The Budget Department verifies that all FINAL budget information was entered by the Hiring Manager and is correct. They can either return this request to the submitter if there are errors, send the request to Grants if the position is grant funded, or approve the request and send it to Human Resources for approval.
24. The Grants Department verifies that all FINAL budget information was entered by the Hiring Manager and is correct. They can either return this request to the submitter if there are errors, send the request to Budgets if the position is NOT grant funded, or approve the request and send it to Human Resources for approval.
25. Human Resources verifies that all information is correct. If there are inaccuracies, they can either return the Hiring Proposal to the Hiring Manager, or return to Budgets.
26. Once they approve, Human Resources will begin their process of creating the offer letter and collecting all needed information from the candidate. If the candidate accepts the offer, they then begin the process of entering data into PeopleSoft. If the candidate declines, they return the Hiring Proposal to the Hiring Manager and informs the departments they either need to cancel the search to post again, or choose another candidate for hire.
27. Human Resources enters all necessary information gathered from the process on the New Hire into PeopleSoft. All applicant information is stored in PeopleAdmin.