SHRA/EHRA Create and Modify Position Description Workflow

New Position Descriptions are created.

Dept./Additional Approver (Group Member Prompt)

Executive Approver

HR Talent Consultant

Budget

Approved

Grant Funded – Send to PI

If grant funded

Dept./Additional Approver (Group Member Prompt)

If changes need to made, return to Initiator for corrections.

Optional

If changes are necessary, send back for corrections.

All approvers can send the form back to the Initiator.

Please Note:
If corrections/updates need to be made to the description and is returned to the Initiator, the approval process must take place again. To avoid delays in the approval process due to corrections/updates, please be sure to submit accurate and complete information.

PAF may be needed in order to complete the process. Please contact the Budget Office to verify if any additional information is required outside ePosition.