Staff or Professional Position Description
To Re-fill a Position Previously Approved in PeopleAdmin

Hiring Official Initiates Action

Financial Approvers can return action to Hiring Official. Hiring Official can then return action with information requested.

Level 1 Dept Approval (Approve/Return)

Level 2 Division or Dean Approval (Approve/Return)

Budget (Approve/Return)

Sponsored Programs (Approve/Return)

Investment Administration (Approve/Return)

Employment (HR) Posting

Only send to appropriate financial approvers based on funding

Users:
Hiring Official
Level 1: Department Approver
Level 2: Division or Dean Approver
Provost: Professional Approver
VP of Administration: Staff Approver
Budget: includes VIMS or W&M
Sponsored Programs: includes VIMS or W&M
Investment Admin: W&M only
Employment - HR