BEGIN
OFFICIAL RECRUITMENT OF THE MULTI-YEAR/INDEFINITE ACADEMIC PERSONNEL HAS TAKEN PLACE.

CREATE POSITION
GATHER THE DETAILS AND CREATE THE POSITION IN THE CORRECT SUPERVISORY ORG IN WORKDAY:
1. job title?
2. job profile?
3. non-exempt or exempt?
4. hourly or salary?
5. worker type/sub-type?
6. base location?

APPROVE
APPROVALS FOR THE NEW POSITION WILL NEED TO GO THROUGH THE FOLLOWING ROLES:
1. academic partner
2. additional approver 1
3. the isc
4. academic & dean's chair/delegates

END
EMPLOYEE WILL COMPLETE ONBOARDING TO WORKDAY.