PA7 Routing Template Example

Purpose: Use this template to outline the approval groups for your department's actions.

Routing in PeopleAdmin 7 (PA7)					
When I receive an action for the noted position type, I should route to…	**New PD**	**Modify PD**	**New Posting**	**Interview Approval**	**Hiring Proposal**
Faculty	Reviewer/Approver	Reviewer/Approver	Reviewer/Approver/Budget Authority	Applicant Reviewer	Initiator/Reviewer/Approver Budget Authority
Classified/Non-Classified	Reviewer/Approver	Reviewer/Approver	Reviewer/Approver/Budget Authority	Applicant Reviewer	Initiator/Reviewer/Approver Budget Authority
Agri Classified/Non-Classified	Reviewer/Approver	Reviewer/Approver	Reviewer/Approver/Budget Authority	Applicant Reviewer	Initiator/Reviewer/Approver Budget Authority
Hourly/Student			Reviewer/Approver	Applicant Reviewer	Initiator/Reviewer/Approver

Notes / Special Circumstances:

People In PA7 Approver Groups					
Initiator (can create)	**Reviewer** (can create)	**Approver** (can create)	**Budget Authority** (if applicable)	**Applicant Reviewer** (transition applicants)	**HR Partner**
Shannon Phillips	Debbie McLoud	Barbara Abercrombie	N/A	Shannon Phillips	Addy Chipouras
			*All actions must be approved by the Approver and submit to Human Resources.		
Proxy: Tonya Zarlingo	Proxy: Leslie Pounds	Proxy: Debbie McLoud		Proxy: Tonya Zarlingo	

Notes / Special Circumstances: