**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** |
|  |  |  |  |  |  |
|  |  |  | \*All actions must be approved by the Approver and submit to Human Resources. |  |
|  |  |  |  |
| Proxy: | Proxy: | Proxy: | Proxy: |
| ***Notes / Special Circumstances:*** | | | | | |

