**PA7 Routing Template Example**

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

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| **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:*** |

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| **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:*** |

