SS – Position Descriptions – Routing & Sequence

Position Description Submitted

Process request and route for approvals

Hiring Authority or Hiring Manager

Verify that the wording is accurate for the position

One Up Manager - SBO or RA

Is the funding split between Fund 2 & Fund 1

RA - Verify or provide correct fund/org

SBO - Verify or provide correct fund/org

Is this Fund 2?

Yes

RA - Verify or provide correct fund/org

No

SBO - Verify or provide correct fund/org

Is the percentage spent higher for Fund 2

Yes

Email corresponding RA or SBO with data

No

SBO - Verify or provide correct fund/org

Assign classification

Assign PCN if needed and verify the classification is correct in Banner

Completed Request

End