Staff: New, Modify, and Existing Position
(new position, requesting any changes to a position and requesting to post a position for recruitment)

* Hiring Manager
* Department HEAD
* Division 1st Review
* HR Compensation -- (Lawson position number assigned)
Division 2nd Review
Executive
Sponsored Program Accounting (Grant funded)
Financial Planning Office (Operating funded)
HR (VP)

* Position Request Approved (luc.edu/hr/careers)
* Proceed to PeopleAdmin to create posting.

* May initiate an action

**Action Cancelled**
An action can be canceled at any point along the process.
For example, a Department HEAD may cancel a Hiring Manager’s position request.

**Workflow Legend**
- System State
- * Position Requests may be initiated.

**Reviewer Levels**
- Division 1st Review = Dean / Vice President
- Division 2nd Review = Dean / Vice President
- Executive = SR VP / Provost
- Sponsored Program Accounting = Responsible for grant-funded positions
- Financial Planning Office = Responsible for operating funded positions

**Note**
Please remember, prior to submitting a Position Request in PeopleAdmin 7.6, it is critical to have the appropriate conversation(s), including securing approval(s), with the Dean/VP and/or Provost / SRVP.