

# Process Flows in Workday

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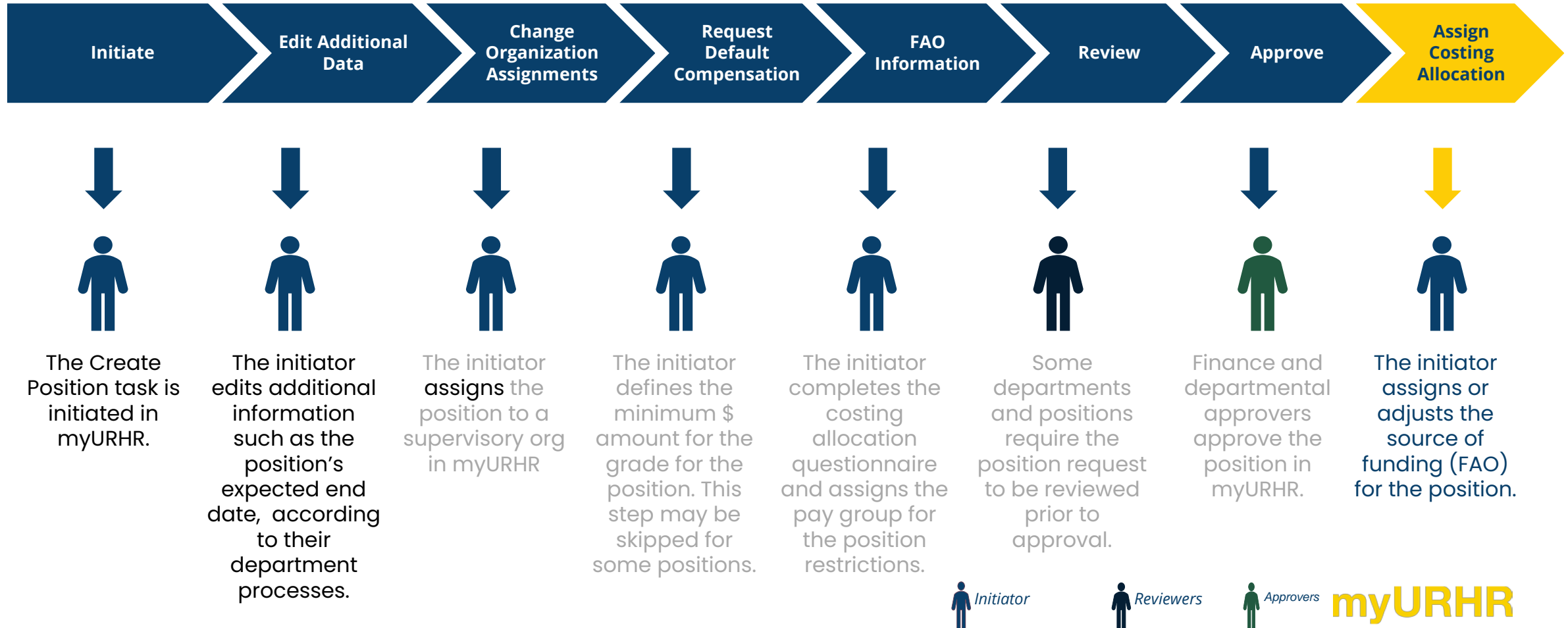
# Business Processes

CATEGORY	DESCRIPTION
BUSINESS PROCESS	<p>A sequence of tasks (transactions) required to complete a desired business objective (such as hiring an employee). All business processes include steps. Your role could be to:</p> <ul style="list-style-type: none"><li>• <b>Initiate:</b> Start a process by navigating to the appropriate application, using the search bar, or from Related Actions.</li><li>• <b>Approval:</b> Approve, deny, or send back a process which will arrive in your Inbox to complete.</li><li>• <b>Review:</b> Approve, deny, or edit a process which will arrive in your Inbox to complete.</li></ul> <p><b>Note:</b> Approve &amp; Review tasks both approve &amp; move forward the task. Reviewers can make changes &amp; add additional information to the task, while Approvers can only approve or send back if changes are needed.</p>

# Your Role in Create Position



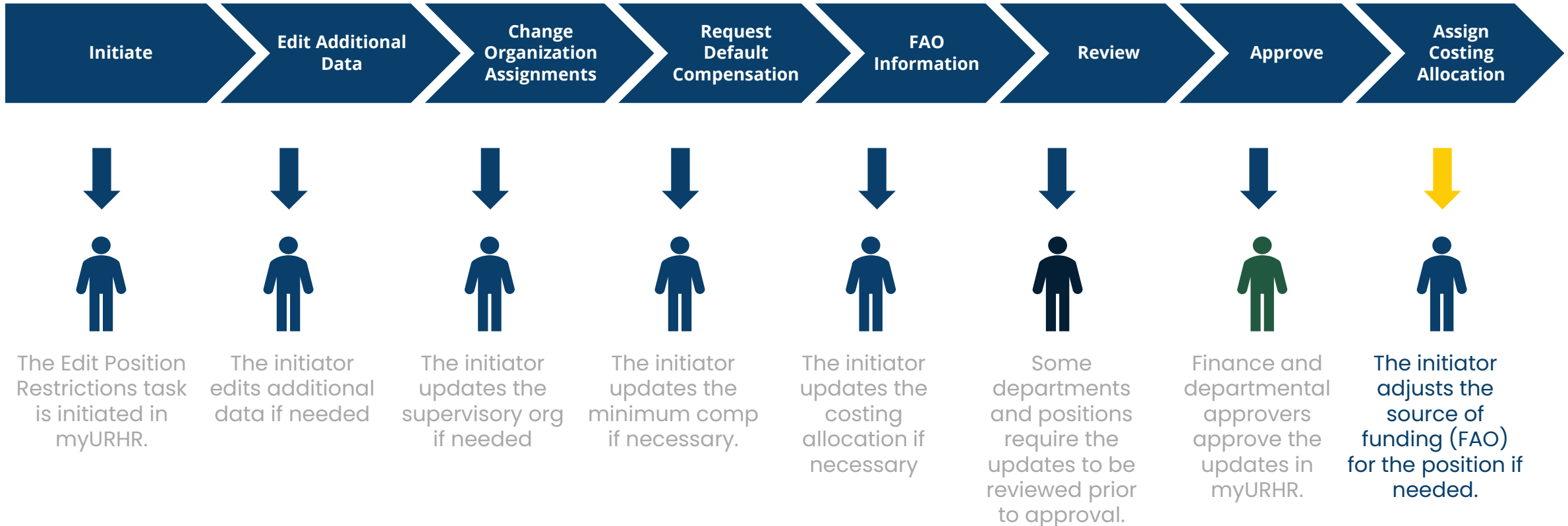
# Create Position



# Your Role in Edit Position Restrictions



# Edit Position



Initiator



Reviewers



Approvers

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# Your Role in Close Position

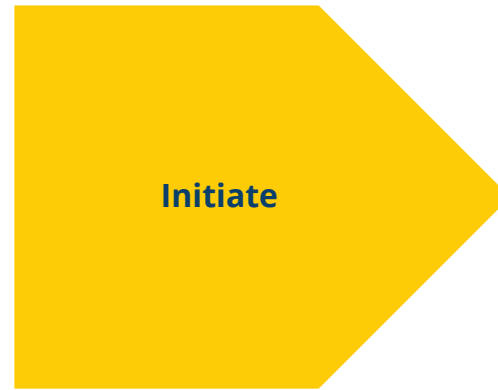
1

## Initiators

- Manager
- Department Coordinator
- Nursing/APP Intake Coordinator
- Provost Office
- Faculty Coordinator
- Faculty Affairs Officer
- Graduate Coordinator



# Close Position



The Close Position is initiated in myURHR.



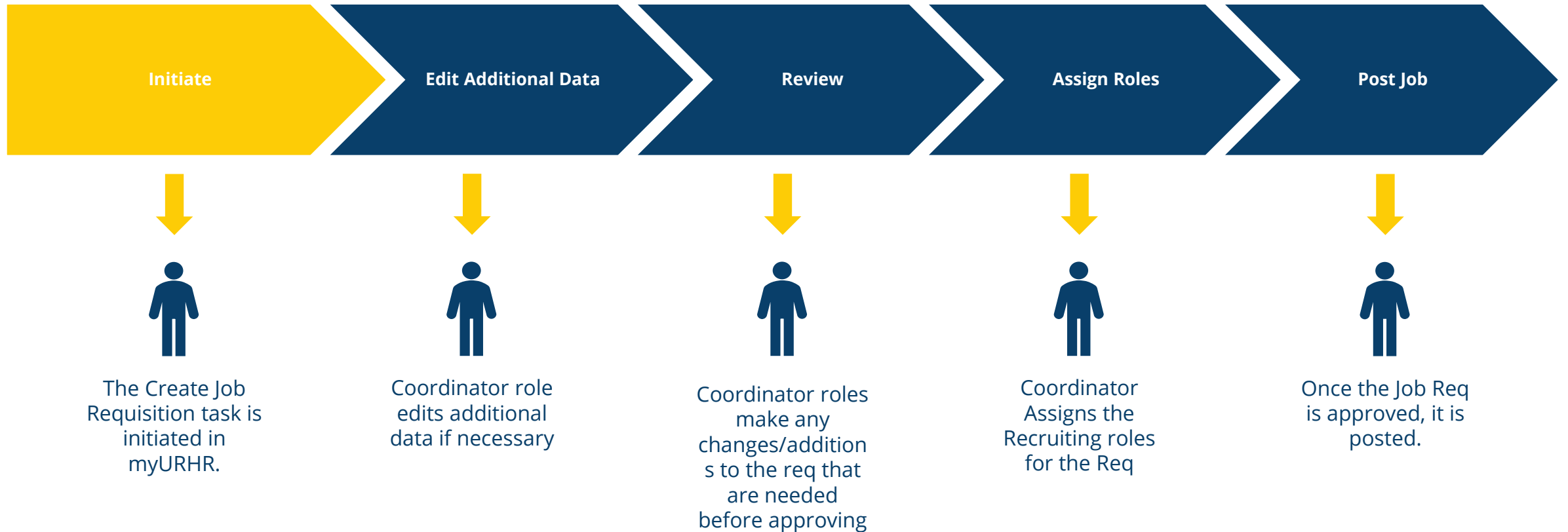
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# Your Role in Creating Job Requisitions



# Create Job Requisition



Initiator



Reviewers



Approvers

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# Your Role in Close Job Requisition

1

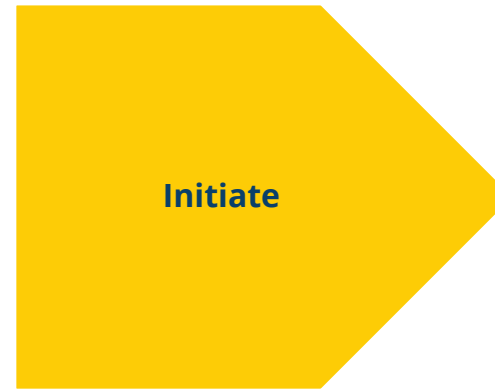
## Initiators

- Manager
- Department Coordinator
- Nursing/APP Intake Coordinator
- Provost Office
- Faculty Coordinator
- Faculty Affairs Officer
- Graduate Coordinator



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# Close Job Req Stage

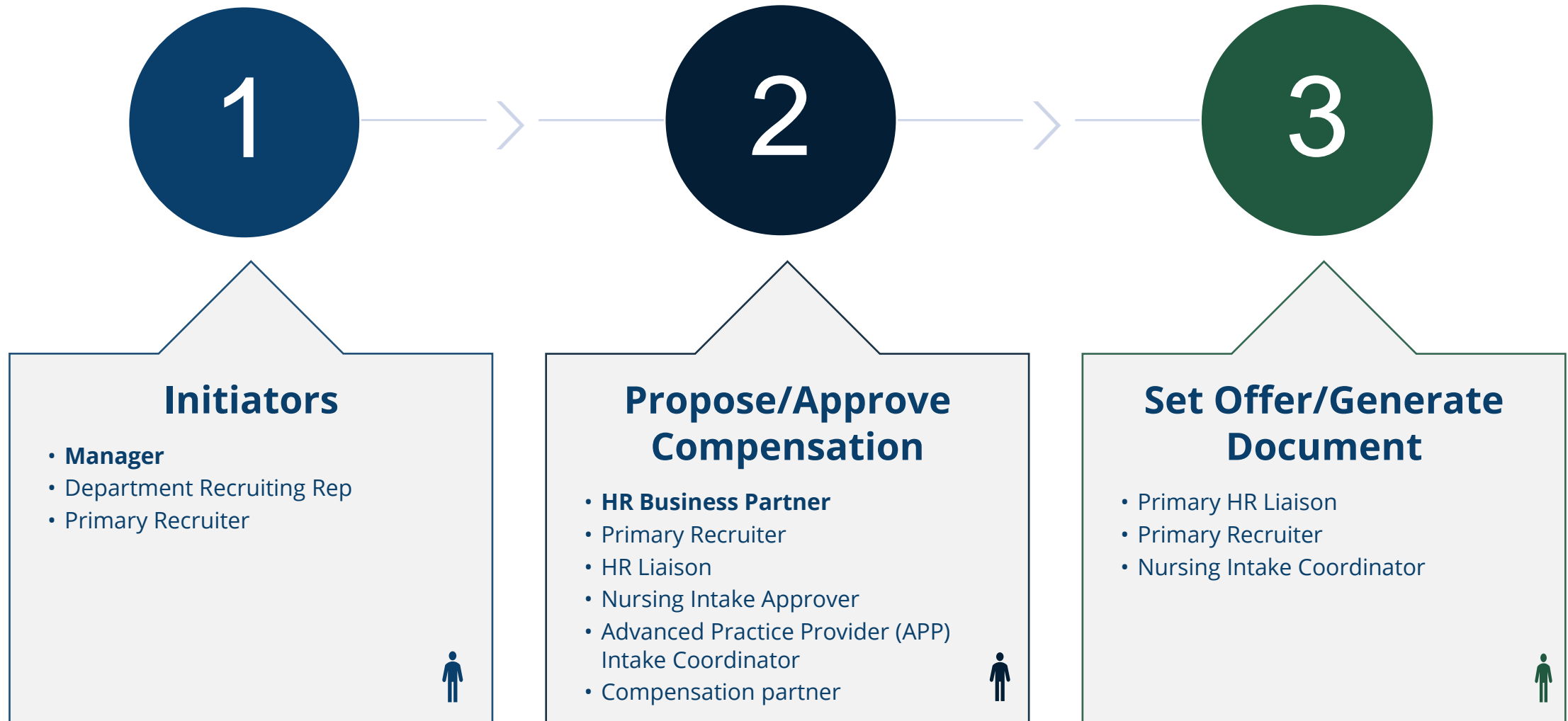


The Close Job  
Req task is  
initiated in  
myURHR.

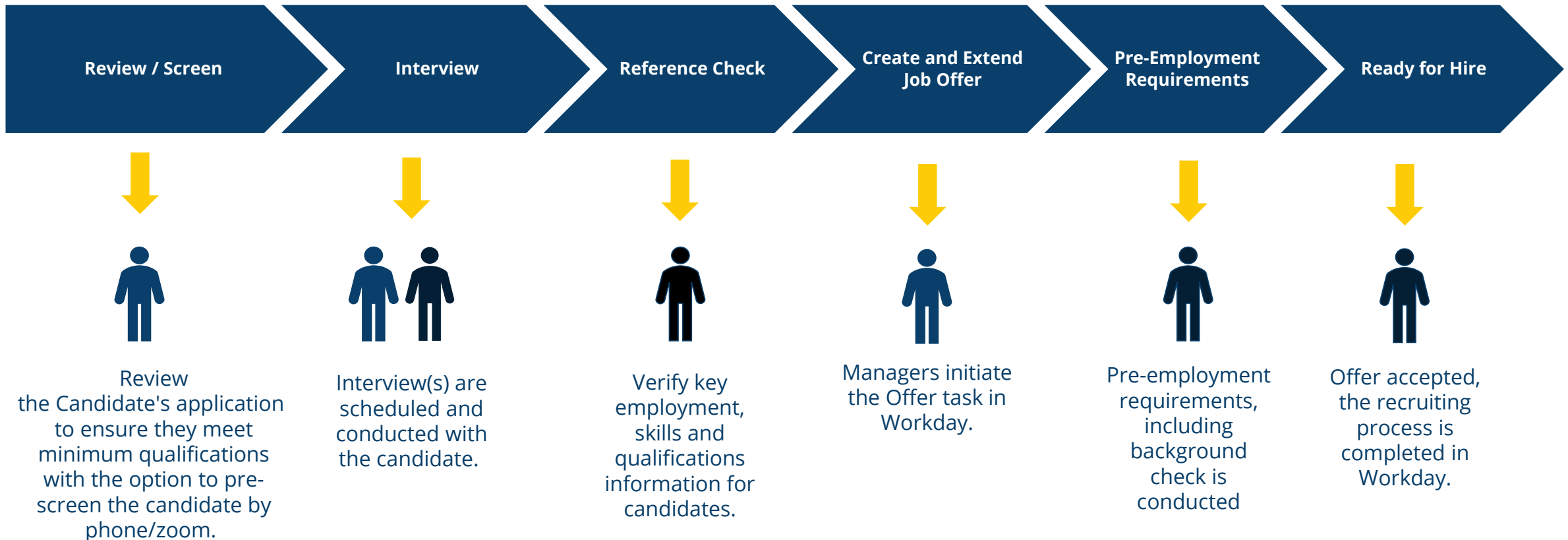


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# Your Role in Recruiting Stages



# Recruiting Stages



Initiator



Reviewers



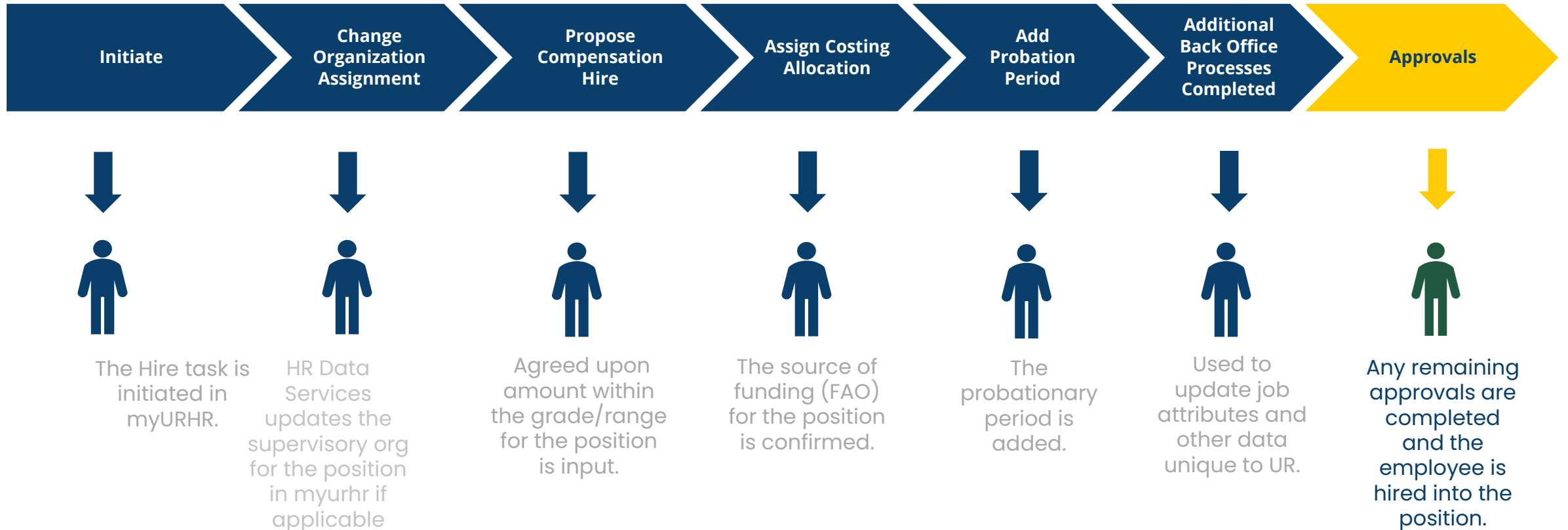
Approvers

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# Your Role in the Hire process



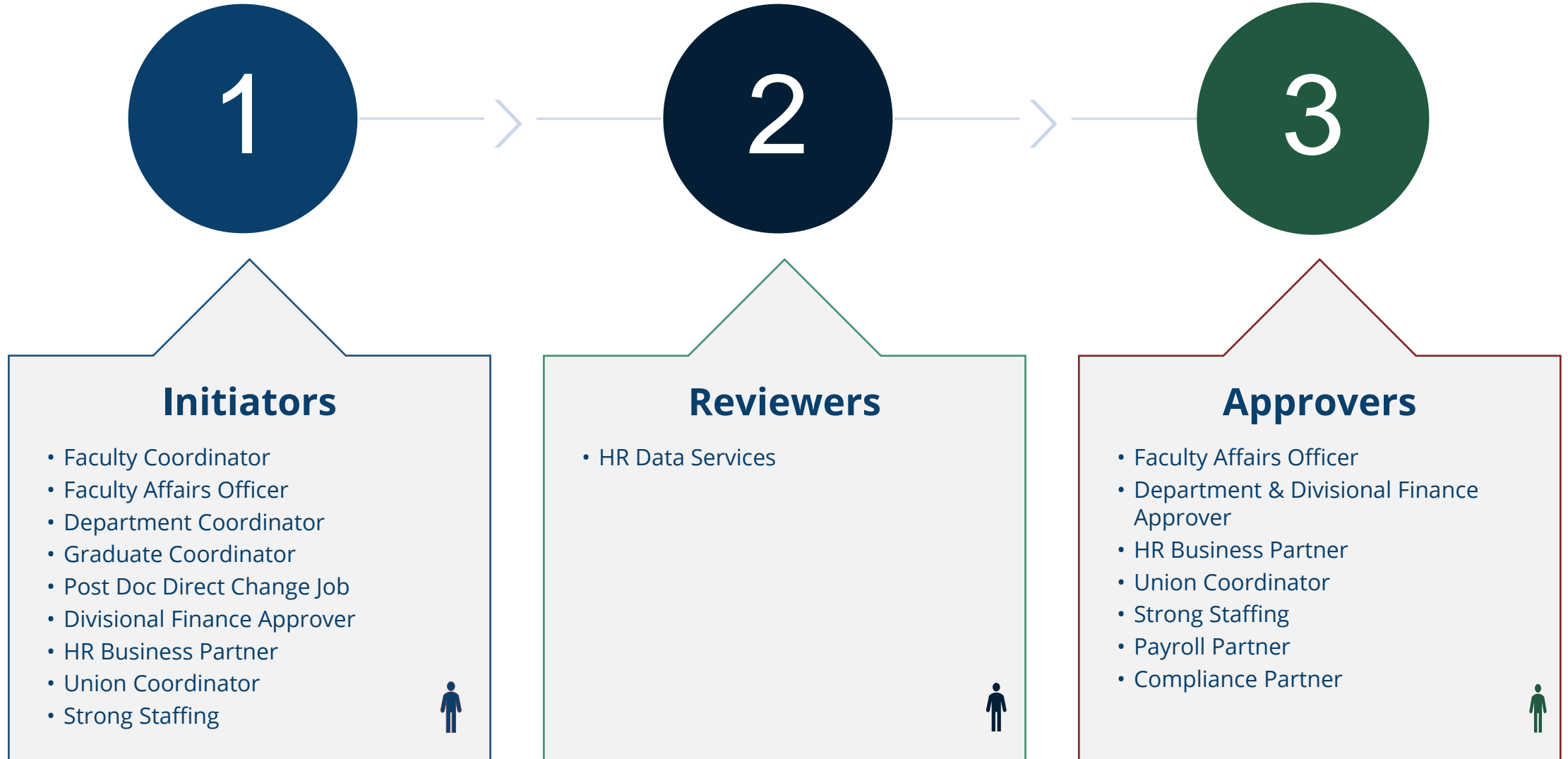
# Hire Employee



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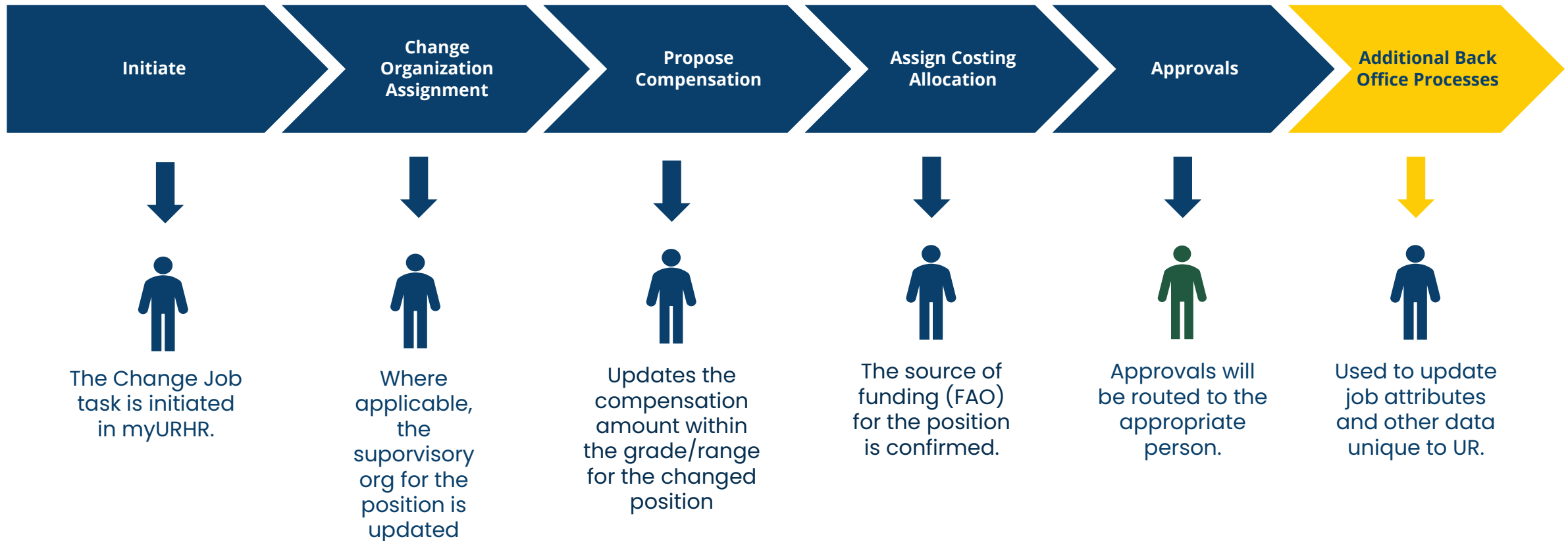


# Your Role in the Job Change or Add Job Processes



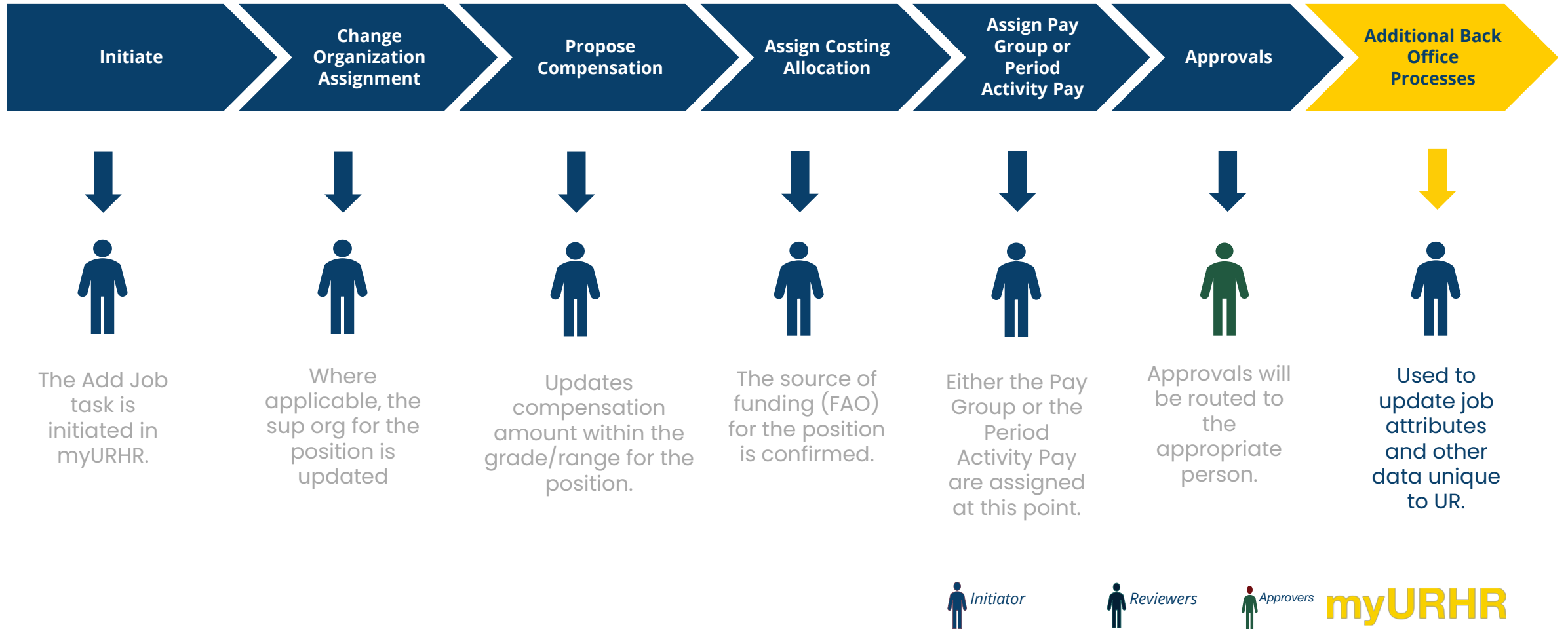
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# Change Job

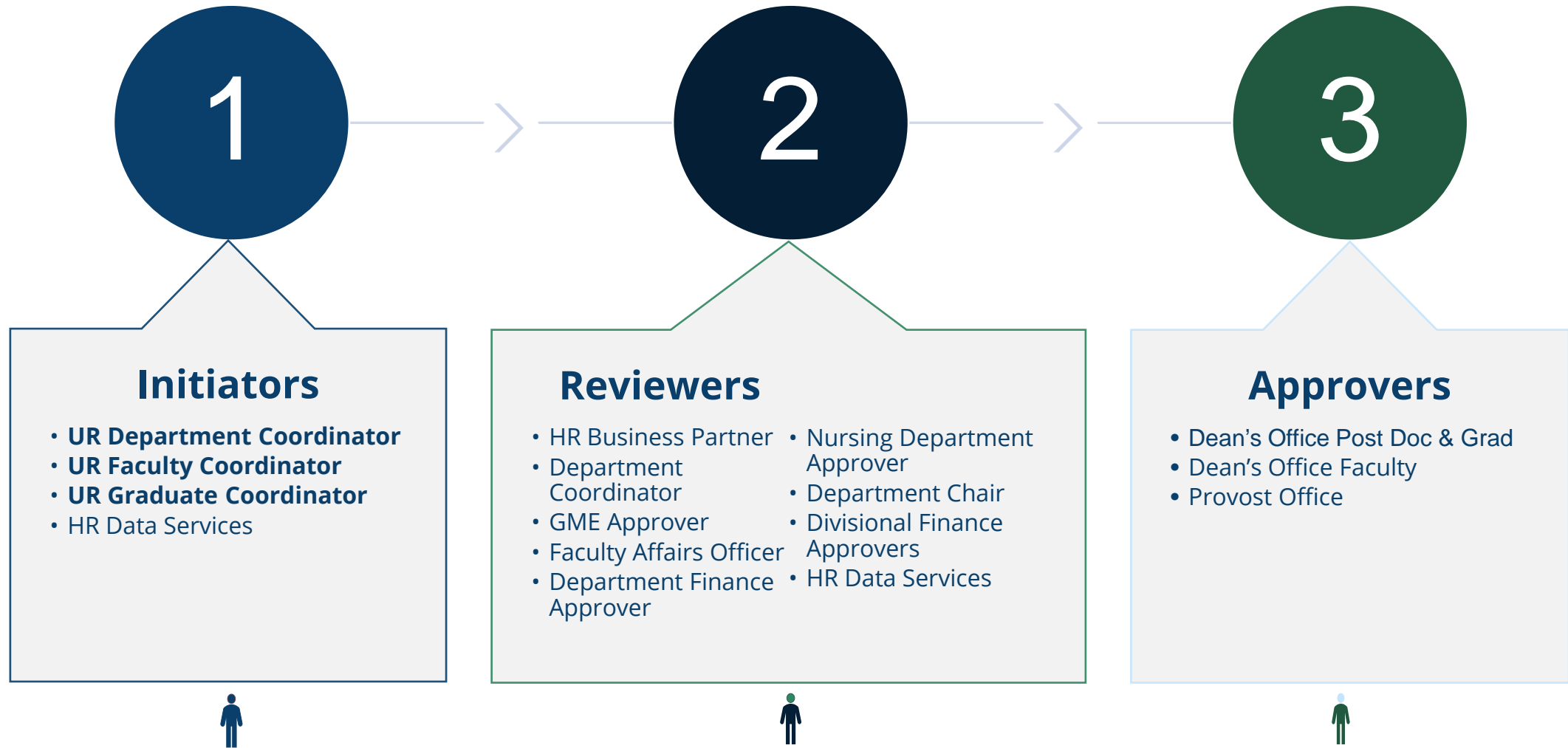


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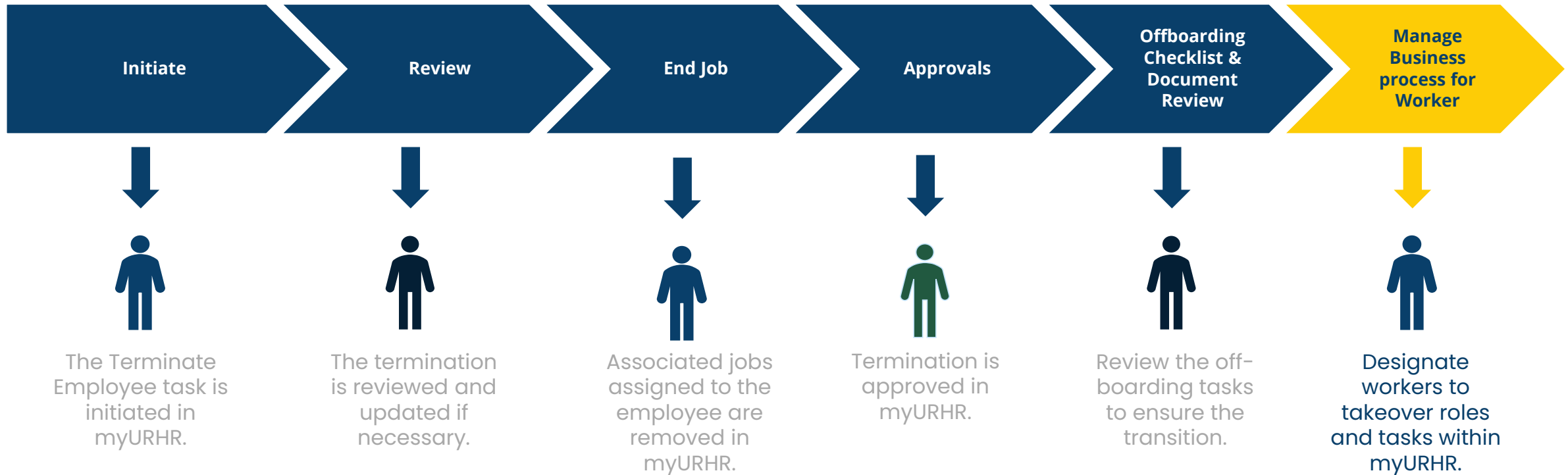
# Add Job



# Your Role in Termination



# Termination



Initiator



Reviewers



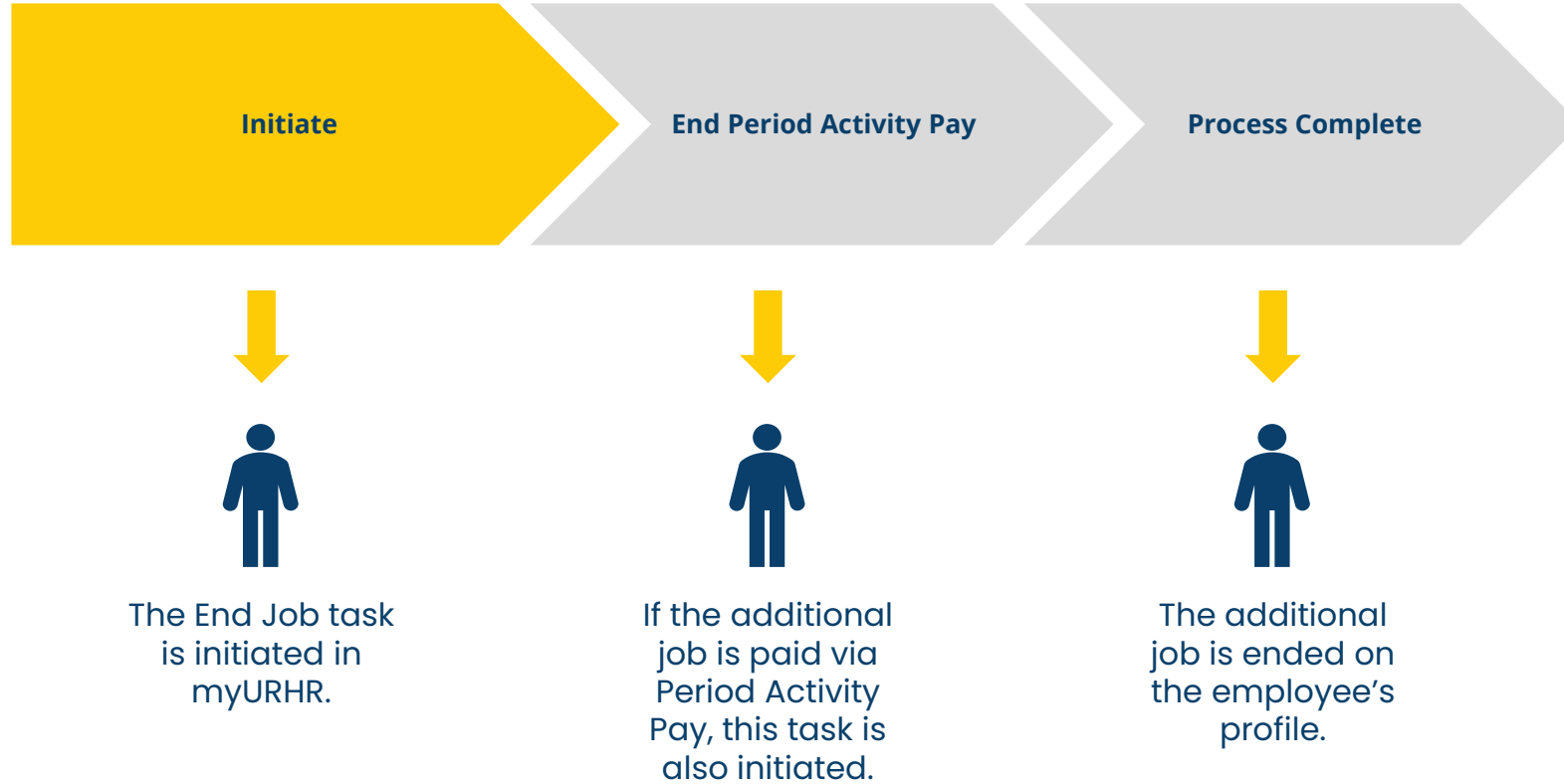
Approvers

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# Your Role in End Job

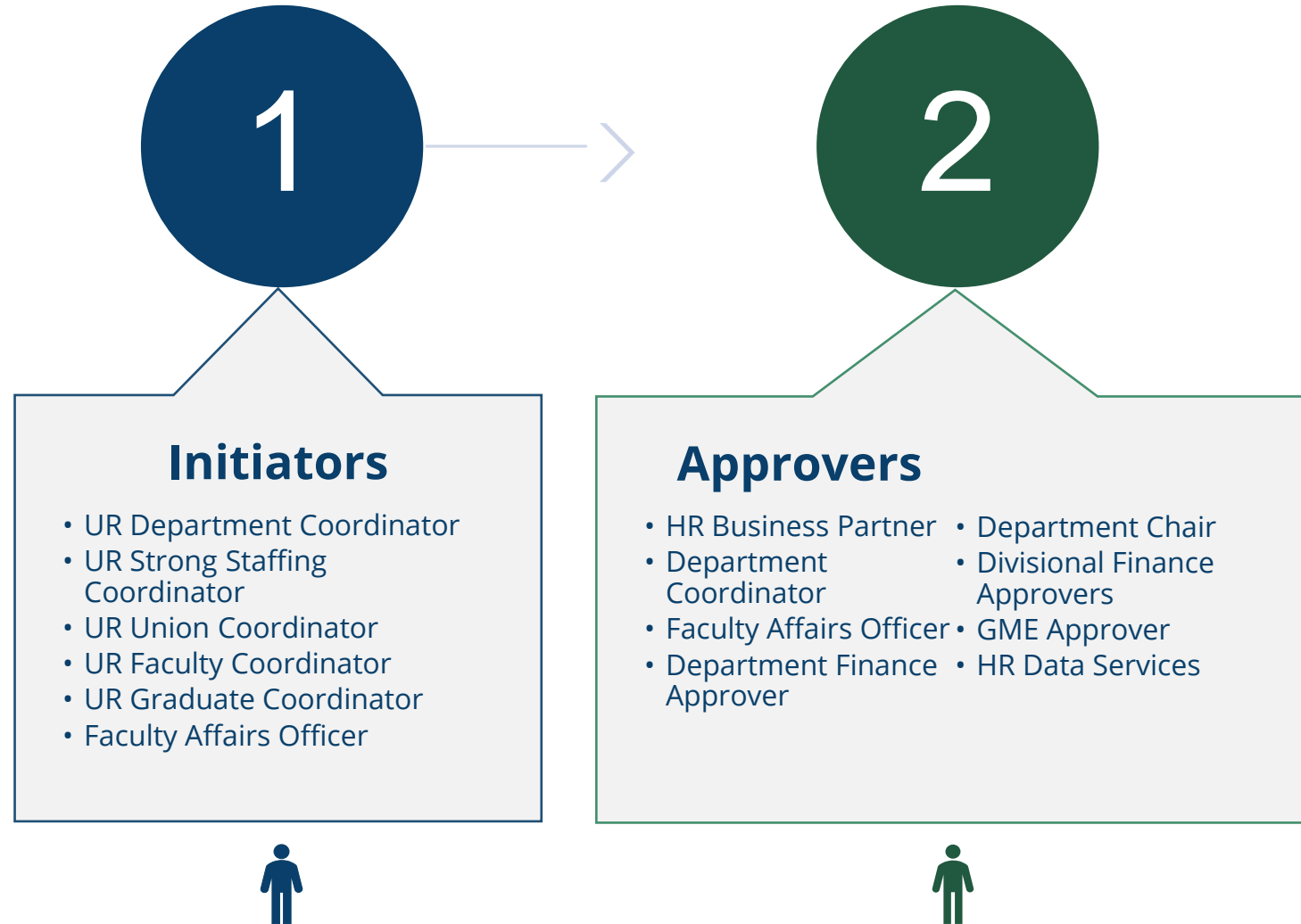


# End Job



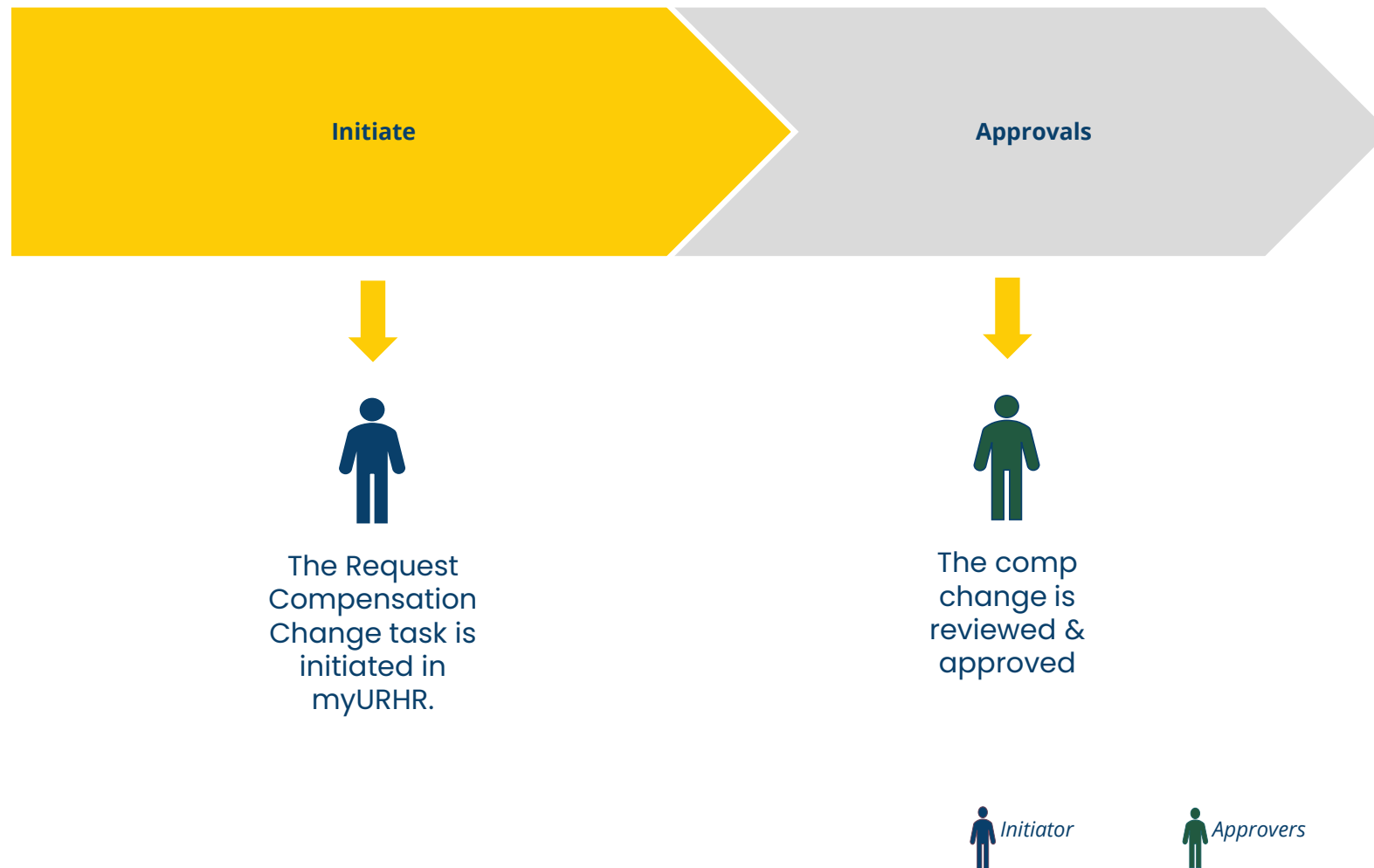
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# Your Role in Request Compensation Change

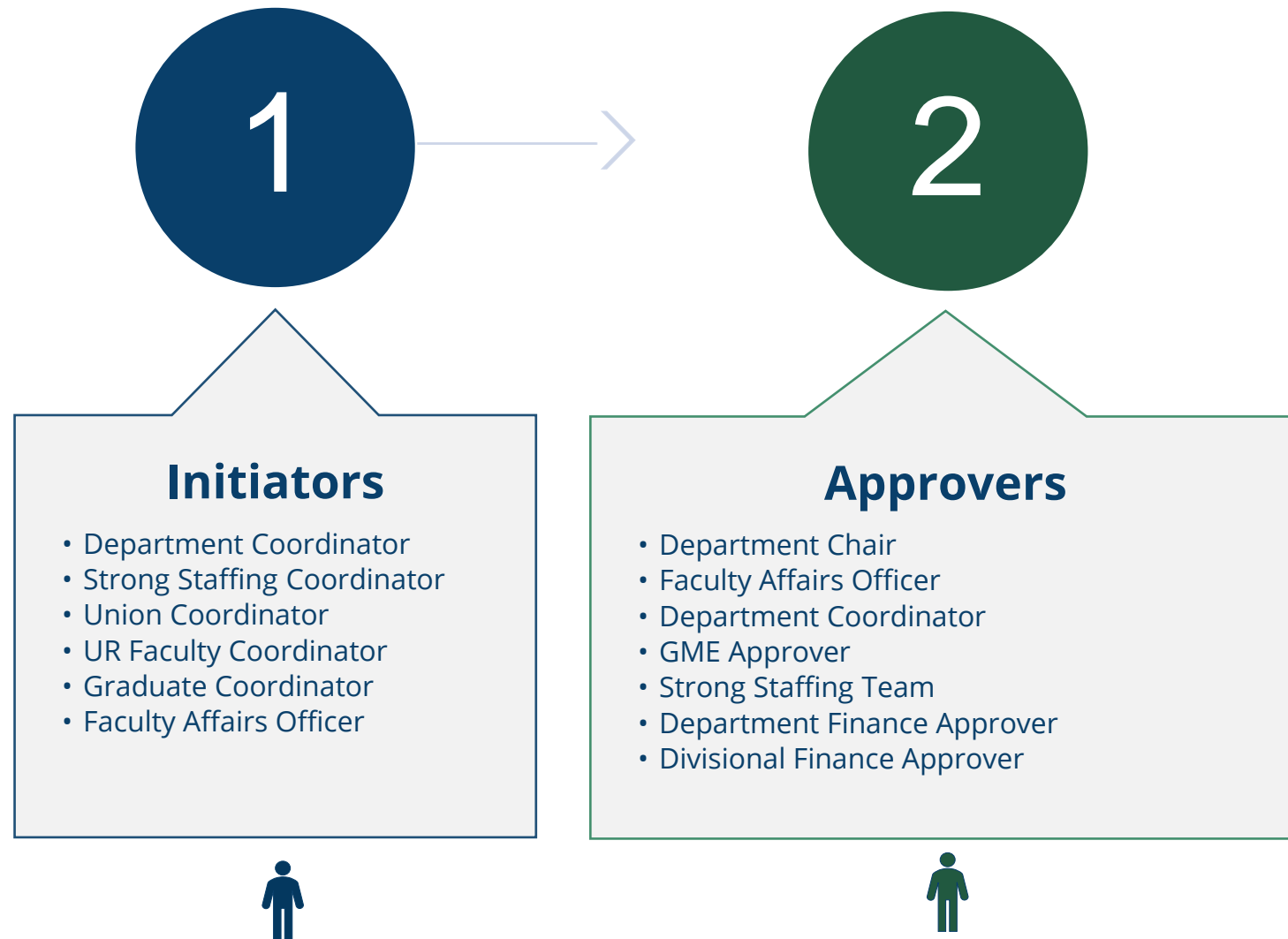




# Request Compensation Change

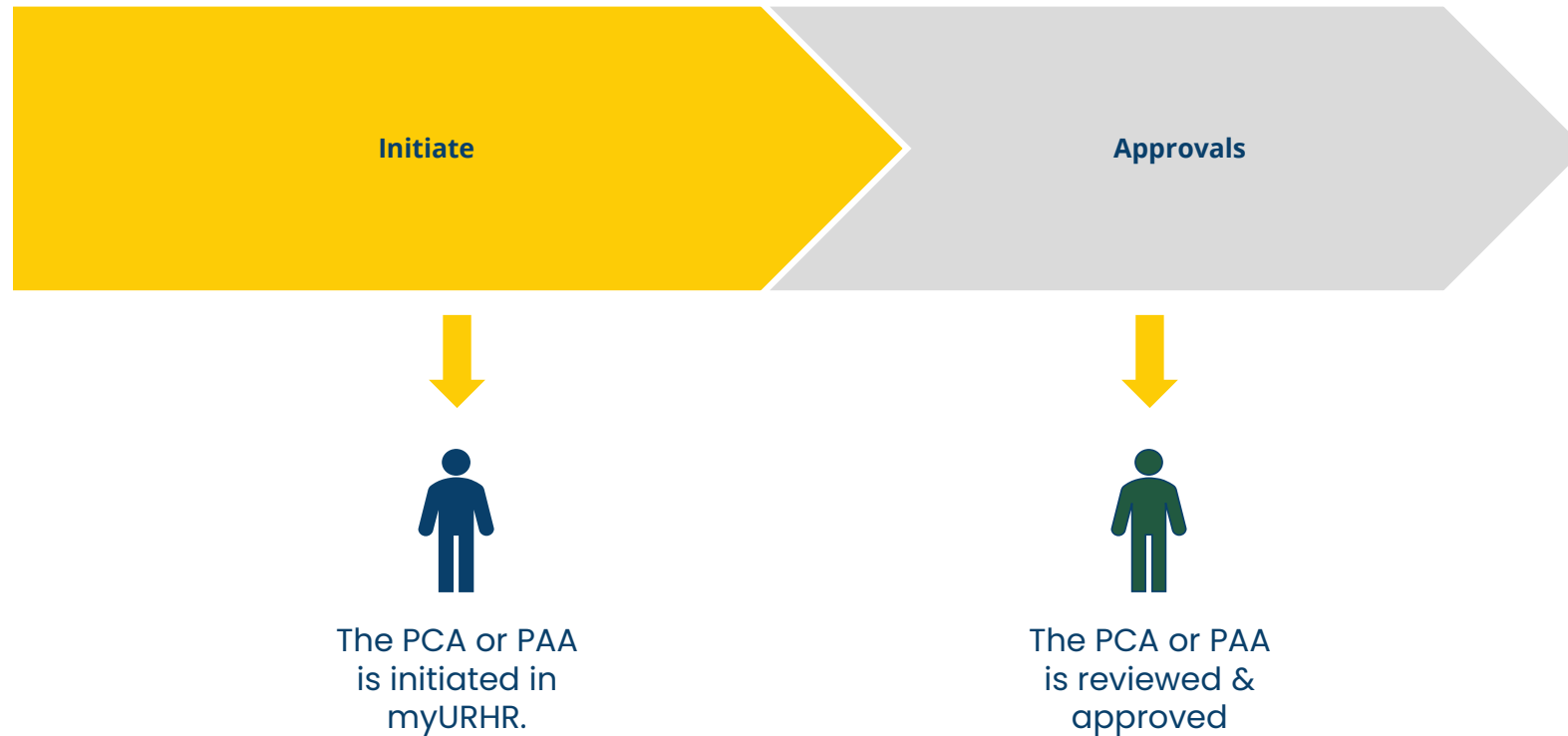


# Your Role in Payroll Costing Allocations & Payroll Accounting Adjustments



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# Payroll Costing Allocations & Payroll Accounting Adjustments



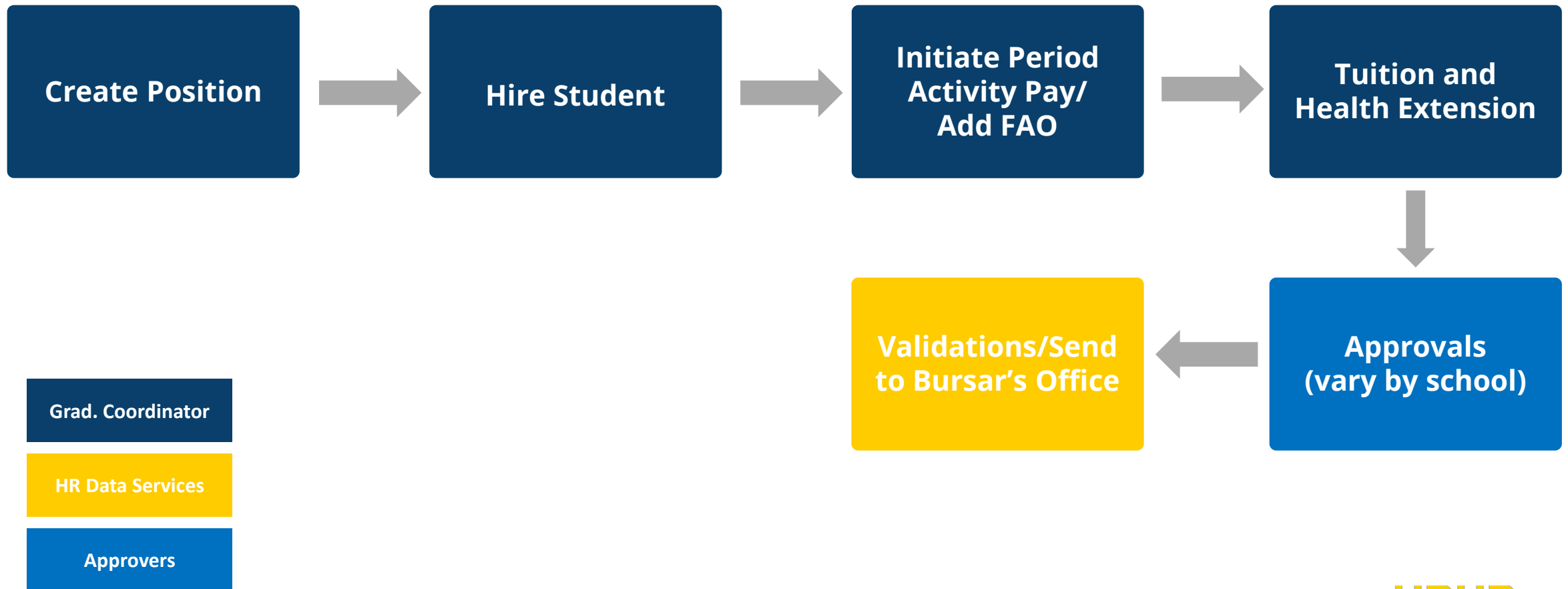
Initiator



Approvers

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# Graduate Student Process Flow



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