Central User Groups *(for staff/temp/postdocs)*

- **Budget Office**
  -- assigns position numbers to new position requests

- **HR Compensation**
  -- reviews/approves new position descriptions & changes to position descriptions and reviews all hiring proposals with salary at greater than mid-point

- **HR Recruitment**
  -- posts job searches, reviews applications, initiates hiring proposals, finalizes hiring proposals

- **HR Services**
  -- sets up RICEWorks new hires in Banner *(without PAF)*

- **Affirmative Action/Equal Employment Opportunity Office**
  -- reviews/approves competitive search waivers & hiring proposals
# Campus User Groups (for staff/temp/postdocs)

<table>
<thead>
<tr>
<th>Position Description (create &amp; modify)</th>
<th>View Rice PD Library</th>
<th>Job Postings (competitive search &amp; waiver request)</th>
<th>Applicant Review &amp; Dispensing</th>
<th>Hiring Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Department Approver</td>
<td>✓</td>
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<tr>
<td>School/Division Approver</td>
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<tr>
<td>Applicant Reviewer</td>
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<tr>
<td>PD Library Access</td>
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</tbody>
</table>

*Guest User* access available for those that only need to view applicants and application materials.
WORKFLOW & USER GROUPS
Position Descriptions

Initiator ➔ Department ➔ School/Division ➔ HR Compensation ➔ (Budget, if new position)

Department ➔ School/Division ➔ HR Compensation ➔ (Budget, if new position)

School/Division ➔ HR Compensation ➔ (Budget, if new position)

Actions cannot skip the next group when moving forward.
Actions can be moved backwards to any group.
Job Postings (competitive searches & waiver requests)

Initiator → Department → School/Division → (AA/EEO if waiver) → HR Recruitment

Department → School/Division → (AA/EEO if waiver) → HR Recruitment

School/Division → (AA/EEO if waiver) → HR Recruitment

Actions cannot skip the next group when moving forward. Actions can be moved backwards to any group.
Only Applicant Reviewer role, can review applications, change statuses and move finalist(s) to “recommend for hire” status.

More than one Applicant Reviewer can be assigned to a posting.

Guest User access available for review of applicants and materials.
Hiring Proposals (Staff & Temporary)

Actions cannot skip the next group when moving forward with exception of HR Recruitment’s ability to send HP to any user group upon initiation of HP.

Actions can be moved backwards to any group.
Hiring Proposals (Postdocs)

Postdoc HPs end with Deans’ offices so offer letter can be written once verbal offer is accepted.

Actions cannot skip the next group when moving forward with exception of HR Recruitment’s ability to send HP to any user group upon initiation of HP.

Actions can be moved backwards to any group.