Ball State University
Staff Position Workflow
Create New Position
Ball State University
Staff Position Workflow
Modify Position

Diagram:

- Hiring Manager
- Chair/Director
- Preliminary Budget Review
- AVP/Dean
- Vice President
- Budget
- HR
- VP of Business Affairs
- Sponsored Projects Administration
Ball State University
Staff Posting Workflow

Hiring Manager → Chair/Director → Preliminary Budget Review → AVP/Dean → Vice President → Budget → HR

- Posting Canceled (can be canceled at any point by HR)
- Sponsored Projects Administration

See next page for HR Posting Functions
Ball State University
Staff Posting Workflow
HR Workflow States

- **HR**
  - **Approved-Pending**: Auto moves from Approved-Pending at 12:00 am on posting date.
  - **Posted**: Auto moves from Posted, Reposted, or Internal statuses if Closing Date is Populated.
  - **Closed/Remove from Web**: Overflow to Filled
  - **Filled**: Overflow to HR

- **Posting Internal**: Posting is not posted externally; HR must send "Quicklink for Posting" to invited applicants.

- **Reposted**: Overflow to Approved-Pending

HR Workflow States:
- **Pending**
- **Closed**
- **Posted**
- **Reposted**
- **Internal**
Ball State University
Staff Hiring Proposal Workflow

Hiring Manager

Chair/Director

AVP/Dean

Human Resources

Hire Approved

Offer Accepted by Applicant

Approved for Processing – send to Banner

Canceled

Offer Declined by Applicant