Position Audit Workflow Employee completes Employee Optional: position audit **Employee requests** HR meets with the paperwork. position audit to employee to discuss Note: sometimes their supervisor. the position audit the process starts request. here. HR issues decision to Supervisor Supervisor reviews, Optional: Supervisor submits the supervisor/ adds comments, and HR meets with request to HR for manager and asks signs the paperwork supervisor to discuss employee's position that they share the supporting the the position audit audit. decision with the process. request. employee. Head/Director Department DH/Director Optional: Optional: reviews, adds DH/Director may be HR meets with DH/ Optional: comments, and DH/Director may be made aware of the Director to discuss signs the paperwork copied on decision. position audit the position audit supporting the For Provost or request. request. process. EVPACFO areas, DH/Director or **Division Head** approves request. AVP, VP, Dean Division Head, Optional: Optional: **Division Head** Optional: Optional: Division Head may reviews, add HR meets with Division Head may be made aware of comments, and Division Head to be copied on the position audit signs paperwork discuss the position decision. request. supporting the audit request. process. President and Optional: For President areas, President/EVP may President's Office be made aware of approves the the position audit SmartHR template. request. Someone in the HR receives the previous optional position audit workflow has been HR receives position HR submits SmartHR consulted and HR request and Template audit request. provides makes a instructions. classification

decision.