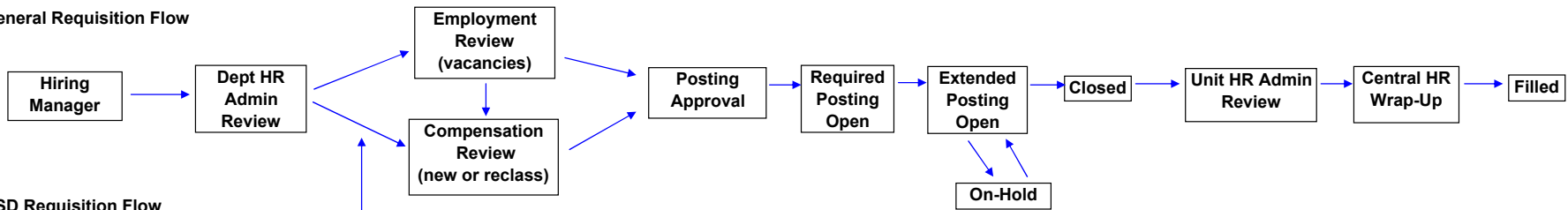




PeopleAdmin Requisition Workflow Diagram

University of Chicago System Demonstration Monday, March 24, 2003

General Requisition Flow



BSD Requisition Flow



Definition of Terms:

Required Open: Job is open and posted on the website (e.g., 4/23/03). Jobs must post at least seven calendar days (until 5/1/03).

Extended Open: This date marks the start of the time period beyond the initial seven calendar days (e.g. 5/1/03). HR Administrators may close the job (remove from web posting) anytime after this date.

Closed: Job is removed from web posting (e.g. 5/1/03 or after; not to exceed six months).

Filled: Applicant has accepted offer. Department enters new hire information (pay rate and start date) and indicates results for all other applicants. Department prints new hire paperwork and sends to Records

Cancel: This can happen at any time during process for reasons such as: budget fell through or department changed its mind.