

Workflow: Seat/Vacate Request

Position Type: Graduate/Research/Student/Temporary (Certified HR Practitioner use only)

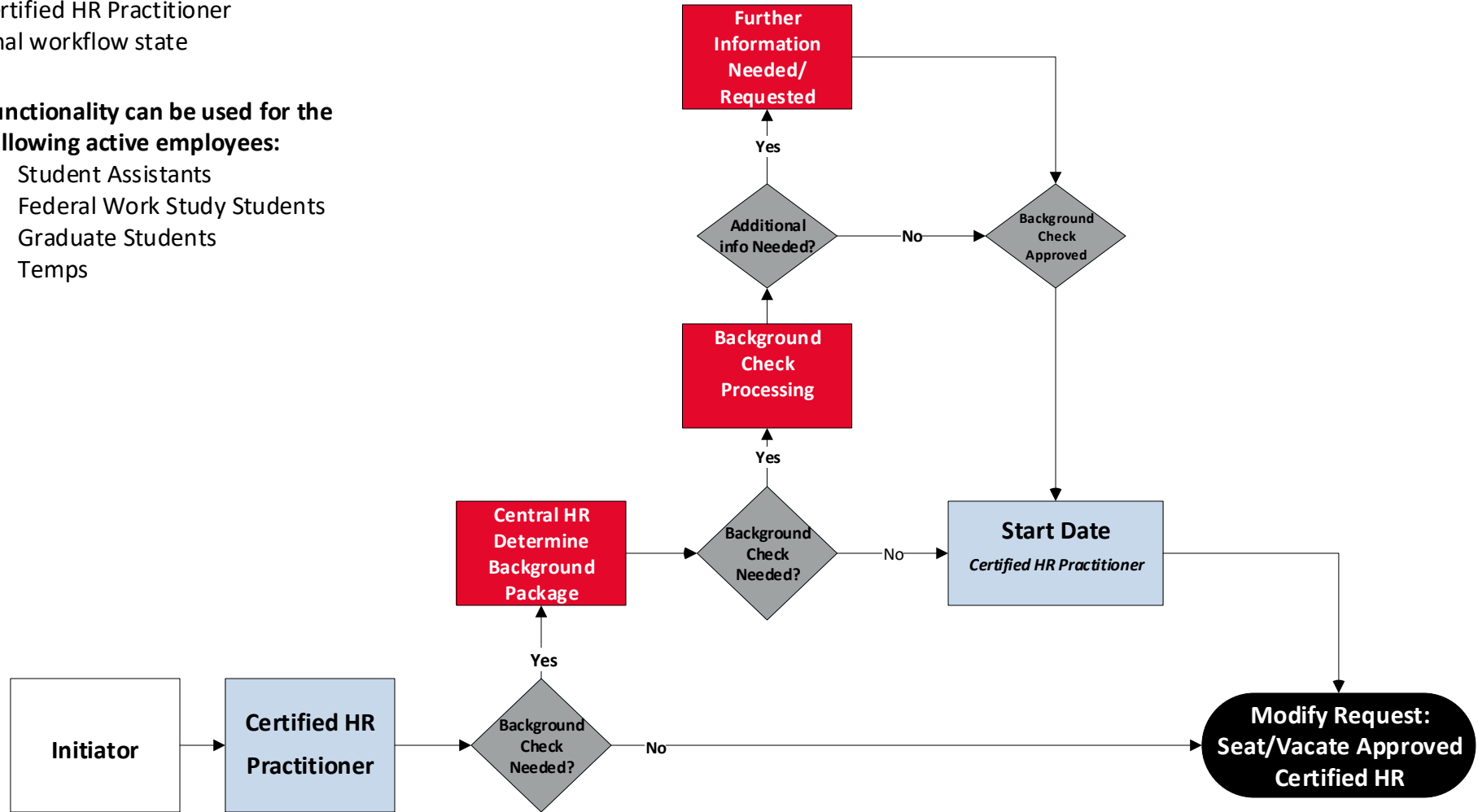
Key:

- Central HR
- Department
- Certified HR Practitioner
- Final workflow state



Functionality can be used for the following active employees:

- Student Assistants
- Federal Work Study Students
- Graduate Students
- Temps



**The Initiator user group MUST initiate the action prior to submission to the Certified HR Practitioner*

***The approval functionality is only available to Certified HR Practitioners (CHRP).*

***If your unit does not have a Certified HR Practitioner, please follow the standard Direct Hire process*