Workflow: Clone & Approve Position Request

Position Type: Graduate/Research/Student/Temporary
(Certified HR Practitioner use only)
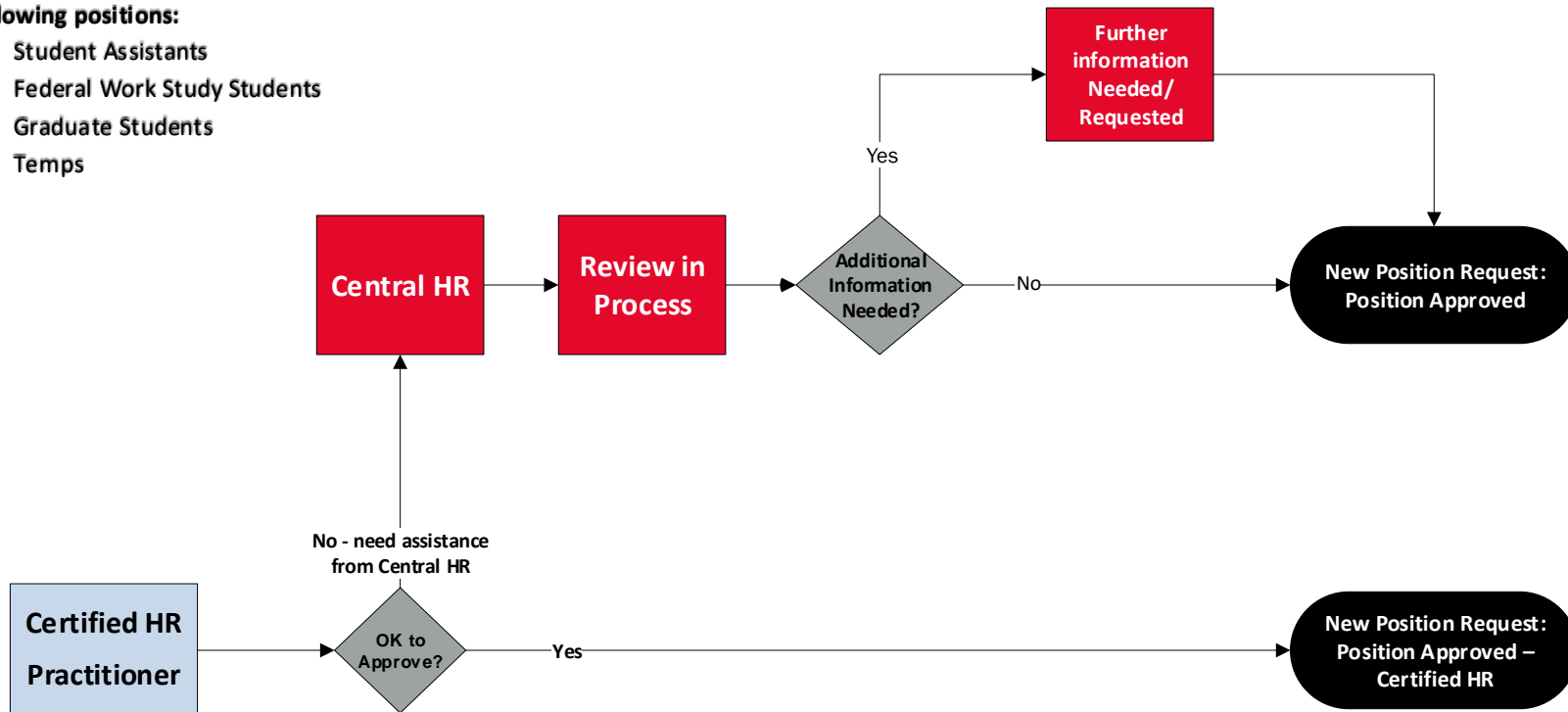
Key:
- 🟥 Central HR
- ⬜ Department
- 🟦 Certified HR Practitioner
- ⬛ Final workflow state

⭐ **Functionality can be used for the following positions:**
- Student Assistants
- Federal Work Study Students
- Graduate Students
- Temps

Central HR → **Review in Process** → **Additional Information Needed?**

- Yes → **Further information Needed/ Requested** → **New Position Request: Position Approved**
- No → **New Position Request: Position Approved**

Certified HR Practitioner → **OK to Approve?**
- No - need assistance from Central HR → (to Central HR)
- Yes → **New Position Request: Position Approved – Certified HR**

This functionality is only available to Certified HR Practitioners (CHRP).

**To clone a position, you must use a previously Central HR approved Graduate/Research/Student/Temp position