

## BlueSky - Line Manager and HCM Department Manager Workflow

Faculty/Staff/ Student	Transaction Type	Grant Position (Yes/No)	Requester	Approver 1	Approver 2	Approver 3	Approver 4	Approver 5	Misc
Staff	Change Salary - Full-time/Part-time	No	Line Manager/HCM Department Manager	HCM Department Manager	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)		
Staff	Change Salary - Full-time/Part-time (Grant)	Yes	Line Manager/HCM Department Manager	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)	
Staff	Promote - Full-time/Part-time	No	HCM Department Manager	HR Compensation	VP/Dean	Level 2 - EVP/President/Provost or Delegate			May include position change and/or salary change
Staff	Promote - Full-time/Part-time (Grant)	Yes	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)		May include position change and/or salary change
Staff	Transfer - Full-time	No	Line Manager/HCM Department Manager	HCM Department Manager	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)		May include position change and/or salary change
Staff	Transfer - Full-time (Grant)	Yes	Line Manager/HCM Department Manager	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)	May include position change and/or salary change
Staff	Transfer - Part-time	No	Line Manager/HCM Department Manager	HCM Department Manager	HR Compensation	VP/Dean			May include position change and/or salary change
Staff	Transfer - Part-time (Grant)	Yes	Line Manager/HCM Department Manager	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean		May include position change and/or salary change
Staff	Create Position - Full-Time	No	HCM Department Manager	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)			
Staff	Create Position - Full-time (Grant)	Yes	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)		
Staff	Create Position - Part-time	No	HCM Department Manager	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)			
Staff	Create Position - Part-time (Grant)	Yes	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)		
Staff	Update Position - Full-time	No	HCM Department Manager	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)			
Staff	Update Position - Full-time (Grant)	Yes	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)		
Staff	Update Position - Part-time	No	HCM Department Manager	HR Compensation	VP/Dean				
Staff	Update Position - Part-time (Grant)	Yes	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean			
Staff	Terminate Employee - (Voluntary)	N/A	Line Manager/HCM Department Manager	HR Central					
Staff	Terminate Employee - (Involuntary)	N/A	Line Manager/HCM Department Manager	HR Employee Relations					
Faculty	Change Salary - Full-time	No	Line Manager/HCM Department Manager	HCM Department Manager	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)		
Faculty	Change Salary - Full-time (Grant)	Yes	Line Manager/HCM Department Manager	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)	
Faculty	Promote - Full-time	No	HCM Department Manager	EVP/President/Provost or Delegate (Level 2)	HR Compensation				

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Faculty	Promote - Full-time (Grant)	Yes	HCM Department Manager	HCM Grants	EVP/President/Provost or Delegate (Level 2)	HR Compensation			
Faculty	Transfer - Full-time/Part-time	No	Line Manager/HCM Department Manager	HCM Department Manager	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)		
Faculty	Transfer - Full-time/Part-time (Grant)	Yes	Line Manager/HCM Department Manager	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean	EVP/President/Provost or Delegate (Level 2)	
Faculty	Create Position - Full-time	No	HCM Department Manager	VP/Dean	EVP/President/Provost or Delegate (Level 2)	HR Compensation			
Faculty	Create Position - Full-time (Grant)	Yes	HCM Department Manager	HCM Grants	VP Dean	EVP/President/Provost or Delegate (Level 2)	HR Compensation		
Faculty	Create Position - Part-time	No	HCM Department Manager	VP/Dean	HR Compensation				
Faculty	Create Position - Part-time (Grant)	Yes	HCM Department Manager	HCM Grants	VP/Dean	HR Compensation			
Faculty	Update Position - Full-time	No	HCM Department Manager	EVP/President/Provost or Delegate (Level 2)	VP/Dean	HR Compensation			
Faculty	Update Position - Full-time (Grant)	Yes	HCM Department Manager	HCM Grants	EVP/President/Provost or Delegate (Level 2)	VP/Dean	HR Compensation		
Faculty	Update Position - Part-time	No	HCM Department Manager	HR Compensation	VP/Dean				
Faculty	Update Position - Part-time (Grant)	Yes	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean			
Faculty	Terminate Employee - Full-time	N/A	Line Manager/HCM Department Manager	VP Dean	EVP/President/Provost or Delegate (Level 2)	HR Central			
Faculty	Terminate Employee - Part-time	N/A	Line Manager/HCM Department Manager	VP/Dean	HR Central				
Student	Change Salary	No	Line Manager/HCM Department Manager	Office of Student Employment	HR Central				
Student	Change Salary (Grant)	Yes	Line Manager/HCM Department Manager	HCM Grants	Office of Student Employment	HR Central			
Student	Transfer	No	Line Manager/HCM Department Manager	Office of Student Employment	HR Central				
Student	Transfer (Grant)	Yes	Line Manager/HCM Department Manager	HCM Grants	Office of Student Employment	HR Central			
Student	Create Position	No	HCM Department Manager	Office of Student Employment	HR Compensation	VP/Dean			
Student	Create Position (Grant)	Yes	HCM Department Manager	HCM Grants	Office of Student Employment	HR Compensation	VP/Dean		
Student	Update Position	No	HCM Department Manager	HR Compensation	VP/Dean				
Student	Update Position (Grant)	Yes	HCM Department Manager	HCM Grants	HR Compensation	VP/Dean			

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Student	Terminate (Voluntary)	N/A	Line Manager/HCM Department Manager	HR Central					
Student	Terminate (InVoluntary)	N/A	Line Manager/HCM Department Manager	Office of Student Employment	HR Central				
Other - Positions with Multiple Incumbents (Overlap) - Manager on assignment, not position	Change Manager on Assignment	N/A	Line Manager/HCM Department Manager	HR Central					