TEMPORARY APPOINTMENT FOR SPECIAL PROGRAMS / ADJUNCT EMPLOYMENT WORKFLOW

Supervisor/Hiring Manager starts the action then submits to payroll

Payroll approves

(or returns to Supervisor/Hiring Manager for additional information)

Hire is approved to proceed to Banner Interface

HIRED

Important: Budget Org Manager will be notified via e-mail ONLY if there is a problem with the hire; if this happens, the correction(s) needs to be made ASAP so that there will be no delay in employment. Corrections are made in Banner, not PeopleAdmin.