Determining User Type and Module

Wichita State University
Human Resources

What do you want to do?	User Type	Module	What to click
Create/Modify & fill a non-grant position description	Admin	Position Management (ORANGE header)	Position Descriptions Tab, Choose Classified or Unclassified
Create/Modify & fill a grant position description	Admin G	Position Management (ORANGE header)	Position Descriptions Tab, Choose Classified or Unclassified
Create a position description, but not fill it	Originator	Position Management (ORANGE header)	Position Descriptions Tab, Choose Classified or Unclassified
Review & approve a non-grant position description	Budget Officer or Budget Review Officer	Position Management (ORANGE) OR Applicant Tracking (BLUE)	Inbox, Select "Actions"
Review and approve a grant position description	ORTT Payroll or Principal Investigator or Dean/Chair	Position Management (ORANGE) OR Applicant Tracking (BLUE)	Inbox, Select "Actions"
Review and approve hiring proposals	Admin, Admin G, Budget Officer, Budget Rev. Officer, ORTT Payroll, Principal Investigator, Dean/Chair	Position Management (ORANGE) OR Applicant Tracking (BLUE)	Inbox, Select "Actions"
Change applicant status	Search Chair	Applicant Tracking (BLUE header)	Postings Tab, Choose Classified or Unclassified
Review Applications	Search Chair or Search Committee or Guest User	Applicant Tracking (BLUE header)	Postings Tab, Choose Classified or Unclassified