USNH Workflow
5/4/2009

User Types
Department User: Department Scope, Begin Action/Posting/HP
Department Authority: Department Scope, Begin Action/Posting/HP
Principal Administrator: Department Scope, Begin Action/Posting/HP
Finance: Department Scope
President: Department Scope
Campus HR: Department Scope, Begin Action/Posting/HP
AAO: Department Scope (for emails only)
Employee: Personal Scope, Evaluations Only
Evaluation Supervisor: Personal Scope, Evaluations Only
Evaluation Reviewer: Personal Scope, Evaluations Only
Administrator: System-Wide Scope

Hiring Proposal

Department User

Department Authority

Principal Administrator

Finance (UNH Only)

Campus HR

Hiring Proposal Approved

Note: this workflow applies to all hiring proposals
(currently selected position, different position, and form only—does not seat position).

Performance Evaluation

Evaluation Supervisor

Evaluation Reviewer

Principal Administrator

Campus HR

Approve Evaluation

Employee

Note: Evaluation Supervisor must pick Evaluation Reviewer by name, in order to send to the correct Evaluation Reviewer. HR will only assign Evaluation Supervisors, not Evaluation Reviewers.