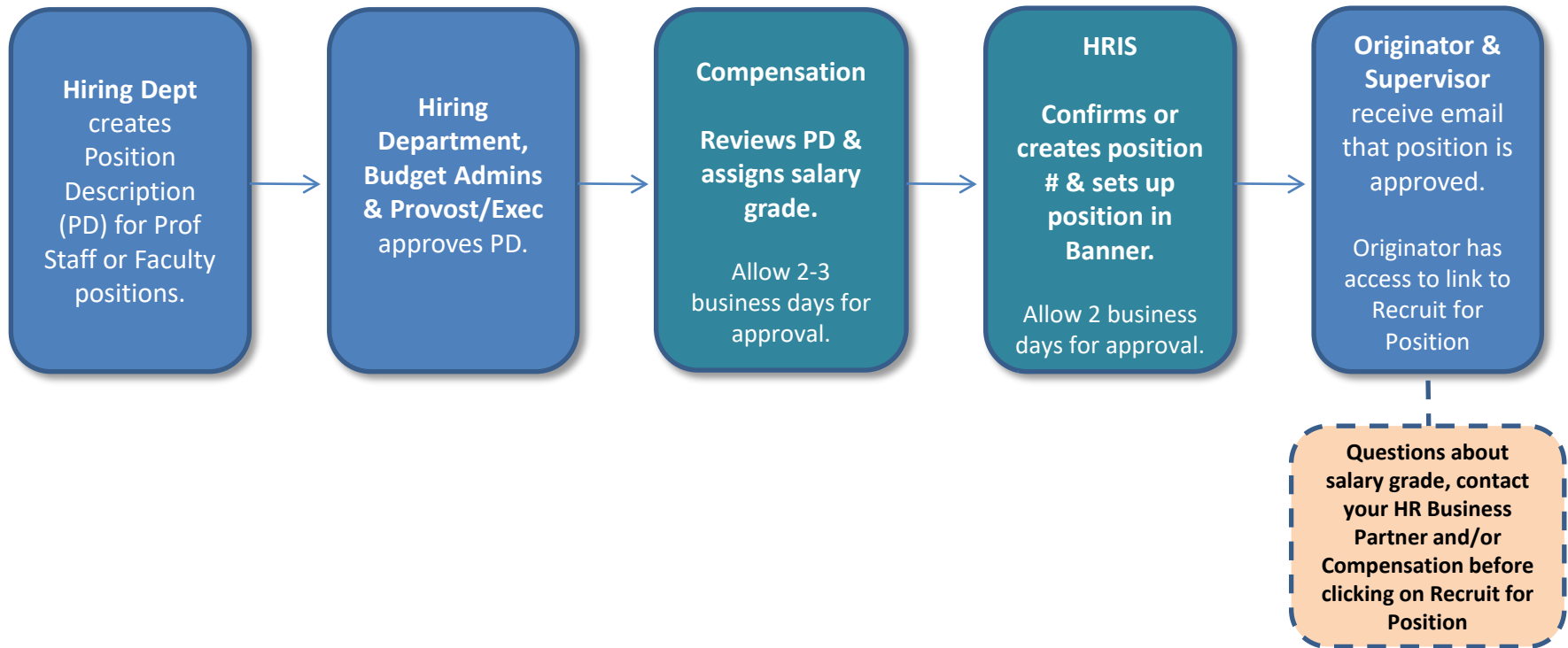


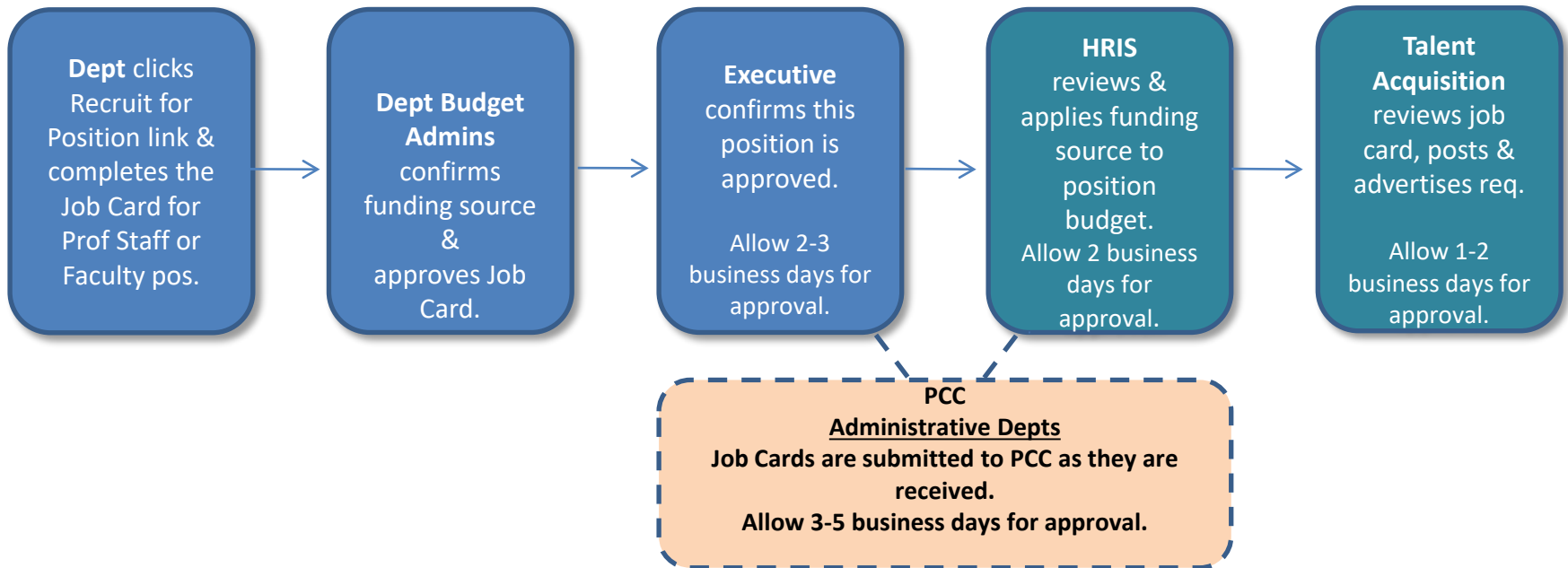
Position Description (PD) Workflow



ADDITIONAL NOTES:

- Position Number – if a new position is needed, do not enter in a position number. HRIS will create the position number when the PD reaches them for approval.
- If the PD needs changes to the job description before it's posted or before clicking the Recruit for Position link, click on Update PD and it will allow for edits. The PD will have to go through approvals again.
- Ensure you are selecting the correct College/Dept in the approval process. It automatically defaults to the AJ Drexel Autism Institute.
- In the approval process, the Optional Approver is not optional. The Optional Approver is someone who is not always in the approval process, but who may need to review the job description. Ex) Department Head, Hiring Manager, Supervisor

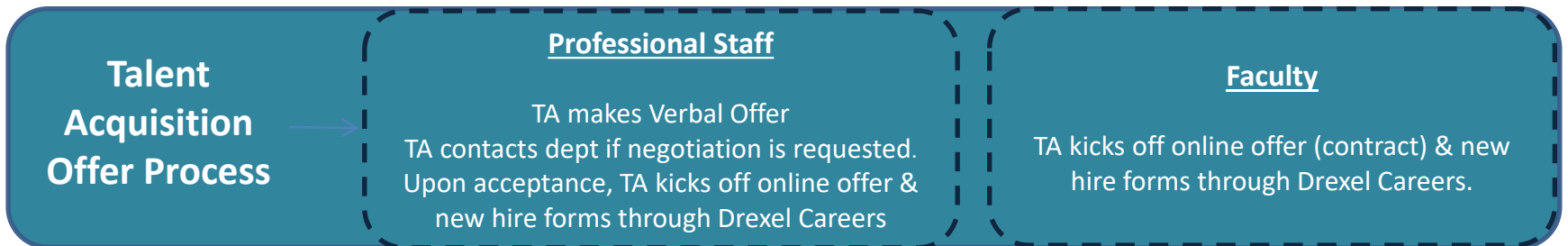
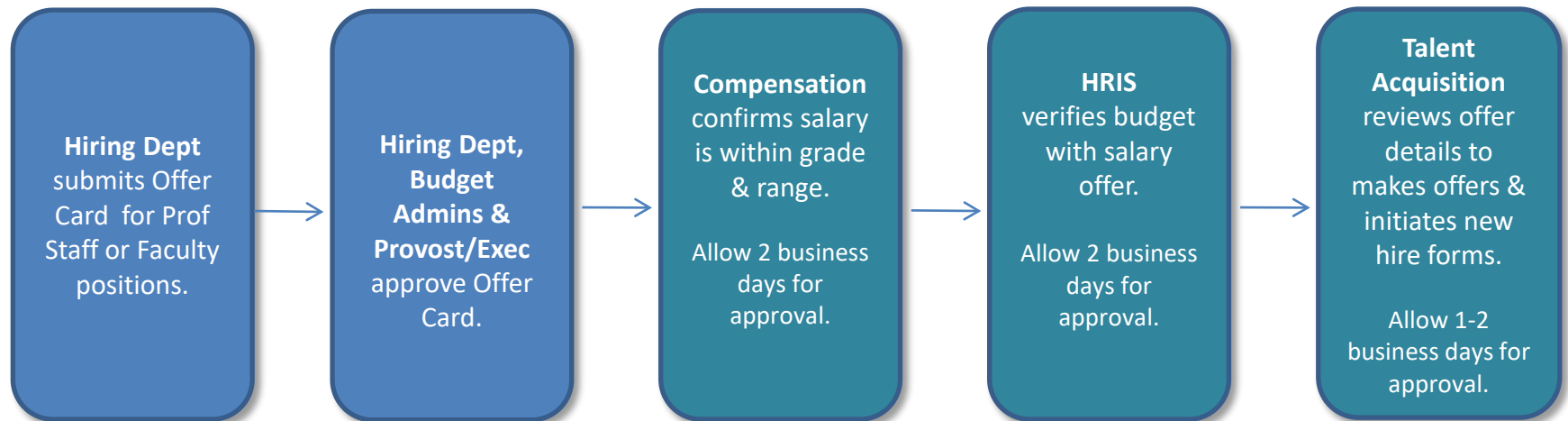
Job Card (JC) Workflow



ADDITIONAL NOTES:

- Dept will attach the Business Case and Budget Transfer forms to the Documents section when approving the requisition.
- Any req that needs a Budget Transfer form but is not included will be declined by HRIS and the approval process will reset.
- If the job description is to change after approvals, notify TA to discuss with Compensation and make necessary changes to the PD.
- Ensure you are selecting the correct College/Dept in the approval process. It automatically defaults to the AJ Drexel Autism Institute.
- In the approval process, the Optional Approver is not optional. The Optional Approver is someone who is not always in the approval process, but who may need to review the job description. Ex) Department Head, Hiring Manager, Supervisor

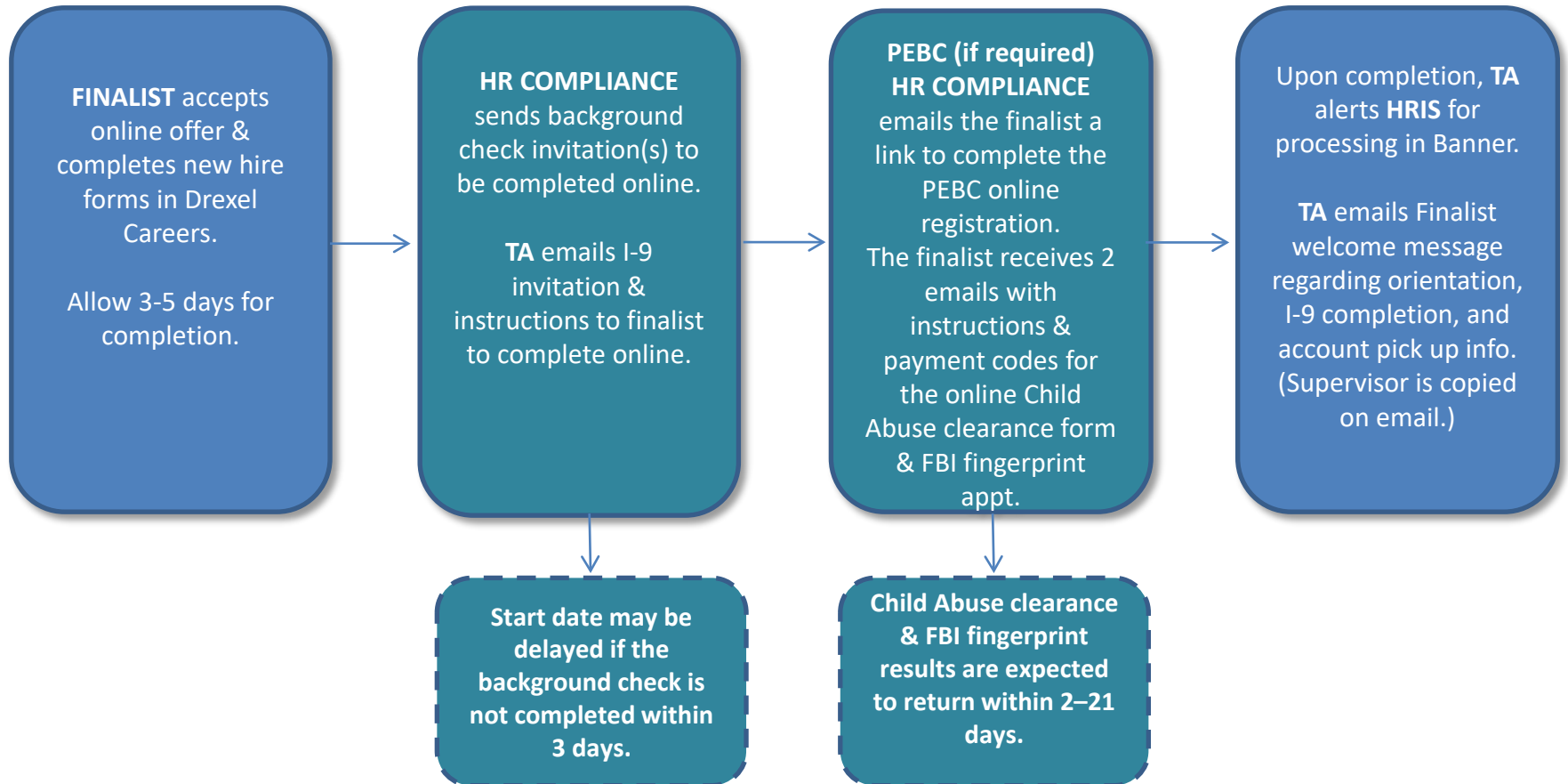
Offer Card (OC) Workflow



ADDITIONAL NOTES:

- Dept will attach Budget Transfer form (if offer is higher than original position budget) to the Documents section when approving the requisition. Any req that needs a Budget Transfer form but is not included will be declined by HRIS and the approval process will have to be reset.
- Ensure you are selecting the correct College/Dept in the approval process. It automatically defaults to the AJ Drexel Autism Institute.
- In the approval process, the Optional Approver is not optional. The Optional Approver is someone who is not always in the approval process, but who may need to review the job description. Ex) Department Head, Hiring Manager, Supervisor

Onboarding Workflow



ADDITIONAL NOTES:

- If the PEBC is required and the fingerprinting is not completed, the start date may be delayed if the finalist will be working with minors.
- New Hires must start on an orientation date. Talent Acquisition will discuss a new start date with the dept if the requested date is not on an orientation date or if the date does not provide sufficient time for the background check to be completed.
- DUCOM and CNHP employees will receive their FBI clearance results directly via mail. They are responsible to provide a copy to the HR department as soon as they receive it.