**Creating a New Position**

1. **Assistant/Coordinator**: Creates new position under SHRA Position Descriptions.
2. **HR Class & Comp**: Reviews new position – assigns band and competency level.
3. **Assistant/Coordinator**: Reviews assigned band & competency level and returns to HR or moves to Dept Budget for processing.
4. **Dept Budget/Dean's Office**: Dept budget reviews and moves to Approved.
5. **Division Approval**: Division reviews and moves to Approved.
6. **University Budget**: Reviews budget and returns to HR Class & Comp for final approval.
7. **HR Class & Comp**: Reviews position and approves for posting.

**Editing/Modifying an Existing Position**

1. **Assistant/Coordinator**: Searches for position under SHRA Position Descriptions and clicks Modify Position.
2. **HR Class & Comp**: Reviews position – assigns band and competency level.
3. **Assistant/Coordinator**: Reviews assigned band & competency level and returns to HR or moves to Dept Budget for processing.
4. **Dept Budget/Dean's Office**: Dept budget reviews and moves to Approved.
5. **Division Approval**: Division reviews and moves to Approved.
6. **University Budget**: Reviews budget and returns to HR Class & Comp for final approval.
7. **HR Class & Comp**: Reviews position and approves for posting.
8. **Approved** for position description updates and/or reclassification.
9. **Approved** for Posting.

**approved**