

CAS Approval Queue Instructions- MyTrack

It is very important to select and follow the approval queue instructions found in the following pages. This is the only way that the Position Description or Requisition will reach all of the necessary approvals required for CAS positions. Selecting the incorrect approval queue or listing the incorrect approvers may result in delayed processing.

POSITION DESCRIPTION: TO CREATE NEW OR REVISED POSITION OR POOL

Select New or Revised Position approval queue.

USERS & APPROVALS

Outside approval queue box:

(1) HR Administrator (Unit):

Classified/OA: *Miriam Bolton*

Faculty: *Divisional Specialist*

(2) Hiring Manager: *Department Manager*

(5) Unit Director/Head: *Department Head*

Within approval queue box:

(3) HR Administrator (Unit):

Classified/OA Searches: *Miriam Bolton**

Faculty Searches: *Divisional Specialist**

(4) Unit Director/Head: *Department Head*

For descriptions of the user roles in this section visit [Users & Permissions](#).

HR Administrator (Unit) :* *



No user selected.

Hiring Manager:*



No user selected

Approval process:*

New or Revised Position

1. HR Administrator (Unit):



No user selected

2. Unit Director/Head:



No user selected

3. Recruiter (Central HR):



hrrecruiter@uoregon.edu

Unit Director/Head:*



No user selected.

POSITION DESCRIPTION: TO INITIATE A HIRE OUT OF AN APPROVED POOL

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Select **CAS Hire from a Faculty Pool** approval process

Outside approval queue box:

HR Administrator (Unit): *Sherri Nelson*

Hiring Manager: *Department Manager*

Unit Director/Head: *Department Head*

Within approval queue box:

Unit Director/Head: *Department Head*

Divisional Specialist: *Divisional Specialist**

Budget Authority:

*Classified/OA Searches: Miriam Bolton**

*Faculty Searches: Divisional Dean**

USERS & APPROVALS

For descriptions of the user roles in this section visit [Users & Permissions](#).

HR Administrator (Unit) :*

No user selected.

Hiring Manager:*

No user selected

Approval process:*

1. Unit Head:

No user selected.

2. Divisional Specialist:

No user selected.

3. Budget Authority:

No user selected.

Unit Director/Head:*

No user selected.

JOB REQUISITION FOR REGULAR SEARCH

Select either **CAS Faculty/Staff** approval process or **Direct Appoint-CAS Faculty/Staff**.

For **CAS Faculty/Staff** approval process:

Outside approval queue box:

HR Administrator (Unit): *Sherri Nelson*

Hiring Manager: *Department Manager*

Unit Director/Head: *Department Head*

Within approval queue box:

Divisional Specialist: *Divisional Specialist**

Budget Authority:

*Classified/OA Searches: Miriam Bolton**

*Faculty Searches: Divisional Dean**

VP/Proxy

*Classified: Miriam Bolton**

NTTF Instructional: Sierra Dawson

NTTF Research: Cassandra Mosley

TTF: Ellen Herman

HR Administrator (Unit):

No user selected.

Hiring Manager:*

No user selected

Approval process:*

1. Divisional Specialist:

No user selected.

2. Budget Authority:

No user selected.

3. Vice President/Proxy:

No user selected.

Unit Director/Head:*

No user selected

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OA: Angela Wilhelms

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JOB REQUISITION FOR DIRECT APPOINTMENT

For **Direct Appoint CAS Faculty/Staff approval process:**

Outside approval queue box:

HR Administrator (Unit): *Sherri Nelson*

Hiring Manager: *Department Manager*

Unit Director/Head: *Department Head*

Within approval queue box:

Divisional Specialist: *Divisional Specialist**

Budget Authority:

*Classified/OA: Miriam Bolton**

*Faculty Searches: Divisional Dean**













VP/Proxy

NTTF Instructional: Sierra Dawson

NTTF Research: Cassandra Mosley

TTF: Ellen Herman

OA: Angela Wilhelms

HR Administrator (Unit):	<input type="text"/>	 
	No user selected.	
Hiring Manager:*	<input type="text"/>	 
	No user selected	
Approval process:*	CAS Direct Appointment Faculty/Staff ▼	
1. Divisional Specialist:	<input type="text"/>	 
	No user selected.	
2. Budget Authority:	<input type="text"/>	 
	No user selected.	
3. Vice President/Proxy:	<input type="text"/>	 
	No user selected.	
Unit Director/Head:*	<input type="text"/>	 
	No user selected	

*If you know that the HR Administrator, Divisional Specialist or Budget Authority will be out of the office for an extended period you may list another DS, AD, or HR Admin **within the approval queue box**. Please call your divisional specialist if you are unsure who to list due to absence.