

UNCLASSIFIED REGULAR PAYROLL – AUDIT

Dept creates “New Search” request.

Dept indicates in the Audit/Waiver and Limited Recruitments section of the search request that the action is an additional hire from a full search and enters the candidate’s name.

Dept indicates in the Audit/Waiver and Limited Recruitments section of the search request that the action is an audit/waiver.

Dept uploads updated post-interview evaluation to Notes/Documents

Dept uploads justification to Notes/Documents. (What should your justification include? Visit: <https://equity.uconn.edu/search-process/search-types-full-audit-limited-waiver/>)

Dept selects audit/waiver workflow (which is an abbreviated workflow) and request is routed through approval.

Dept selects audit/waiver workflow (which is an abbreviated workflow) and request is routed through approval.

Ad Coordinator moves candidate and their application from the full search to the audit search.

Ad Coordinator prepares link for applicant to apply. Dept goes to Notes/Documents, copies link, pastes to email and sends to candidate. Candidate applies.

Dept updates candidate status to **Preliminary Offer Decided**. Dept then creates and submits hire request.

Hire request is submitted and receives **all approvals**.

Department is approved to offer position to candidate and makes verbal offer. Provided there are no changes, the department updates the candidate’s status to **Make Online Offer** to issue the online offer.

Candidate receives email, logs into portal, accepts offer, and completes UConn Hire Form.

Onboarding tasks begin

Online background check begins, if applicable

Data is fed to SmartHR and Payroll processes. (Dept does not submit SmartHR hire template)