CAS Administrative Support Team: HR and Payroll

Create or Edit Position Swimlane Workflow

As of March 2026

LEGEND

Start/End	(rounded rectangle)
Activity/Task	(rectangle)
Decision	(diamond)
Comments	(speech bubble)
Alternate Path	- - - -
CAS AST Form Submission	(icon)
UW Connect Task	(icon)
Workday Task	W (icon)

ADMINISTRATIVE SUPPORT TEAM
UNIVERSITY of WASHINGTON
College of Arts & Sciences

Columns: Information Gathering | Position Creation | Approvals
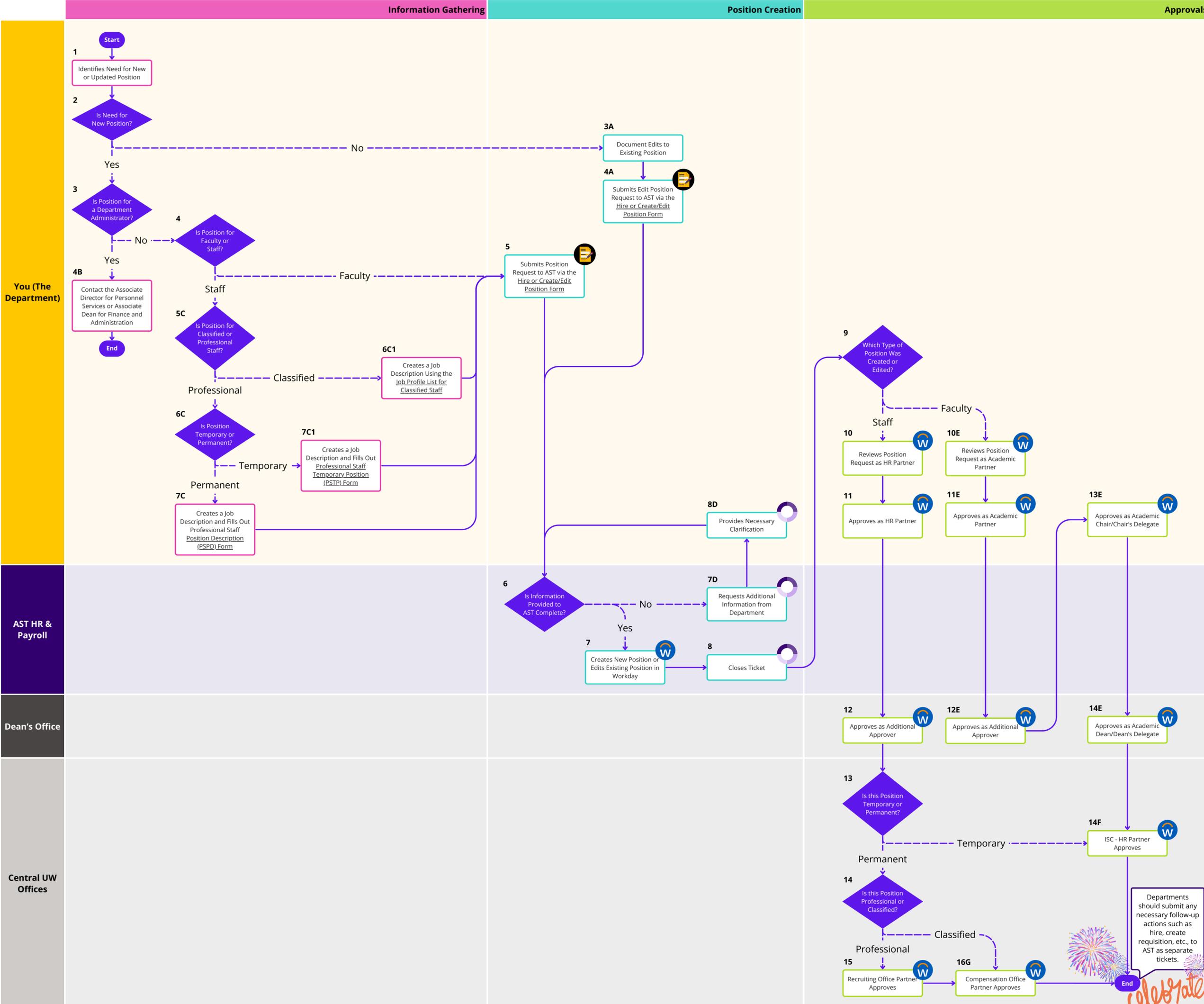
Rows: You (The Department) | AST HR & Payroll | Dean's Office | Central UW Offices

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You (The Department)

Start

1. Identifies Need for New or Updated Position

2. Is Need for New Position? — Yes ↓ / No →

No → 3A. Document Edits to Existing Position → 4A. Submits Edit Position Request to AST via the Hire or Create/Edit Position Form

3. Is Position for a Department Administrator? — Yes ↓ / No →

No → 4. Is Position for Faculty or Staff?

Faculty → 5. Submits Position Request to AST via the Hire or Create/Edit Position Form

4B. Contact the Associate Director for Personnel Services or Associate Dean for Finance and Administration → End

Staff ↓

5C. Is Position for Classified or Professional Staff?

Classified → 6C1. Creates a Job Description Using the Job Profile List for Classified Staff

Professional ↓

6C. Is Position Temporary or Permanent?

Temporary → 7C1. Creates a Job Description and Fills Out Professional Staff Temporary Position (PSTP) Form

Permanent ↓

7C. Creates a Job Description and Fills Out Professional Staff Position Description (PSPD) Form

8D. Provides Necessary Clarification

AST HR & Payroll

6. Is Information Provided to AST Complete? — No → / Yes ↓

No → 7D. Requests Additional Information from Department → 8D. Provides Necessary Clarification

Yes ↓

7. Creates New Position or Edits Existing Position in Workday → 8. Closes Ticket

Approvals

9. Which Type of Position Was Created or Edited? — Staff / Faculty

Staff ↓
10. Reviews Position Request as HR Partner
11. Approves as HR Partner

Faculty →
10E. Reviews Position Request as Academic Partner
11E. Approves as Academic Partner
13E. Approves as Academic Chair/Chair's Delegate

Dean's Office

12. Approves as Additional Approver
12E. Approves as Additional Approver
14E. Approves as Academic Dean/Dean's Delegate

Central UW Offices

13. Is this Position Temporary or Permanent? — Temporary → / Permanent ↓

Temporary → 14F. ISC - HR Partner Approves

Permanent ↓

14. Is this Position Professional or Classified? — Professional / Classified

Professional ↓
15. Recruiting Office Partner Approves → 16G. Compensation Office Partner Approves → End

Classified → 16G. Compensation Office Partner Approves

Departments should submit any necessary follow-up actions such as hire, create requisition, etc., to AST as separate tickets.