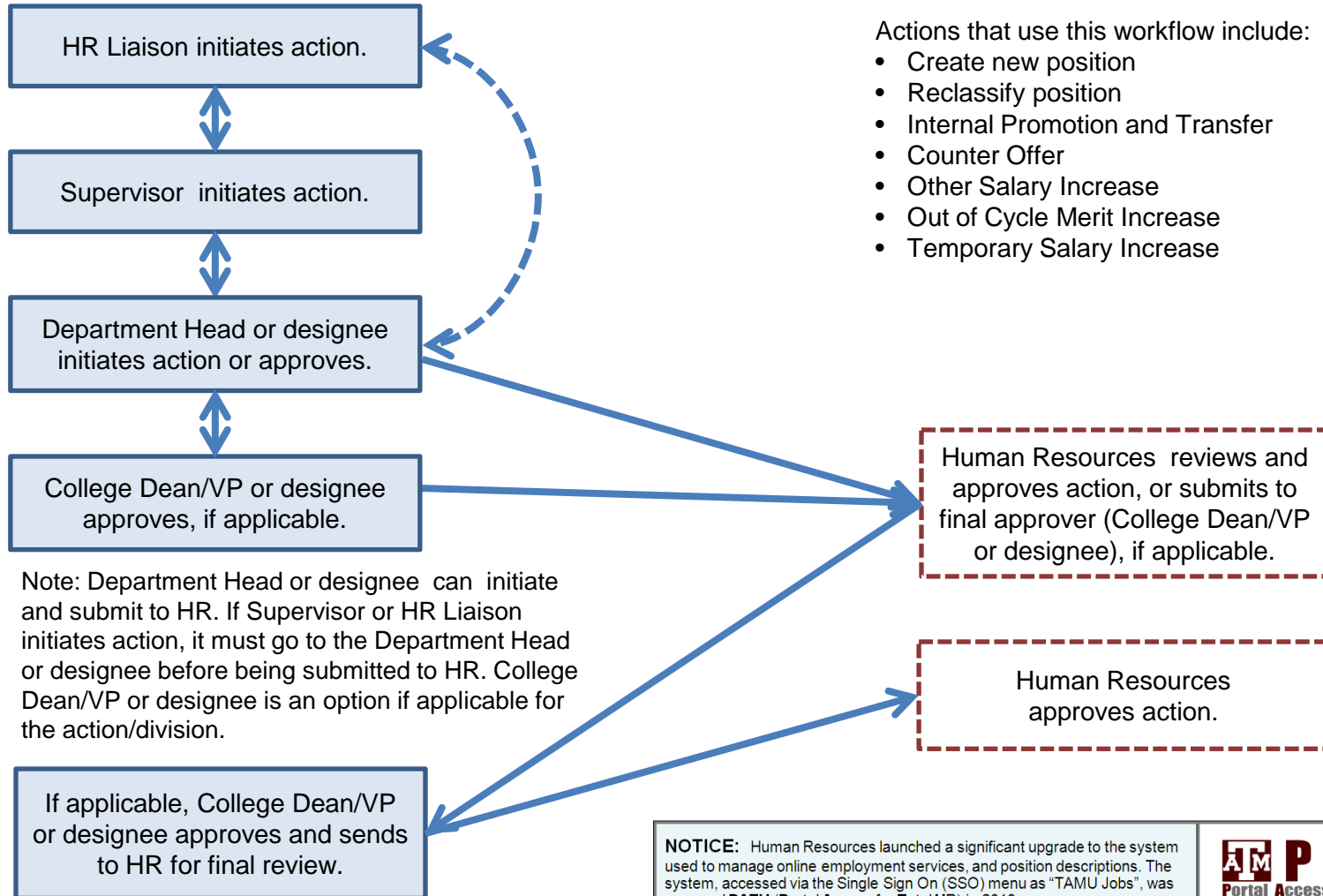


## Approval Workflow – Position and Salary Actions



Actions that use this workflow include:

- Create new position
- Reclassify position
- Internal Promotion and Transfer
- Counter Offer
- Other Salary Increase
- Out of Cycle Merit Increase
- Temporary Salary Increase

Note: Department Head or designee can initiate and submit to HR. If Supervisor or HR Liaison initiates action, it must go to the Department Head or designee before being submitted to HR. College Dean/VP or designee is an option if applicable for the action/division.

**NOTICE:** Human Resources launched a significant upgrade to the system used to manage online employment services, and position descriptions. The system, accessed via the Single Sign On (SSO) menu as "TAMU Jobs", was renamed **PATH** (Portal Access for Total HR) in 2013.

Visit the PATH Help Page at: <http://employees.tamu.edu/PATHhelp.aspx>

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