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PAR Approvals & Workday Requisition Workflows

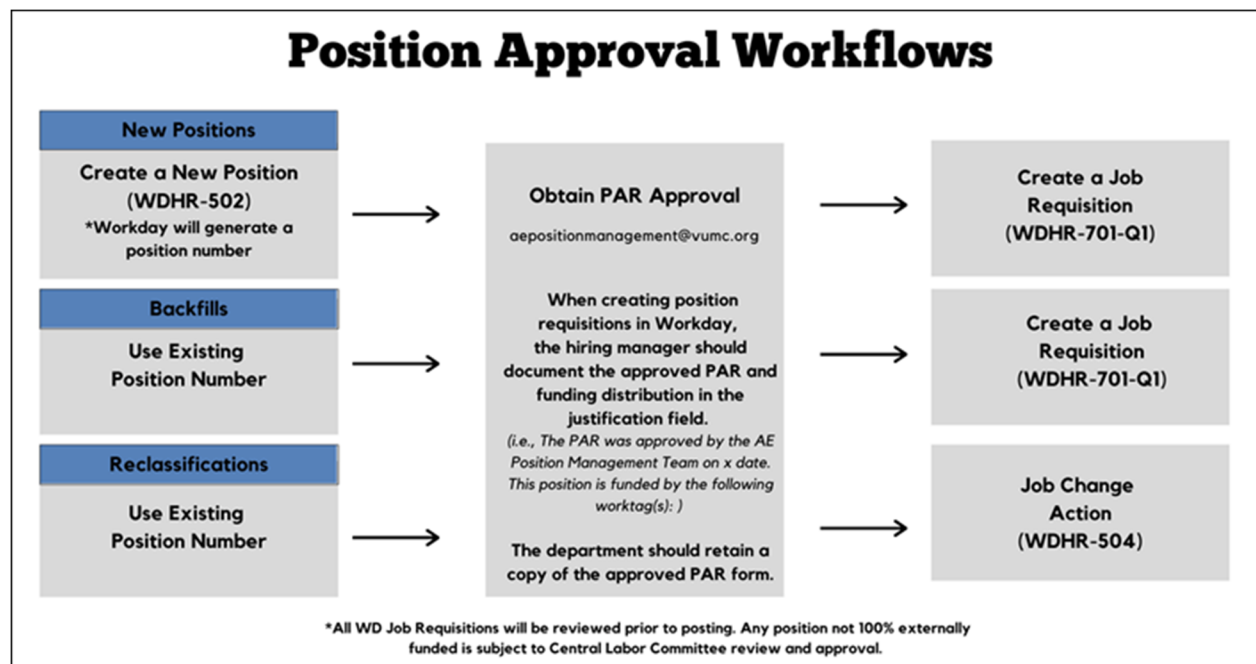
Dear VUMC Academic Enterprise Leaders,

As part of the VUMC cost reduction initiative, fixed position recruitment for any new positions, backfills, or reclassifications of empty positions requires 100% external funding (grant, gift, or contract). After receiving an approved PAR from the AE Position Management team, the job requisition can be submitted in Workday. The hiring manager should document the approved PAR and funding distribution in the Workday requisition justification field. If the PAR was approved before the Workday launch, please also reference the legacy position number in the Workday justification.

- **Recommended Language:** *The PAR was approved by the AE Position Management Team on x date. This position is funded by the following worktag(s):*

Workday Resources:

The Workday position number should be obtained before submitting the PAR. Please review the [Workday Training Hub](#) for detailed instructions. Any questions should be directed to your area's super user, manager, or the Workday Help team.



As a reminder, all job requisitions are reviewed prior to posting. If the position is not 100% funded externally, the position is subject to Central Labor Committee (CLC) review and approval. If you have any questions regarding funding sources, please reach out to aepositionmanagement@vumc.org.

Best regards,

PAR Approval Team

aepositionmanagement@vumc.org