Instructions for the Hiring Freeze Exception Form on Etrieve

Step 1: Login: Single Sign On

Step 2: Click on Etrieve

Step 3: Click on Forms

Step 4: Click on Hiring Freeze Exception Form under the Human Resources Section

Step 5: Complete the form

SWOSU
Southwestern Oklahoma State University

Hiring Freeze Exception Form
Human Resources

Type of Position | Position Title | Individual's Name

Department | Requested Start Date | Internal/External

Submitted By

Reason for Exception

Position is critical to (please select all that apply):

- ☐ Campus and Personal health and safety
- ☐ Compliance with federal, state, and local laws and regulations
- ☐ Delivery of essential University services
- ☐ Delivery of courses necessary for timely graduation
- ☐ Advancement of the academic mission
- ☐ Other

Explain the negative impact on essential or critical operations of suspending, delaying, or freezing the requested position:

Additional Comments

Step 6: When the form is complete, click on the “Submit To” button at the bottom of the form. It will bring up a box that shows “FLOW-Associate Deans”, “FLOW-Deans”, “FLOW-President”, “FLOW-VP Finance”, “FLOW-VP-PR”, and “FLOW-VP-Student Affairs”. Click on the arrow to the right of the group you want to select. Once the arrow to the right is selected for the appropriate group, select the appropriate individual in the list to send to. (There are multiple groups that will only have one person in the group, please send it to them.)

The following workflow groups’ members are listed below:

FLOW-Associate Deans: Randy Barnett, Patsy Parker, Les Ramos, Nancy Williams

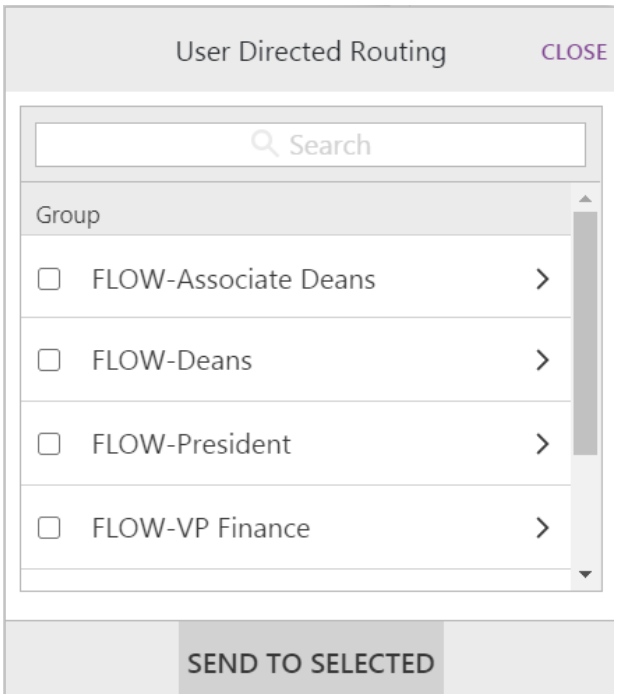
FLOW-Deans: Jason Johnson, Chad Kinder, David Ralph, Bill Swartwood

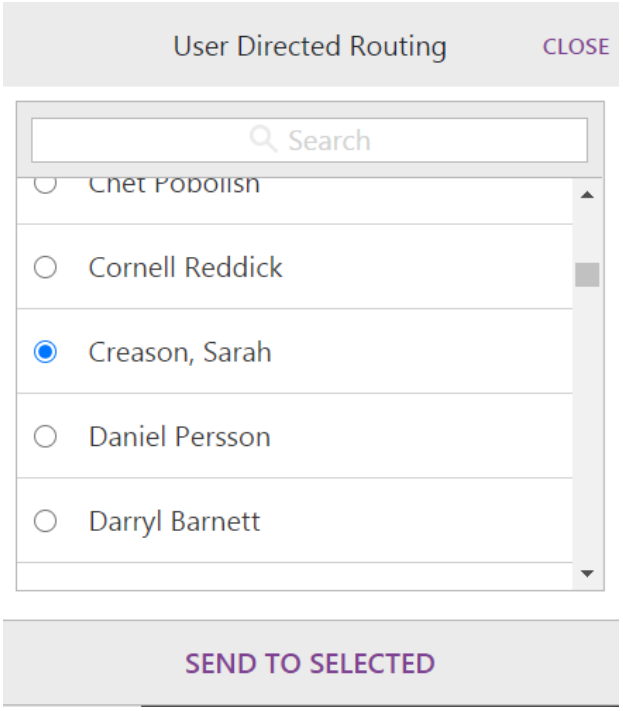
FLOW-President: President Beutler

FLOW-VP Finance: Brenda Burgess

FLOW-VP PR: Brian Adler

FLOW-VP Student Affairs: Ruth Boyd





When the form is submitted to the first person in the workflow, the form will automatically route to the next person within the workflow with exception to the Associate Deans, they will need to route to the appropriate Dean and then the workflow will automatically route thereafter.