

Process Overview: Request for Unbudgeted Positions

Requests to fill unbudgeted positions will be reviewed by the Vice Chancellor for Human Resources, Vice Chancellor for Finance and Administration, and the Provost, with the Chancellor holding decision-making authority. It is expected that there will be very few requests submitted and very few approvals granted.

Any position that will be funded from the operating fund, even if only partially funded by operating funds and was not included in the approved budget, must be submitted on a Hiring Authorization Request form for review and approval by the Hiring Authorization committee.

If the request to fill a position is at a salary above 10% of the existing budgeted amount, the request should be submitted on the Hiring Authorization Request form for review and approval by the Hiring Authorization committee.

INSTRUCTIONS

1. Complete a Hiring Authorization Request form. Following the naming format provided in the Important Hiring Request form & Coversheet Reminders section, the Hiring Authorization Request form should be completed electronically and printed for department Dean or Vice Chancellor signature approval and Fiscal Officer signature approval.
2. The HR Facilitator/HR Business Partner should complete the Excel (not PDF) Hiring Request coversheet, and upload it with the coordinating Hiring Request for Unbudgeted Position Form by noon one business day prior to the first and fifteenth of each month.
3. Human Resources will submit the Hiring Authorization Request form(s) to the Hiring Committee for their review and consideration.
4. Based on the committee's recommendations, the Chancellor approves or denies the request(s), and communicates the decision to Human Resources.
5. Human Resources will notify the department HR Facilitator/HR Business Partner of the decision.
6. If approved, HR Business Partners/Facilitators should notify their Dean/Vice Chancellor, and follow the normal [academic](#), [student](#), or [staff](#) recruitment/hiring processes.

Process Overview: Planned Hire Summary Spreadsheet

Effective August 1, 2020, any existing position that is in the approved budget will not require Hiring Authorization Committee approval. These positions will need to be listed on the Planned Hire Spreadsheet.

INSTRUCTIONS

Step 1: The HR Facilitator/HR Business Partner should complete the Planned Hire Summary spreadsheet and upload to the coordinating folder within their departmental Box site.

Step 2: While you do not need to wait to receive formal approval from the Budget Office, if a funding discrepancy is identified at a later date, or if the spreadsheet is not completed, the position will be subject to review, and could be denied, pending discussion between department leadership, the Chancellor and/or Provost, the Budget Office, and Human Resources.

Step 3: Departments should follow the normal [academic](#), [student](#), or [staff](#) recruitment/hiring processes.

Process Overview: Fully Endowed, 100% Grant/100% Gift Funded Budget Spreadsheet

Positions that have zero dollars coming from the general operating or auxiliary funds, do not require a completed Hiring Authorization Request form or committee approval, and should be submitted for review and consideration by the Budget Office on the [Fully endowed & 100% grant funded, or 100% gift funded Budget](#) spreadsheet with identifying information including title, appointment period, chart field, etc.

Step 1: The HR Facilitator/HR Business Partner should complete the Fully Endowed & 100% Grant Funded, or 100% Gift Funded Budget spreadsheet and upload to the coordinating folder within their departmental Box site by noon one business day prior to the first and fifteenth of each month. (IMPORTANT: This is a DIFFERENT folder from Hiring Request folder. There is a Fully Endowed, 100% Grant & 100% Gift-Funded spreadsheet sub-folder in each week.)

Step 2: While you do not need to wait to receive formal approval from the Budget Office, it is expected that you will wait until 5:00 the day following the committee meeting before moving forward. If you do not hear from the Budget Office by 5:00 the day after the committee meeting, you can proceed.

Step 3: Departments should follow the normal [academic](#), [student](#), or [staff](#) recruitment/hiring processes.

Step 4: When processing the ePAF, indicate the date of the corresponding committee meeting.

Important Hiring Request Form & Coversheet Reminders

Deadline

It is critical that you have your forms formatted correctly, filled out completely, signed, saved with the correct naming format, and uploaded by the noon deadline. If it would be helpful, we can come to your unit to present an overview of the process to any involved faculty and staff to ensure they are getting you the information you need to meet the deadline. The committee will meet on the first and fifteenth of each month, they will not be reviewing off-cycle, or late forms.

Hiring Authorization Request form: School/DV/Dept/and Finance Deptid Field

Type out the actual School or Division name, followed by the specific unit the position is associated with, and then the Finance Deptid. The committee isn't familiar enough with Finance Deptid's to know who they belong to if only Finance Deptid is provided in the field.

All three of these items (School or Division name, followed by the specific unit the position is associated with, as well as your Finance Deptid) should be provided in the School/DV/Dept/and Finance Deptid field.

Hiring Authorization Request form: Standard naming format

Position Number Title Department Name (See example below.)

Example: 12345 Office Support Assistant IV Human Resources

Hiring Authorization Request form coversheet: Overall Format

To ensure data is captured and sorted correctly, it is critical that you follow the directions provided in the coversheet, and that it is saved with the correct naming format, and uploaded to Box as an Excel (not PDF) document by the deadline. The coversheet exists to collect and manage the data related to the coordinating Hiring Request forms for each month. Information submitted on your coversheet will be combined into one master coversheet and provided to the committee with the coordinating Hiring Authorization Request forms.

Hiring Authorization Request form coversheet: Department Column

List the School or Division name (not the DEPTID), followed by the specific unit the position is associated with, not just one or the other, both. The committee isn't familiar enough with DEPTID's to know who they belong to if only DEPTID is provided. Failure to follow these instructions will result in your forms getting separated when the coversheet is sorted by Department, and the committee wants to be able to review all of the forms from a particular School or Division at the same time. (See example below.)

Example: Human Resources - Payroll

Hiring Request form coversheet: Standard Naming Format

Department Hiring Request Month (See example below.)

Example: Human Resources Hiring Request June