Process Overview: Request for Unbudgeted Positions

Any unbudgeted position that will be funded from the operating fund, even if only partially funded by operating funds, must be submitted on a Hiring Authorization Request form for review and approval by the Hiring Authorization committee. The committee is comprised of 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. Submitting a request indicates the unit leadership has deemed this a critical/essential hire.

INSTRUCTIONS

Step 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.

Step 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.

Step 3: Human Resources will submit the Hiring Authorization Request form(s) to the Hiring Committee for their review and consideration.

Step 4: Based on the committee’s recommendations, the Chancellor approves or denies the request(s), and communicates the decision to Human Resources.

Step 5: Human Resources will notify the department HR Facilitator/HR Business Partner of the decision.

Step 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: Currently Budgeted Critical/Essential Hire Summary Spreadsheet

Only in rare and unique circumstances, and after conversation and approval by the Dean, Vice Chancellor, or Vice Provost, should a unit submit a request to fill a position that is currently budgeted. It is expected that very few requests will be submitted, and very few approved. Submitting a request indicates the unit leadership has deemed this a critical/essential hire. *Note, unbudgeted positions, and grant/gift externally funded positions have a separate process.

INSTRUCTIONS

Step 1: The HR Facilitator/HR Business Partner will fill out this spreadsheet with the hiring manager, and confirm Dean, VC, or VP approval deems this a critical hire, and that the fiscal officer has reviewed and confirmed funds are available.

Step 2: The HR Facilitator/HR Business Partner will upload to the coordinating folder within their departmental Box site at least 24 hours before the weekly review meeting.

Step 3: HR will forward to the committee for their review and consideration at the weekly committee review meeting.

Step 4: Human Resources will notify the department HR Facilitator/HR Business Partner of the decision.

Step 5: 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. Once submitted, the HR Facilitator/HR Business Partner can move forward with the process – no need to wait. (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:** Departments should follow the normal academic, student, or staff recruitment/hiring processes.

**Step 3:** 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 24 hours prior to the committee meeting. The committee will meet weekly.

**Essential/Critical Hire Request to Fill Currently Budgeted Position: Standard Naming Format**

Date Department Name (See example below.)
**Example:** 09-01 School of Human Resources

**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 Request form coversheet: Standard Naming Format**

Department Hiring Request Month (See example below.)
**Example:** Human Resources Hiring Request June

**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