

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. Submitting a request indicates the unit leadership has deemed this as an essential hire. The committee will meet weekly on Wednesdays to review all hiring-related requests until further notice.

INSTRUCTIONS

Step 1: Complete a Hiring Authorization Request form. Following the naming format provided in the Important Hiring Request Form & Spreadsheet Reminders section (below), the Hiring Authorization Request form should be completed electronically and routed for department Dean or Vice Chancellor signature approval and Fiscal Officer signature approval.

Step 2: The HR Facilitator/HR Business Partner should upload the Hiring Request form by noon on Tuesdays for the committee meeting on Wednesdays.

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.

Note: When processing the ePAF, please note in the comments box the date that the Hiring Request form was approved by the committee: Ex: Approved 3/1 – Hiring Authorization Form

Process Overview: Budgeted Position Spreadsheet

Submitting a request indicates the unit leadership has deemed this as an essential hire. Budgeted position requests will be reviewed weekly on Wednesdays by the Hiring Authorization committee.

INSTRUCTIONS

Step 1: The HR Facilitator/HR Business Partner will fill out the Budgeted Position spreadsheet with the hiring manager, and confirm Dean, VC, or VP approval deems this a budgeted 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 weekly folder within their departmental Box site by noon on Tuesdays for the committee meeting on Wednesdays. Once submitted on the spreadsheet, the HR Facilitator/HR Business Partner can follow the normal academic, student, or staff recruitment/hiring processes, no need to wait for the formal approval email. The HR Facilitator/HR Business Partner should notify their Dean/Vice Chancellor.

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

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

Note: While you don't have to wait for formal approval before you post a job, prior to extending an offer, please ensure you have received formal committee approval.

When processing the ePAF, please note in the comments box the date that the Budgeted Position was submitted on the Budgeted Position spreadsheet. Ex: 3/1 Budgeted Spreadsheet

Process Overview: 100% Grant/Gift/Endowed/Externally Funded 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 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.

INSTRUCTIONS

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. Place in the folder for the next available meeting date and list that date in your ePAF comments section.

Step 2: Once submitted on the spreadsheet, the HR Facilitator/HR Business Partner can move forward with the normal academic, student, or staff recruitment/hiring processes. These spreadsheets do not go to the Hiring Authorization Committee, and do not require any response/approval from the Budget Office or Human Resources after they have been added to the spreadsheet.

Note: When processing the ePAF, please note in the comments box the date that the request was submitted on the 100% grant/gift/ externally funded spreadsheet. Ex: Submitted on 3/1 - 100% grant/gift/ externally funded spreadsheet

Important Hiring Request Form & Spreadsheet Reminders

Deadline

It is critical that you have your forms and spreadsheets formatted correctly, filled out completely, signed, saved with the correct naming format, and uploaded by noon on Tuesdays for the weekly committee meeting on Wednesdays. While we will always try to accommodate late requests, they should be the exception, not the norm. The committee will review Hiring Authorization Forms and Budgeted Position spreadsheets weekly.

Budgeted Position Spreadsheet Naming Format

Committee Review Date Budgeted Position Department Name (See example below.)

Example: 09-13 Budgeted Position School of Human Resources

Hiring Authorization Request Form Naming Format

Committee Review Date HAR Form Position Number, Title, Department Name (See example below.)

Example: 09-13 HAR Form 12345, Office Assistant, School of Human Resources

Budgeted and 100% Grant/Gift/Endowed/Externally Funded Spreadsheet Notes

It is important that you 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.

Example:

Position Title	Position #	Job Code	School/DV/Dept (Full name, NOT the DEPTID)	Type (Academic, Admin, Student)
HR Business Partner	12345	4363	Human Resources - Payroll	Administrative