Office of Research - Personnel Action Quick Guide

ACTION	PROCEDURE
Creating staff positions (full-time or part-time)	▪ Complete and submit the "position description template" to the Office of Research ▪ Our office will evaluate the position through HR/Compensation to ensure proper mapping (job family, pay grade, etc.) ▪ Complete and submit the "position request template" memo to the Office of Research. ▪ In SAP: Create & Post Position (OM Form) ▪ Once you identify a finalist, please complete the HR Offer Detail form. Your Talent Acquisition Specialist will reach out to the candidate. Depts cannot make offers. The offers should only come from HR. ▪ **Approval Required:** Provost (for all new FTE)
Creating temp positions (up to 9 mos)	▪ In SAP: Create & Post Position (OM Form) ▪ **Approval Required:** Provost approval *is not* required
Creating Academic Research Job Family positions	▪ Use matrix on the HR Compensation website to ensure the position classification meets ARJF requirements. ▪ Complete and submit the "position description template" to the Office of Research ▪ Complete and submit the "ARJF position request template" to the Office of Research ▪ In SAP: Create Position (OM Form) ▪ In SAP: Hiring Form (PA Form) ▪ Depts are responsible for posting ARJF positions on the HR recruitment page and for making offers. ▪ **Approval Required:** VP/AP for Research (Gloria Waters)
Promotion and salary increase	▪ Submit "salary increase request form" to Office of Research ▪ Our office will complete either a Position Evaluation Request or Salary Increase Request for Compensation's review ▪ Compensation must review and approve all changes prior to updating position or employee records ▪ If significant changes are being made to a position description, it might require the position to be evaluated by HR to ensure accurate position/job mapping ▪ In SAP: Maintain Position (OM Form) ▪ In SAP: Salary Change (PA Form) ▪ **Approval Required:** VP/AP for Research (Gloria Waters)

Overbase (additional/ recurring staff payments)	▪ Complete and submit "overbase request template" to the Office of Research
	▪ Submit a PA form in SAP
	▪ **Approval Required:**
	    ○ **< 10%:** VP/AP for Research (Gloria Waters)
	    ○ **≥ 10%:** Provost
	    ○ **Staff teaching course:** Provost (regardless of $ amount)

Increasing employee % time	▪ Complete and submit "increasing employee percent time" form to the Office of Research ▪ In SAP: Maintain Position (OM Form) ▪ In SAP: Employee Position Update (PA Form) ▪ **Approval Required:** VP/AP for Research (Gloria Waters)