

Category	New or Backfill Regular Position (Other than EC/TEMP)	EC (Non Union Temp)	Union Temporary	Add Comp (Staff)	Add Comp (Instructional)
Step 1	Manager (MGR) identifies need (new) or reviews function (replacement). Has initial conversation with their direct supervisor to ensure that there is divisional support for position. MGR creates class spec (new) or revises class spec; reviews with HRBP.	MGR identifies need for temporary support that cannot be fulfilled by a current EMU resource within current job scope. Notes: ECs <b>may not</b> work >29 hours, MGR will discuss with HRBP if need is >29 hours to discuss alternatives.  <i>If the EC will be 100% GRANT FUNDED, Skip to Step 4.</i>	MGR identifies need for a Temp within scope of barg. Unit. If FT, MGR will work with HRBP to confirm union status and rules. If PT Temp, MGR submits proposed contract to HR Coordinator in UHR.	Manager discusses rationale for providing employee with additional comp (subject to CBA restrictions) with HRBP and upline.	<a href="#">Mgr fully completes ADD COMP form and submits to AHR.</a>
Step 2	HRBP submits revised or new class spec to HR Compensation for review and approval. The spec may be provided to the Union for review as well if required by CBA.	<a href="#">MGR submits EC pre authorization form through divisional upline.</a>	UHR Coordinator adds request to CWP agenda template. CWP reviews and dispositions.	<a href="#">If upline supports request, manager submits fully completed "Additional Compensation Request Form" through HRBP.</a>	AHR reviews ADD COMP form, signs off, and Routes for additional grants or accounting signatures if necessary. AHR routes to Provost's office for signature.
Step 3a	<a href="#">MGR completes Position Control Action Form (PCA) and submits to their direct supervisor (HRBP may assist as needed). MGR responsible for ensuring all required signatures up through divisional EC member are obtained.</a>	Once fully executed, EC pre authorization form is submitted to UHR Coordinator and added to the CWP agenda template. CWP reviews and dispositions.	Contract routed for signatures by MGR.	HRBP adds request to CWP agenda template	If Provost's office approves, AHR adds the ADD COMP request to the CWP agenda.  **Note CWP does not review Add Comps for teaching or contractual assignments.
Step 3b (Provost's Area Only)	<a href="#">MGR completes Position Posting Request form (PPR) attaches proposed spec, and routes to Provost's Office for signature/approval.</a>	n/a	n/a	n/a	n/a
Step 4	HRBP adds request to CWP agenda template (CWP meets every 2 weeks). CWP reviews and dispositions.	MGR works with HR Coordinator to post the position (if applicable).		CWP reviews and dispositions	CWP reviews and dispositions
Step 5.	HRBP reviews PCA and submits to budget for approval if necessary.	Once EC identified, MGR issues EC contract template. Note: The contract needs to be contingent on the successful completion of a background screen. Contract provided to	Once Temp identified, MGR issues Temp Contract. Note: The contract needs to be contingent on the successful completion of a background screen. Contract provided	If approved, HRBP submits to HR Comp for processing.	If approved, AHR submits ADD COMP to HR PAFS for processing.
Step 6	HRBP submits required forms to HR Coordinator. HR Coordinator creates requisition in NEOGOV. Requisition routed for electronic approvals in NEOGOV per workflow.				UHR completes processing if ADD COMP is approved by CWP.
Step 7	Position posted				
Step 8	Recruitment Kickoff Meeting with Talent Specialist				

Process  
Reference  
Guides:

[Requesting to Hire a temp/EC](#)

[Additional Compensation Reference Guide](#)

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