Staff Employment Action Requests Definitions and Required Documentation

Recruitment Efforts: Request to fill a vacant budgeted/temporary staff position.
- Classified Position – salary rates revert back to the minimum of the position and will need to be advertised at the minimum. Departments will need to seek approvals if a higher salary rate is requested of more than 10% once a candidate has been selected.
- A&P Position – salary will remain as previous incumbents budgeted amount. Departments can adjust and lower the rate to be equitable with similar positions within the department.

Required Documents:
- Position-specific Job Description (Standard Job Descriptions can be requested via email to hronboarding@utep.edu)

New Position: Request for a new budget line. Positions will be temporary, not budgeted.
- Hiring Departments are responsible to include cost centers with sufficient funds to cover 100% of the new temporary position.
- Request for a position no approved in current budget. If approved, positions will be temporary for one fiscal year, department must add position in budget period for consideration to become permanent.
- All new position request will require VPBA’s and/or ORSP (for grant funds) approval.

Required Documents:
- Recruitment Efforts
  - Updated Job Description
  - Justification for position request outside budget period (not required for grants)
  - Organizational Chart (not required for grants)
  - If grant-funded, include Notice of Award (NOA)
- Direct Hire (Research related positions only)
  - Updated Job Description
  - Include list of employees in dept. with same job titles, date of hire, and current salary rate
  - Resume of the selected candidate
  - Notice of Award (NOA)

Auto Promote: Request to auto-promote an employee within the department to a higher-level vacant position.

Required Documents:
- Recommended employee’s updated resume
- Departmental organizational chart with employees’ names and current salary
- Supporting justification for the promotion
- Job Description
Direct Hire: Request to fill an existing temporary position without going through the recruitment process. Allowable only for Research related positions (example: Post-Doctoral, Research Associates, etc.) All other Benefit eligible positions will need to be advertised.

**Required Documents:**
- Updated Job Description
- Resume of the selected candidate
- Include list of employees in dept. with same job titles, date of hire, and current salary rate
- Notice of Award (NOA)

Extend an Offer Above Approved Amount: Request for a higher salary amount previously budgeted/approved or for retention purposes.

**Required Documents:**
- Resume of the selected candidate
- Justification for the salary increase
- Include list of employees in dept. with same job titles, date of hire, and current salary rate

Job Audit: Requests to evaluate current/filled position to determine if a reclassification is needed. *Retro pay will not be considered.

**Required Documents:**
- Updated Job Description
- Current Organization Chart
- Proposed Organization Chart
- Position Audit Questionnaire

Corrective Pay Adjustments: Request to correct the pay of an employee. (Example: system did not update merit rate) *Retro payments will not be allowed.

**Required Documents:**
- Justification on why a corrective pay adjustment is needed

Salary Supplement: Request for a temporary salary incentive for performing duties outside their scope of work. *Retro payments will not be allowed.

Per ORSP, supplements are not allowable on Grants.

**Required Documents:**
- Justification on why a supplement is needed
- List of current functions/New functions being performed
- Description on why the functions cannot be delegated within the department/college
- Can the additional duties be distributed to other employees in the department? Provide a justification.

Funding Source Change: Request to modify the funding source from one cost center to another cost center, Cost Center to Grant, or Grant to Cost Center. 100% grant funded requests can submit a Job Attribute Change EForm, SEAR is not required.

Modify Job Assignment: Request to extend temporary position end date and/or modify hours appointed per week. 100% grant funded requests can submit a Job Attribute Change EForm, SEAR is not required.
Modify Job Assignment & Modify Funding Source: Request to extend temporary position end date and/or modify hours appointed per week and modify the funding source. 100% grant funded requests can submit a Job Attribute Change EForm, SEAR is not required.