

Office of Human Resources - Responsibilities

ACTIVITY	Pre-Vacancy Approval	Post Vacancy Approval/Pre-Hire	Post Hire
Academic Staff Promotion Review	N/A	N/A	Compensation
Adjusted Continuous Service Date (ACSD)	N/A	Division HR	WR
Affordable Care Act (ACA)	Employee Services	Employee Services	Employee Services
Assured Consideration Date	TRE	TRE	N/A
Backup Appointments	N/A	Compensation	WR
Continuity: change	Compensation	TRE	TRE
Criminal Background Check: questions	WR	WR	WR
Degree, Qualifications, Experience: change	Compensation	Compensation/TRE	N/A
Department: change	Compensation	TRE	Division HR
Duties: changes	Compensation	Compensation/TRE	Compensation
Emeritus Policy: questions	N/A	N/A	WR
Emeritus Status: requests (not employment)	N/A	N/A	Office of Mgmt & Budget
Empl Class: change (rare; change LI to AS or vice versa)	Compensation	Compensation	N/A
Expected Job End Date: change	Compensation	TRE	TRE
Faculty Sabbatical	N/A	N/A	WR
Fair Labor Standards Act (FLSA)	Compensation	Compensation	Compensation
Family & Medical Leave Act (FMLA): questions	N/A	N/A	WR
Graduate Student Employment: questions	Subject-dependent: see listed activity for appropriate office		
Hire Date on PVL Waiver	Compensation	TRE	TRE
Hire/Rehire/Transfer Date of a Person	N/A	TRE	TRE
JEMS-HIRE: technical processing issues	N/A	TRE	N/A
Job Code: change	Compensation	TRE	Compensation

Job Security/Guaranteed Length: change	N/A	N/A	WR
Layoff-Non-renewal: questions	N/A	N/A	WR
Leave of Absence	N/A	N/A	WR
Lump Sum appointments: approval/monitoring	Compensation	Compensation/Employee Services	Employee Services
Lump sum payments	N/A	N/A	Compensation
Operational Area	N/A	N/A	Division HR/WR
Pay Basis: change	Compensation	TRE	Compensation
Pay Rate: change/correction	Compensation	Compensation	Compensation
Permanent Residency PVL	Compensation (Steps 1 - 4)	TRE (Steps 5 -7)	N/A
Position Available Date: change	Compensation	TRE	N/A
Post-Degree Training Employment: questions (Formerly EIT)	Subject Dependent: Reference listed activity for appropriate office		
Probation Type/End Date: change	N/A	N/A	WR
PVL Waivers: approve	Compensation	N/A	N/A
PVL/CHRIS: technical Issues	Compensation	Compensation	N/A
Rate Over Max/Under Min	Compensation	Compensation	Compensation
Rehire/Terminated in Error	N/A	N/A	TRE/Compensation
Rehired Annuitant: questions/entry	Compensation	TRE/Benefits	Benefits
Salary Min/Max on PVL: change	Compensation	TRE	N/A
Sick Leave/vacation questions	WR	WR	WR
Standard Hours/FTE: change	Compensation	TRE	WR
Student Hourly Employment: questions	Subject Dependent: Reference listed activity for appropriate office		
Tenure: questions/data entry/other	Secretary of the Faculty		
Termination Date: change (not "Expected Job End Date" change)	N/A	N/A	WR

Tuition Reimbursement	N/A	N/A	WR
Vacancy: add additional vacancy	Compensation	TRE	TRE
Vacancy: cancel	Compensation	TRE	N/A
Working Title: change	Compensation	TRE	Division HR

Key: WR: Workforce Relations

TRE: Talent, Recruitment & Engagement

Revised 11/6/20 BG