

# CAH New Hire & Salary Adjustments Approval Process Workflow

## WHICH FORM DO I USE?

### NEW AND TEMP HIRES

#### Hiring Request Form

- Temporary hires (TLP/TGP/INT) - individuals who receive limited duration appointments.
- New Hires, Rehires & Direct Hires (Temp Temps) - appointments made for one year or less and must fulfill a 15 day break in service after 12 consecutive months of employment.
- New Hires, Replacement & Direct Hires (FTE) - individuals hired with in a full-time, permanent employee status.
  - All replacement hire requests must be accompanied by a Notice of Resignation and Retirement form.

### SALARY ADJUSTMENTS

#### Personnel Action Requests (PAR):

- Position Review (Market Analysis, Change in Responsibilities - ex. Reclassification, Additional Duties, etc.)
- Supplement (Complete Supplement Information Section)
- Retention Increases & Transfers
- Amendment to Filled Position (Standard Hours)
- Conversion 12-month to 9-month & Conversion 9-month to 12-month

#### Dual Employment & Overloads:

- Overloads - faculty compensation for additional course instruction which significantly surpasses assigned workload.
- Dual Employment (DE) - assigned duties for a faculty or staff employee that are independent of and in addition to the duties of the employee's primary, full-time employment. Dual Employment Form must be accompanied by the Dual Employment Revised Schedule Request form (revised schedule request required for staff employees only).
  - Internal dual employment: Dual employment of a Clemson University employee within Clemson University
  - External dual employment: Dual employment of an employee of a South Carolina state agency by a different South Carolina state agency.

## Workflow Process (in sequential order)

### 1. Approval Process

1. CAH Hiring Request Forms will be electronically delivered to the Human Resources Payroll Liaison (HRPL). HR forms should be uploaded to your department's HR Actions Uploads Box folder housed inside the department's submission Box folder . Once received, the workflow will function as outlined below.
  - a. HRPL's progression of CAH Hiring Request Forms, PARs, and DE/OL forms will follow the steps below to achieve college level approval -
    - i. Department Budget Office Liaison (BOL) -Vet resource availability
      1. assistance will be requested if budgetary adjustments are needed due to changes to projected annualized compensation cost
    - ii. Chief of Staff oversight review
    - iii. Director of Academic Operations review
      1. academic review of new courses, enrollment demands, maximized use of current faculty pool, confirmation of transcripts and appropriate credentialing on record.
    - iv. Dean (final internal approval)
    - v. HR Generalist external review
    - vi. Provost Hiring Team for external review (except for TLP staff positions)
    - vii. (Dual Employment Request Only) South Carolina Department of Administration's Division of State Human Resources (DSHR)
2. Notifications (Approvals/Denials/Under Review)
  - a. The Dean will communicate approval status for Tenure-Track and Visiting Associate Professor hire requests and the HRPL will communicate approval status for all other faculty and staff
    - i. Tiger Talent Entries
      1. Department Fiscal Analysts and/or Administrative Coordinators are to enter approved requests in Tiger Talent immediately after receiving notice, adding the Plan ID in the justification section, if applicable.
    - ii. Approved PARs and Dual Employment/Overloads
      1. Approved documents will be uploaded to the department's HR Action Box folder housed inside the department's main Box folder

#### \*\*TIMEFRAME:

Requests approved by the Dean are routed to the Provost hiring team on a master file every Wednesday by 4:30 p.m. Requests are typically returned with an approval, denial, or under review status on Friday or Monday morning. Submitting requests by lunch time on Mondays will ensure requests are submitted for review the same week. Requests submitted after lunch on Monday may be delayed until the following week, unless the request is urgent in nature. Please note, some requests can remain under review for an extended period of time while additional information is collected. Contact the HRPL for updates. *Dual Employment/Overload and Personnel Action Requests may take several weeks due to forms requiring the South Carolina Department of Administration's Division of State Human Resources' (DSHR) approval.*