CAH New Hire & Salary Adjustments Approval Process Workflow

WHICH FORM DO I USE?

Tenure Track or VAP Hiring Request Form

- New Tenure Track Hires - appointments made for one year terms, renewable upon successful review. Requests should follow the CAH Process for TT Faculty Hiring.

Hiring Request Form

- Temporary hires (TLP/TGP/INT) - individuals who receive limited duration appointments.

- New Hires & Rehires (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 (FTE) - individuals hired with in a full-time, permanent employee status.

    o All replacement hire requests must be accompanied by a Notice of Resignation and Retirement form.

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 for FTE Employees:

- Dual employment for FTE employees requires an agreement in which a Clemson employee accepts temporary, part-time employment within Clemson or with another agency, which constitutes independent, additional duties distinct from the employee's primary duties.

    o All internal dual employment requests (two positions within Clemson) must be approved by the South Carolina Division of State Human Resources (DSHR) before work begins. External dual employment requests must be approved by DSHR if the dual employment compensation for an employee will exceed 30% of the employee's annualized salary in a fiscal year.
    o Faculty due payment for instructional services offered OUTSIDE OF his/her home department should be processed using a dual employment form.

Overlad Pay For Faculty Members:

- Overload compensation is an option when a faculty member is asked to assume an additional workload in a semester that significantly surpasses the 12-credit hour equivalent expectation. Overload compensation is specifically internal to Clemson University. This is not considered dual employment and is approved separately. The steps outlined are required to process a request for overload compensation.

    - Faculty due payment for instructional services offered WITHIN his/her home department should be processed using an overload form.

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WHICH FORM DO I USE?

Additional Jobs For Temporary, Time-Limited or Temporary Grant Positions:

- Temporary, TLP, and TGP positions may request to work an additional job, similar to FTE positions. The steps outlined are required to request approval for an additional job for a temporary, TLP or TGP employee.

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. HRPL enters 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 College 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 on hold status by the following 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 South Carolina Department of Administration's Division of State Human Resources' (DSHR) approval. PLEASE submit these forms at least 14 business days before the effective date._