

CAAH 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 months.
- 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)
- 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. CAAH hiring request forms will be electronically delivered to your department's assigned Business Office liaison (BOL). HR forms should be sent to your BOL via email. Once received, the workflow will function as outlined below.
 - a. BOL's progression of CAAH Hiring Form will follow the steps below to achieve college level approval -
 - i. Vet resource availability (BOL approval)
 1. assistance will be provided if budgetary adjustments are needed due to changes to projected annualized compensation cost
 - ii. Route requests to Associate Dean of Undergraduate and Graduate Studies (Academic Planning Approval)
 1. academic review of new courses, enrollment demands, maximized use of current faculty pool, and confirms transcripts and appropriate credentialing is on record.
 - iii. Route requests to Dean (final internal approval)
 - b. BOL's progression of HR forms (PARs & Dual Employment/Overload) will follow the steps below to achieve university level approval -
 - i. Vet resource availability (BOL approval)
 1. assistance will be provided if budgetary adjustments are needed due to changes to projected annualized compensation cost
 - ii. Route requests to Associate Dean of Undergraduate and Graduate Studies (Academic Planning Approval)
 1. academic review of new courses, enrollment demands, maximized use of current faculty pool, and confirms transcripts and appropriate credentialing is on record.
 - iii. Route requests to Dean (final internal approval)
 - iv. Forward requests to CAAH's HR Generalist for review and addition to the Provost Hiring Team escalation sheet.

2. Notifications (Approvals/Denials/Under Review)

- a. The Dean will communicate faculty approved requests and BOL's will communicate staff approved requests
 - i. department fiscal analysts and administrative coordinators remain responsible for entering approved new, direct, and temp hires in Tiger Talent
 - ii. approved PARs and Dual Employment/Overloads will be entered by the HR Generalist

**TIMEFRAME:

Requests approved by the Dean are routed to the Provost hiring team on a master file every Wednesday by 4:30 p.m. The team meets on Thursdays and returns an answer of approved, denied, or under review on Friday. Submitting requests to your BOL by lunch time on Tuesday will ensure requests are submitted for review the same week. Requests submitted after lunch on Tuesday may be delayed until the following week. Please note, some requests can remain under review for an extended period of time while additional information is collected. Contact your BOL for updates. *Dual Employment/Overload and Personnel Action Requests may take up to two weeks before notification is received.*