

EMPLOYMENT AUTHORIZATIONS:
Success Strategies for timely approval by the University Budget Office

OVERVIEW

With Position Control, there are two basic types of positions:

- **Pooled.** There is one position number for multiple people. The funding is loaded by index and account. These are temporary positions. Examples: visiting lecturers, student worker, temps.
- **Permanent.** One position number per person. The funding is loaded by position number. Examples: Assistant Professor, Marketing Director, Budget Analyst, Administrative Assistant.

FACULTY/STAFF

- **Fill out completely and correctly.** The top portion of the Faculty/Staff form is to be used when recruiting for a position. Whenever possible, please indicate position number. The bottom portion is to be used when an employee terminates or when an employee is hired. The top portion cannot be used as authorization to terminate and recruit at the same time.
- **Confirm Budget.**
 1. **Pooled.** For pooled positions, make sure budget is in the correct index and account. If budget is not available in the index and account, please submit a transfer stapled to the Authorization form.
 2. **Permanent.** For permanent positions, make sure budget is not only available in the correct index and account but also make sure budget is in the correct position. If budget in the position is not sufficient, please submit a transfer stapled to the Authorization form.
- **Transfers.**
 1. **Transfer within salaries.** When using funds from another position to cover an EA, please indicate on the transfer form the position number or the name of the last employee in that position where funding is coming from.
 2. **Transfer from operating.** When transferring from operating to cover an EA, please include the transfer for benefits (30% of salary). Transfers from operating to salaries need the approval of the Assistant Vice President of Budget and Risk Management. The Authorization form will not be processed until transfer is approved.
- **Proper Signatures.** Along with the signature of the person with budget authority, Authorizations to recruit will require the signature of the Division's Vice President/Dean/Provost. University Budget Office requires the signature of the person with budget authority on Authorizations to hire and requires the Vice President's/Dean's/Provost's signature only if the hiring salary is more than the amount approved by the University Budget Office. All Authorization forms being charged to Grant funds must be sent to Shannon Chi for a signature BEFORE sending to the University Budget Office.
- **Comments/Notes.** Please utilize the Comments/Notes area to help explain funding source or any information we may need to help expedite the process.

STUDENT/TEMP CASUAL/STIPENDS

- **Use proper form.** If you use Faculty/Staff form you will not be providing all of the information required for approval.
- **Fill Out completely.** Frequently missed items: type of employment, pay rate, weekly hours, effective date, end date, index, account
- **Provide Accurate Estimates.** Use one of the following methods
 1. **Write estimate in comment section**
 2. **Provide a worksheet with all student/temps and their estimates for a given index/acct.** This is preferred because it helps better track terms or changes in your assumptions for estimates. See attached for an example.
 3. **Provide accurate AVERAGE for estimated weekly hours.** The number in this area does not limit a student/temp to work a maximum of this number of hours in a week, but will allow for accurate estimating (hourly rate x weekly hours x duration of employment).
- **Proper signatures.** The Budget office requires that the person with budget authority over the position sign off on the EA. An EA being covered in any portion by a Grant must be submitted to Shannon Chi for signature BEFORE coming to the University Budget Office. Please note that **each division/unit may levy greater requirements**, so check with your Business Unit Manager if you are unsure which signatures you need for a specific EA.
- **Handcarry.** If you need to get an EA through quickly hand carry it to the University Budget office.
- **Quality Assurance (QA).** Take a moment to review before you submit, especially if you are doing a whole stack of EAs at once, that you signed all of them and filled in the index/acct code on all of them, etc. Omissions occur often when multiple EAs are completed at once.