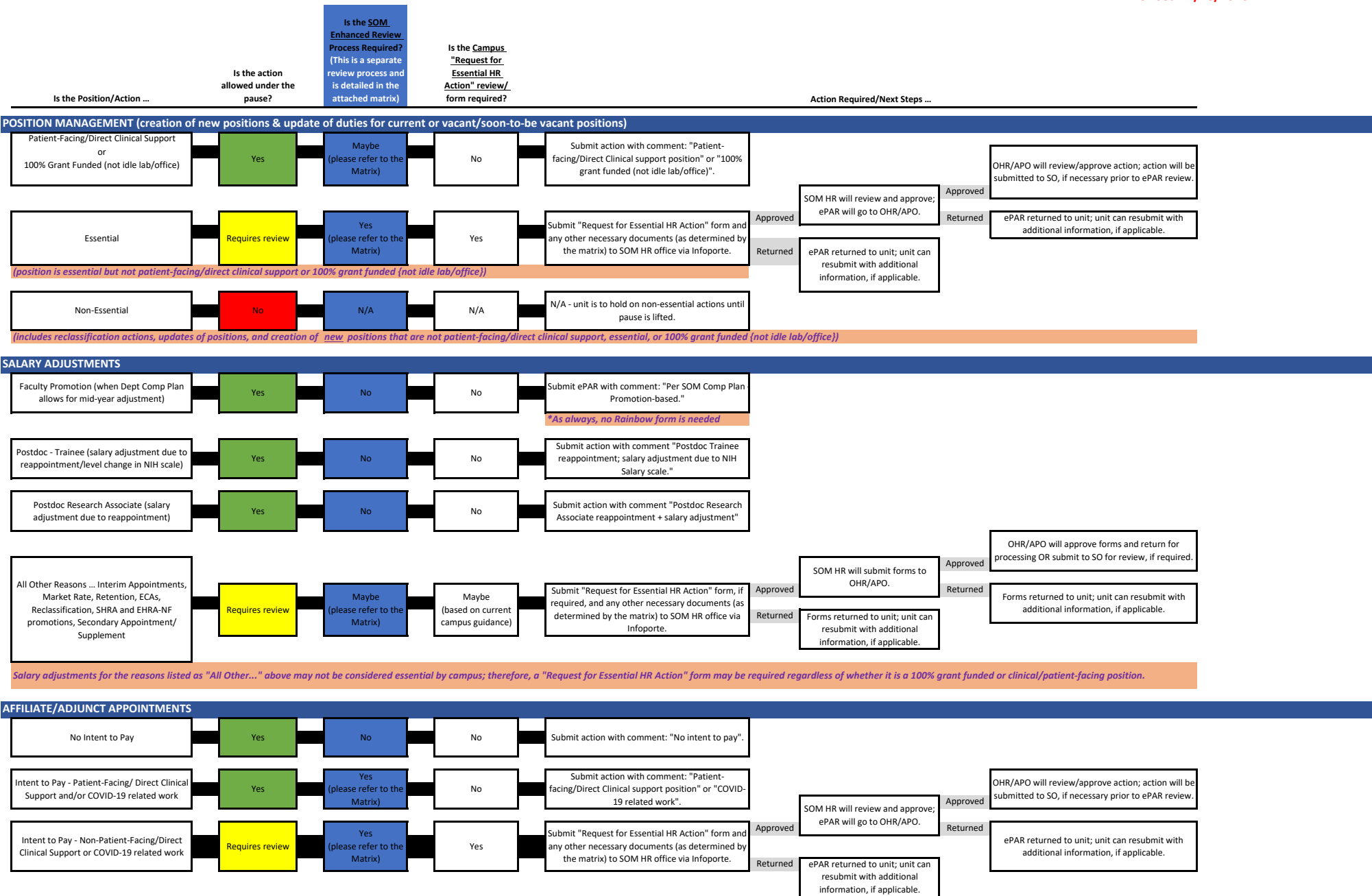# SOM HR - Personnel Action Guide during COVID-19 Response

The below workflows should be used by units in determining appropriate and allowable steps to be taken during the System Office pause. These are applicable to ALL EMPLOYEE TYPES (SHRA, EHRA, Postdocs, Students). All items in process have been or will be returned by main campus and units should resubmit, as appropriate, based on the criteria below. Please contact your HR Representive with questions.

Revised 11/18/2020

Is the Position/Action …	Is the action allowed under the pause?	Is the **SOM Enhanced Review Process Required?** (This is a separate review process and is detailed in the attached matrix)	Is the **Campus "Request for Essential HR Action" review/** form required?	Action Required/Next Steps …

POSITION MANAGEMENT (creation of new positions & update of duties for current or vacant/soon-to-be vacant positions)

Position/Action	Allowed	Enhanced Review	Campus Form	Action Required/Next Steps
Patient-Facing/Direct Clinical Support or 100% Grant Funded (not idle lab/office)	Yes	Maybe (please refer to the Matrix)	No	Submit action with comment: "Patient-facing/Direct Clinical support position" or "100% grant funded (not idle lab/office)". → OHR/APO will review/approve action; action will be submitted to SO, if necessary prior to ePAR review.
Essential	Requires review	Yes (please refer to the Matrix)	Yes	Submit "Request for Essential HR Action" form and any other necessary documents (as determined by the matrix) to SOM HR office via Infoporte. → **Approved:** SOM HR will review and approve; ePAR will go to OHR/APO. (Approved → OHR/APO will review/approve action; action will be submitted to SO, if necessary prior to ePAR review.) (Returned → ePAR returned to unit; unit can resubmit with additional information, if applicable.) **Returned:** ePAR returned to unit; unit can resubmit with additional information, if applicable.

(position is essential but not patient-facing/direct clinical support or 100% grant funded {not idle lab/office})

| Non-Essential | No | N/A | N/A | N/A - unit is to hold on non-essential actions until pause is lifted. |

(includes reclassification actions, updates of positions, and creation of new positions that are not patient-facing/direct clinical support, essential, or 100% grant funded {not idle lab/office})

SALARY ADJUSTMENTS

Position/Action	Allowed	Enhanced Review	Campus Form	Action Required/Next Steps
Faculty Promotion (when Dept Comp Plan allows for mid-year adjustment)	Yes	No	No	Submit ePAR with comment: "Per SOM Comp Plan Promotion-based." *As always, no Rainbow form is needed*
Postdoc - Trainee (salary adjustment due to reappointment/level change in NIH scale)	Yes	No	No	Submit action with comment "Postdoc Trainee reappointment; salary adjustment due to NIH Salary scale."
Postdoc Research Associate (salary adjustment due to reappointment)	Yes	No	No	Submit action with comment "Postdoc Research Associate reappointment + salary adjustment"
All Other Reasons … Interim Appointments, Market Rate, Retention, ECAs, Reclassification, SHRA and EHRA-NF promotions, Secondary Appointment/Supplement	Requires review	Maybe (please refer to the Matrix)	Maybe (based on current campus guidance)	Submit "Request for Essential HR Action" form, if required, and any other necessary documents (as determined by the matrix) to SOM HR office via Infoporte. → **Approved:** SOM HR will submit forms to OHR/APO. (Approved → OHR/APO will approve forms and return for processing OR submit to SO for review, if required.) (Returned → Forms returned to unit; unit can resubmit with additional information, if applicable.) **Returned:** Forms returned to unit; unit can resubmit with additional information, if applicable.

Salary adjustments for the reasons listed as "All Other…" above may not be considered essential by campus; therefore, a "Request for Essential HR Action" form may be required regardless of whether it is a 100% grant funded or clinical/patient-facing position.

AFFILIATE/ADJUNCT APPOINTMENTS

Position/Action	Allowed	Enhanced Review	Campus Form	Action Required/Next Steps
No Intent to Pay	Yes	No	No	Submit action with comment: "No intent to pay".
Intent to Pay - Patient-Facing/ Direct Clinical Support and/or COVID-19 related work	Yes	Yes (please refer to the Matrix)	No	Submit action with comment: "Patient-facing/Direct Clinical support position" or "COVID-19 related work". → OHR/APO will review/approve action; action will be submitted to SO, if necessary prior to ePAR review.
Intent to Pay - Non-Patient-Facing/Direct Clinical Support or COVID-19 related work	Requires review	Yes (please refer to the Matrix)	Yes	Submit "Request for Essential HR Action" form and any other necessary documents (as determined by the matrix) to SOM HR office via Infoporte. → **Approved:** SOM HR will review and approve; ePAR will go to OHR/APO. (Approved → OHR/APO will review/approve action; action will be submitted to SO, if necessary prior to ePAR review.) (Returned → ePAR returned to unit; unit can resubmit with additional information, if applicable.) **Returned:** ePAR returned to unit; unit can resubmit with additional information, if applicable.

The below workflows should be used by units in determining appropriate and allowable steps to be taken during the System Office pause. These are applicable to ALL EMPLOYEE TYPES (SHRA, EHRA, Postdocs, Students). All items in process have been or will be returned by main campus and units should resubmit, as appropriate, based on the criteria below. Please contact your HR Representive with questions.

Revised 11/18/2020

Is the Position/Action …	Is the action allowed under the pause?	Is the SOM Enhanced Review Process Required? (This is a separate review process and is detailed in the attached matrix)	Is the Campus "Request for Essential HR Action" review/ form required?	Action Required/Next Steps …
LUMP SUM PAYMENTS				
Awards	Yes	No	No	Submit action as usual.
Clinical Incentive ECC Agreement Hospital Contracts Per Diem/Shift Differential	Yes	No	No	Payments are to be made based on dates worked during the COVID-19 response and as dictated by the appropriate payment schedule (monthly, quarterly, etc).
Mobile Communication Device	Yes	No	No	Submit action as usual.
Moving Stipend / Sign-on bonus	Yes	No	No	Submit actions as usual as employees are hired.
				Per policy, Moving Expense reimbursement should happen within the first 6 months of employment; sign-on bonus should occur within first 2 months.
Dual Employment / Additional Employment	Requires Review	No	Yes	Attach the "Request for Essential HR Action" form to the payment request forms and submit for review via Infoporte.
				For Clinical faculty, additional activities external of UNC Health are prohibited
Prorata Longevity	Yes	No	No	Submit action as usual.
Overload - Activities are teaching/instruction or covered under a previously fully executed agreement (prior to March 26, 2020)	Yes	No	No	Submit action as usual.
Overload - Any activity/scenario not covered in the description above.	Requires review	No	Yes	Attach the "Request for Essential HR Action" form to the Overload Pay Request form (prior to activity taking place) and submit for review via Infoporte.
MISCELLANEOUS ACTIONS				
CDME Designation Funding Swaps Leave Actions Terminations Supervisor Change TIM Approver Change	Yes	No	No	Submit action as usual.
FTE Change	Yes	Maybe (please refer to the Matrix)	No	If the FTE change requires SOM Enhanced Review, please submit necessary documents per the matrix via Infoporte. If the FTE change does not require SOM Enhanced Review, units can submit action as usual.

SOM HR - Personnel Action Guide during COVID-19 Response

The below workflows should be used by units in determining appropriate and allowable steps to be taken during the System Office pause. These are applicable to ALL EMPLOYEE TYPES (SHRA, EHRA, Postdocs, Students). All items in process have been or will be returned by main campus and units should resubmit, as appropriate, based on the criteria below. Please contact your HR Represenive with questions.

Revised 11/18/2020

Is the SOM Enhanced Review Process Required? (This is a separate review process and is detailed in the attached matrix)		Is the SOM Enhanced Review Process Required? (This is a separate review process and is detailed in the attached matrix)

RECRUITMENT and NEW HIRES

	Concerning New Postings			Concerning Recruitments Already in Process			
					Interim Stage	**Request to Extend Offer**	**Offer Extended (but not accepted) Prior to SO/OHR Freeze and SOM Enhanced Review Process**	**Offer Extended and Accepted Prior to SO/OHR Freeze and SOM Enhanced Review Process**

FACULTY

Patient-Facing/Direct Clinical Support or 100% Grant Funded (not idle lab/office)	Maybe (please refer to the Matrix)	If SOM Enhanced Review is required, submit necessary documents per the matrix via Infoporte. If SOM Enhanced Review is not required, unit should submit action in PeopleAdmin with comment: "Patient-facing/Direct Clinical support position" or "100% grant funded".

FOR INTERNAL HIRES: No "Request for Essential HR Action" form is required for a salary increase associated with the new hire, but the requested hire may still require review under the SOM Enhanced Review process.

Essential	Yes	Submit required documents (as determined by matrix) via Infoporte for review.

(position is essential but not Patient-Facing/Direct Clinical Support or 100% grant funded {not idle lab/office})

Non-Essential	N/A	Hold until after COVID-19 event

Concerning New Postings (FACULTY) — right side:

Maybe (please refer to the Matrix)	If SOM Enhanced Review is required, please submit necessary documents per the matrix via Infoporte. If SOM Enhanced Review is not required, unit should submit action in PeopleAdmin with comment: "Patient-facing/Direct Clinical support position" or "100% grant funded".		

FOR INTERNAL HIRES: No "Request for Essential HR Action" form is required for a salary increase associated with the new hire, but the requested hire may still require review under the SOM Enhanced Review process.

Yes	Submit required documents (as determined by matrix) via Infoporte for review.	Submit required documents (as determined by matrix) via Infoporte for review.	Submit required documents (as determined by matrix) via Infoporte for review.	Submit New Hire ePAR with comment "Offer was extended and accepted prior to pause"; no form is required.

(position is essential but not Patient-Facing/Direct Clinical Support or 100% grant funded {not idle lab/office})

N/A	Units are encouraged to cancel non-essential/non-critical recruitment as the applicant pool will become dated by the time we are able to resume "normal" recruitment activity. If recruitments are not cancelled, they will be placed on 'Hold'.

SHRA and NON-FACULTY EHRA

Patient-Facing/Direct Clinical Support or 100% Grant Funded (not idle lab/office)	Maybe (please refer to the Matrix)	If SOM Enhanced Review is required, please submit necessary documents per the matrix via Infoporte. If SOM Enhanced Review is not required, unit should submit action in PeopleAdmin with comment: "Patient-facing/Direct Clinical support position" or "100% grant funded".

FOR INTERNAL HIRES: No "Request for Essential HR Action" form is required for a salary increase associated with the new hire, but the requested hire may still require review under the SOM Enhanced Review process.

Essential	Yes	Submit required documents (as determined by matrix) via Infoporte for review.

(position is essential but not Patient-Facing/Direct Clinical Support or 100% grant funded {not idle lab/office})

Non-Essential	N/A	Hold until after COVID-19 event

SHRA / NON-FACULTY EHRA — right side:

Maybe (please refer to the Matrix)	If SOM Enhanced Review is required, submit necessary documents per the matrix via Infoporte. If SOM Enhanced Review is not required, unit should submit action in PeopleAdmin with comment: "Patient-facing/Direct Clinical support position" or "100% grant funded".		

FOR INTERNAL HIRES: No "Request for Essential HR Action" form is required for a salary increase associated with the new hire, but the requested hire may still require review under the SOM Enhanced Review process.

Yes	Submit required documents (as determined by matrix) via Infoporte for review.	Submit required documents (as determined by matrix) via Infoporte for review.	Submit required documents (as determined by matrix) via Infoporte for review.	Submit New Hire ePAR with comment "Offer was extended and accepted prior to pause"; no form is required.

(position is essential but not Patient-Facing/Direct Clinical Support or 100% grant funded {not idle lab/office})

N/A	Units are encouraged to cancel non-essential/non-critical recruitment as the applicant pool will become dated by the time we are able to resume "normal" recruitment activity. If recruitments are not cancelled, they will be placed on 'Hold'.

For Essential Positions: Once approval has been obtained, at any stage listed above, the unit should continue with a note "Previously approved via Request for Essential HR Action form on XX/XX/2020"; however, if the School-level review is required, and not yet been completed, this step must occur before the recruitment activity can continue.

SOM Enhanced Review Process - Who Reviews What?

Below is an exhaustive list of actions, but please remember we are currently under an HR Pause of non-essential actions. Please consider this pause prior to submitting any of the items below - refer to the SOM HR Personnel Action Guide during COVID-19 Response for more information.

as of 11/18/2020

Type of Personnel Action	Types of Funding			
	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
	Items submitted to FP by 3:00 pm Tuesday afternoon will be reviewed the following week, and then either returned or routed to campus for review.	Items submitted in Infoporte by 3:00 pm Tuesday will be reviewed by the following Monday, and then either returned or routed to campus for review.		Items submitted in Infoporte by 3:00 pm Tuesday will be reviewed by the following Monday, and then either returned or routed to campus for review.
New Hire/Recruitment				
Fixed-Term, one year (Initial Appointments)	FP- Send FP pro forma directly to Jacinda Bilyeu	N/A	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Fixed-Term, two to three years (Initial Appointments)	FP- Send FP pro forma directly to Jacinda Bilyeu	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Fixed-Term, four to five years (Initial Appointment)	Not Authorized	Not Authorized	Not Authorized	Not Authorized
Tenure/Tenure Track (Initial Appointments)	FP- Send FP pro forma directly to Jacinda Bilyeu	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Temporary/Intermittent Faculty (Intend to Pay)	FP- Send FP pro forma directly to Jacinda Bilyeu	N/A	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Temporary Non-Salaried Faculty (0 Salary, No Intend to Pay)	N/A	N/A	N/A	N/A
EHRA Non-Faculty Permanent	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
EHRA Non-Faculty Temporary	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte

Type of Personnel Action	Types of Funding			
	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
SHRA Permanent	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA Permanent Time-limited	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA Temporary	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA Intermittent Temporary	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA UTS Temporary	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Clinical Fellow	N/A	N/A	N/A	N/A
Postdoc	N/A	N/A	N/A	N/A
Graduate Assistant	N/A	N/A	N/A	N/A
SHRA Undergraduate/Work Study Students	N/A	N/A	N/A	N/A

Faculty Promotions/Reappointments

	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
Fixed-Term, one to three years (Promotions)	N/A	N/A	N/A	N/A
Fixed-term, four and five years (Promotions)	Not Authorized	Not Authorized	Not Authorized	Not Authorized
Fixed-Term, one to two years (Reappointments)	N/A	N/A	N/A	N/A
Fixed-term, three years (Reappointments)	N/A	N/A	N/A	N/A
Fixed-term, four and five years (Reappointments)	Not Authorized	Not Authorized	Not Authorized	Not Authorized
Temporary/Intermittent Faculty (Intend to Pay)	FP- Send FP pro forma directly to Jacinda Bilyeu	N/A	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Temporary Non-Salaried Faculty (0 Salary, No Intend to Pay)	N/A	N/A	N/A	N/A
Tenure/Tenure Track (Promotions)	N/A	N/A	N/A	N/A

Position Management

Type of Personnel Action	Types of Funding			
	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
Create New Non-Faculty	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Create New SHRA	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Create New SHRA Time-limited	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
FTE Increase (where beginning FTE is below 0.74 and resulting FTE is 0.74 or below)	N/A	N/A	N/A	N/A
FTE Increase (where beginning FTE is 0.74 or below and resulting FTE is 0.75 or above)	FP- Send FP pro forma directly to Jacinda Bilyeu for Faculty Actions; for SHRA/EHRA-NF/HCS send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic- If this is a Faculty position and the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu. If Faculty and the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee. For SHRA/EHRA-NF/HCS positions, If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
FTE Increase (where beginning FTE is 0.75 or above and resulting FTE is also above 0.75)	N/A	N/A	N/A	N/A
FTE Decrease	N/A	N/A	N/A	N/A

Type of Personnel Action	Types of Funding			
	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
EHRA NF - Position Reclassification (with salary adjustment)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA - Position Reclassification (with salary adjustment)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA - Position Reclassification (no salary adjustment)	N/A	N/A	N/A	N/A
EHRA-NF and SHRA - Update Position Duties (with salary adjustment)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
EHRA-NF and SHRA - Update Position Duties (no salary adjustment)	N/A	N/A	N/A	N/A
SHRA - Request to remove time-limited status before 3 year mark	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte

Salary Adjustments

	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
Prevailing Wage	N/A	N/A	N/A	N/A
Faculty - Comp Plan (Mid-year promotion based)	N/A	N/A	N/A	N/A
Faculty - Comp Plan (Annual adjustment)	N/A	N/A	N/A	N/A
Faculty - Recruitment, Fixed-Term, one year (if candidate is internal hire)	FP- Send FP pro forma directly to Jacinda Bilyeu	N/A	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Faculty - Recruitment, Fixed-Term two to three years (if candidate is internal hire)	FP- Send FP pro forma directly to Jacinda Bilyeu	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Faculty - Recruitment, Fixed-Term four to five years (if candidate is internal hire)	Not Authorized	Not Authorized	Not Authorized	Not Authorized

Type of Personnel Action	Types of Funding			
	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
Faculty - Recruitment, Tenure/Tenure Track (if candidate is internal hire)	FP- Send FP pro forma directly to Jacinda Bilyeu	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Faculty - Waiver of Recruitment, Fixed-term one year (if candidate is internal hire)	FP- Send FP pro forma directly to Jacinda Bilyeu	N/A	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Faculty - Waiver of Recruitment, Fixed-Term two to three years (if candidate is internal hire)	FP- Send FP pro forma directly to Jacinda Bilyeu	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Faculty - Waiver of Recruitment, Fixed-Term four to five years (if candidate is internal hire)	Not Authorized	Not Authorized	Not Authorized	Not Authorized
Faculty - Tenure/Tenure Track (if candidate is internal hire)	FP- Send FP pro forma directly to Jacinda Bilyeu	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Faculty - Supplement (new supplement or increased supplement amount) *Please note that an action moving the same amount or less to a different faculty member will not need to be reviewed.*	FP- Submit FP pro forma in Infoporte for budget review	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic- Submit FP pro forma in Infoporte along with Academic Personnel Action Form for budget review	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Faculty - Extension of Existing Supplement (same dollar amount or less)	N/A	N/A	N/A	N/A
Faculty - Retention	FP- Send FP pro forma directly to Jacinda Bilyeu	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Faculty - Additional duties	FP- Send FP pro forma directly to Jacinda Bilyeu	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
Faculty - Move from "No Intend to Pay" to "Intend to Pay"	FP- Send FP pro forma directly to Jacinda Bilyeu	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*Use FP pro forma. If the highest funding percentage is clinical, submit FP pro forma directly to Jacinda Bilyeu; if the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with Academic Personnel Action Form for review by Academic Committee.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte

Type of Personnel Action	Types of Funding			
	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
EHRA Non-Faculty - Recruitment (if candidate is internal hire)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
EHRA Non-Faculty - Waiver of Recruitment (if candidate is internal hire)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
EHRA Non-Faculty - Supplement (new supplement or increased supplement amount) *Please note that an action moving the same amount or less to a different EHRA Non-Faculty employee will not need to be reviewed.*	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
EHRA Non-Faculty - Extension of Existing Supplement (same dollar amount or less)	N/A	N/A	N/A	N/A
EHRA Non-Faculty - Additional Duties (permanent and temporary)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
EHRA Non-Faculty - Reference (Market) Rate/Equity	N/A	N/A	N/A	N/A
EHRA Non-Faculty - Retention	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA to EHRA-NF Conversion	N/A	N/A	N/A	N/A
EHRA-NF and SHRA - Update Position Duties (with salary adjustment)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte

Type of Personnel Action	Types of Funding			
	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
SHRA Permanent Recruitment (if candidate is internal hire)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA Permanent Time-Limited Recruitment (if candidate is internal hire)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	N/A	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA - Additional Duties (permanent and temporary)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA - Position Reclassification (with salary adjustment)	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA - Extension of Temporary Salary Adjustment	N/A	N/A	N/A	N/A
SHRA - Labor Market/Equity	N/A	N/A	N/A	N/A
SHRA - Retention	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA - ECA based	FP- Send appropriate form (A, B, C) per FP Flowchart shared on November 19, 2020 directly to Elizabeth Ramsey	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte	FP + Academic-*If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.	Academic-Submit Academic pro forma and Academic Personnel Action Review form in Infoporte
SHRA Temp - Salary Increase	N/A	N/A	N/A	N/A

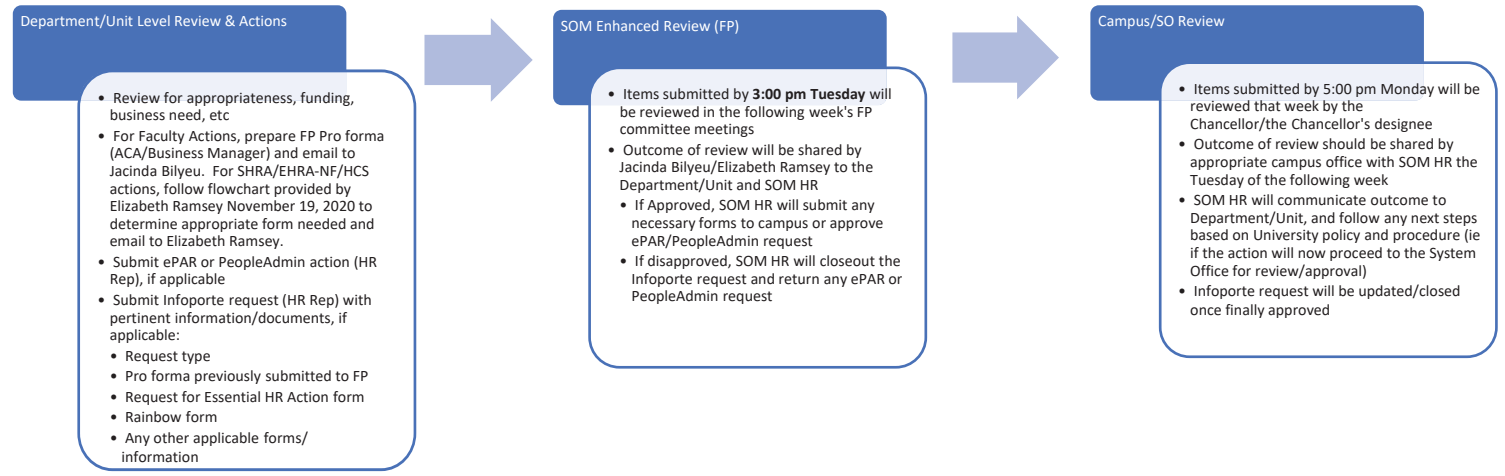| Type of Personnel Action	Types of Funding			
	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
SHRA Intermittent Temp - Salary increase	N/A	N/A	N/A	N/A
Clinical Fellow - Reappointment/PGY level change	N/A	N/A	N/A	N/A
Postdoc - Reappointment/Stipend adjustment	N/A	N/A	N/A	N/A
Graduate Assistant - Reappointment/Stipend adjustment	N/A	N/A	N/A	N/A
SHRA Undergraduate/Work Study Students Salary adjustment	N/A	N/A	N/A	N/A

Lump Sum Payments

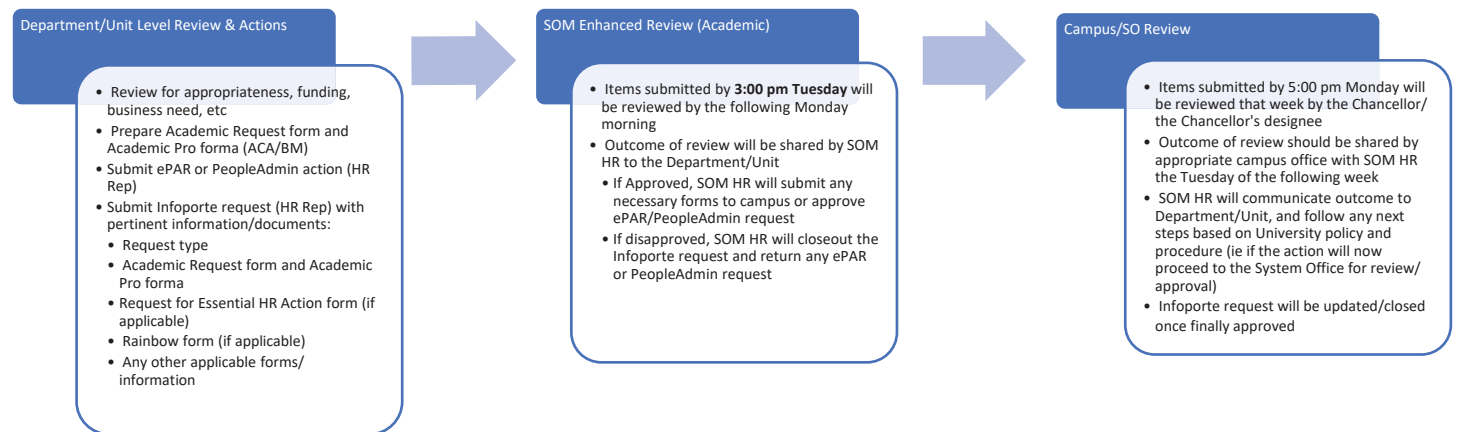|	100% Clinical Funding	100% Grant Funded	Mix of Clinical and Non-Clinical Funding	Mixed Funding but NO Clinical Funds
All Lump Sum Payments	N/A	N/A	N/A	N/A

SOM Enhanced Review Process – How the Process Works

The below routes <u>only</u> apply in situations that the Matrix determined are subject to the SOM Enhanced Review process. If, based on the Matrix, your request does not require the SOM Enhanced Review, please go back to the Guide to determine whether or not a Request for Essential HR Action form is required and proceed accordingly.

(as of 11/18/2020)

100% Clinical Funded

Department/Unit Level Review & Actions

- Review for appropriateness, funding, business need, etc
- For Faculty Actions, prepare FP Pro forma (ACA/Business Manager) and email to Jacinda Bilyeu. For SHRA/EHRA-NF/HCS actions, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey.
- Submit ePAR or PeopleAdmin action (HR Rep), if applicable
- Submit Infoporte request (HR Rep) with pertinent information/documents, if applicable:
  - Request type
  - Pro forma previously submitted to FP
  - Request for Essential HR Action form
  - Rainbow form
  - Any other applicable forms/ information

SOM Enhanced Review (FP)

- Items submitted by **3:00 pm Tuesday** will be reviewed in the following week's FP committee meetings
- Outcome of review will be shared by Jacinda Bilyeu/Elizabeth Ramsey to the Department/Unit and SOM HR
  - If Approved, SOM HR will submit any necessary forms to campus or approve ePAR/PeopleAdmin request
  - If disapproved, SOM HR will closeout the Infoporte request and return any ePAR or PeopleAdmin request

Campus/SO Review

- Items submitted by 5:00 pm Monday will be reviewed that week by the Chancellor/the Chancellor's designee
- Outcome of review should be shared by appropriate campus office with SOM HR Tuesday of the following week
- SOM HR will communicate outcome to Department/Unit, and follow any next steps based on University policy and procedure (ie if the action will now proceed to the System Office for review/approval)
- Infoporte request will be updated/closed once finally approved

100% Grant Funded or Mixed Non-Clinical Funding

Department/Unit Level Review & Actions

- Review for appropriateness, funding, business need, etc
- Prepare Academic Request form and Academic Pro forma (ACA/BM)
- Submit ePAR or PeopleAdmin action (HR Rep)
- Submit Infoporte request (HR Rep) with pertinent information/documents:
  - Request type
  - Academic Request form and Academic Pro forma
  - Request for Essential HR Action form (if applicable)
  - Rainbow form (if applicable)
  - Any other applicable forms/ information

SOM Enhanced Review (Academic)

- Items submitted by **3:00 pm Tuesday** will be reviewed by the following Monday morning
- Outcome of review will be shared by SOM HR to the Department/Unit
  - If Approved, SOM HR will submit any necessary forms to campus or approve ePAR/PeopleAdmin request
  - If disapproved, SOM HR will closeout the Infoporte request and return any ePAR or PeopleAdmin request

Campus/SO Review

- Items submitted by 5:00 pm Monday will be reviewed that week by the Chancellor/the Chancellor's designee
- Outcome of review should be shared by appropriate campus office with SOM HR the Tuesday of the following week
- SOM HR will communicate outcome to Department/Unit, and follow any next steps based on University policy and procedure (ie if the action will now proceed to the System Office for review/approval)
- Infoporte request will be updated/closed once finally approved

Mixed Clinical and Non-Clinical Funding

Department/Unit Level Review & Actions

- Review for appropriateness, funding, business need, etc
- If the request is for Faculty, complete the FP Pro forma and submit as follows: If the highest funding percentage is clinical, submit FP Pro forma directly to Jacinda Bilyeu. If the highest funding percentage is non-clinical, submit FP pro forma in Infoporte along with APAR for review by Academic Committee.
- For SHRA/EHRA-NF/HCS actions: If the highest funding percentage is clinical, follow flowchart provided by Elizabeth Ramsey November 19, 2020 to determine appropriate form needed and email to Elizabeth Ramsey. If the highest funding percentage is non-clinical, submit FP Pro forma and APAR via Infoporte.
- Submit ePAR or PeopleAdmin action (HR Rep), if applicable
- Submit Infoporte request (HR Rep) with pertinent information/documents, if applicable:
  - Request type
  - FP Pro forma
  - Academic Personnel Action form
  - Request for Essential HR Action form
  - Rainbow form
  - Any other applicable forms/ information

SOM Enhanced Review (FP + Academic)

- If being sent to FP: Items submitted by **3:00 pm Tuesday** will be reviewed in the following week's FP committee meetings
- If being sent to Academic Committee: Items submitted by **3:00 pm Tuesday** will be reviewed by the following Monday morning
- If Approved by both groups, SOM HR will submit any necessary forms to campus or approve ePAR/PeopleAdmin request
  - If disapproved, SOM HR will closeout the Infoporte request and return any ePAR or PeopleAdmin request

Campus/SO Review

- Items submitted by 5:00 pm Monday will be reviewed that week by the Chancellor/the Chancellor's designee
- Outcome of review should be shared by appropriate campus office with SOM HR the Tuesday of the following week
- SOM HR will communicate outcome to Department/Unit, and follow any next steps based on University policy and procedure (ie if the action will now proceed to the System Office for review/approval)
- Infoporte request will be updated/closed once finally approved