

College Approvals Needed for Staff

	Action	Type	College Adhoc Approval needed via HRA?	HRA Attachments	Comments
Staff-Reg/Temp/Term	Hire	Within posted range	No	Offer Letter and Hire Data Worksheet	
		Outside posted range	Yes	Requires pre-approval by the college; attach Offer letter and justification for higher salary; following approval to hire attach Hire Data Worksheet	15% over max allowed with college approval
	Terminate	Resignation	No	Letter of resignation with employee signature	
		Retirement	No	Letter of retirement with employee signature	
		Disability Retirement	No	OHR approval	
		Involuntary	No*	Requires pre-approval by college and OHR/letter of termination	*Action will not workflow for approval, contact HR Director
		Reduction in Force	Yes	Requires pre-approval by college and OHR; attach Request for Reduction in Force; following OHR approval attach approved form with all applicable signatures, notice letter, and severance agreement if applicable.	
	Pay Additional Compensation	Bonus	Yes	Requires pre-approval by College and OHR/attach Salary Adjustment and Reclassification Form; following approval attach approved form with all applicable signatures;	Typically only processed via AMCP
		Car Allowance	Yes	Documentation of business need and approval from appropriate authority	
		Child Care	No*		*For Wooster employees only
		Commission	Yes	Letter of offer or other documentation with approval from appropriate authority	
		Living Allowance	Yes	Documentation of business need with approval from appropriate authority	
		Misc. Addtl Pay	Yes	Documentation of service performed and approval from appropriate authority	
		Post Differential	Yes	Documentation of business need with approval from appropriate authority	
		Staff Award - Established Program	No	Documentation of award and approval from appropriate authority	
		Staff Award - New Program - Adhoc	Yes	Documentation of award and approval from appropriate authority	
		Supplemental Comp	Yes	Requires pre-approval by the college; Supp Comp form not needed if all applicable approvals, including employee, are obtained through HRA and sufficient business purpose is included	
		Taxable Gift	No	Copy of eRequest/CFAES Taxable Benefit Agreement	
	Taxable Golf Outing	No	Copy of eRequest/CFAES Taxable Benefit Agreement		

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	Change Rate of Pay	Equity/Market	Yes	Requires pre-approval by the college and OHR; attach Salary Adjustment & Reclassification packet; following OHR approval attach approved form with all applicable signatures	
		CCS Temporary Pay Rate Adjustment	Yes	Documentation of business need and approval from appropriate authority	
		Prevailing Wage Determination	Yes	Requires pre-approval by the college and OHR; attach Salary Adjustment & Reclassification Form with prevailing wage determination; following OHR approval attach approved form with all applicable signatures	
	Change Funding Source	Normal	No		Action does not workflow for approval; Dept is responsible for maintaining documentation and delegation of signature authority
		Release Time/Cost Share	No	CFAES Release Time and Cost Share Form	
	Change Number of Hours Worked	Non-RIF Situation	No	Letter to or from employee requesting the change with acknowledgement of impact on benefit eligibility	
	Update Job Duties and Responsibilities		Yes	CFAES Position Description/Job Opening Form	
	Fill Existing Position		Yes	CFAES Position Description/Job Opening Form	For Visiting Scholars refer to Visiting Scholar Workflow via HRA document
	Create New Position		Yes	CFAES Position Description/Job Opening Form	
Staff-Visiting Scholar	Hire		No	Requires pre-approval by the college; Refer to Visiting Scholar Workflow via HRA document	
	Change Rate of Pay		Yes	Requires pre-approval by the college; documentation or Justification for change with approval from appropriate signature authority	
	Update Job Duties and Responsibilities		Yes	Documentation or Justification for change with approval from appropriate authority	

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Staff-Intern/Fellow	Hire		Yes	Award Letter	
	Change Rate of Pay		Yes	Documentation or Justification for change with approval from appropriate authority	
	Update Job Duties and Responsibilities		Yes	Documentation or Justification for change with approval from appropriate authority	
Staff Retiree Rehires	Hire		Yes	Requires pre-approval by the college* and OHR; process starts with HRA to either Create New or Fill Existing with rehire request packet attached; following OHR approval attach rehire form with all applicable signatures, offer letter and Hire Data worksheet	*Adhoc Ron Hendrick
	Change Rate of Pay		Yes	Requires pre-approval by the college* and OHR; attach approved request	*Adhoc Ron Hendrick
	Update Job Duties and Responsibilities		Yes	Requires pre-approval by the college*; attach approved request	*Adhoc Ron Hendrick
All Staff			No	Supporting documentation	Usage: Corrections, Adjust Service Dates, Leave of Absence, End Seasonal, Change Overtime Chartfield
	Other	Vacation Donation	Yes (HR Director)	Supporting documentation	
CWA Members		Sick Leave Conversions	Yes (HR Director)	Sick Leave Conversion eReports with eligible members indicated	
	Other	Overtime/Call back pay	Yes (HR Director)	Executed documentation	
	Change Rate of Pay	Anniversary Increases	Yes (HR Director)	Anniversary eReports with increase indicated	