

Request Type	Documentation Needed	Ad-Hoc Approvals Needed	Notes
Additional Pay:			
Supplemental Compensation	MOU (optional)	Brandi Gilbert-Hammett (College Compensation and Classification)	Payment type should only be used for work outside the scope of the current position.
	Email Correspondence (optional)	Terry Niblack {Faculty Only} (Senior Associate Dean)	Also applies to requests for teaching for both Faculty and Staff.
	Additional information/explanation for the request	Department Chair/Unit Head {Faculty Only}	Also applies to requests for teaching for both Faculty and Staff.
		Supervisor	Employee's supervisor (Within the college or outside of our college)
		Finance Approval	
		Employee	
Off Duty Pay	ODP Calculator (PDF)	Brandi Gilbert-Hammett (College Compensation and Classification)	HRA must include detail of the faculty's effort during the time period requested
	Email Correspondence (optional)	Terry Niblack (Senior Associate Dean)	Review ODP Calendar for ODP eligible days
		Department Chair/Unit Head	
		Finance Approval	
		Faculty Requesting Payment	
Faculty Administrative Attachment	Email Correspondence (optional)	Brandi Gilbert-Hammett (College Compensation and Classification)	
	MOU (If Applicable)	Terry Niblack (Senior Associate Dean)	MOU is recommended for the sake of understanding responsibilities and expectations.
	Offer Letter (If Applicable)	Department Chair/Unit Head (Faculty)	If the faculty assumes an administrative appointment, it should be outlined in an offer letter. If the appointment is in addition to a regular faculty role, an MOU should also be established and attached to the HRA.
		Finance Approval	
		Faculty Receiving Payment	
Taxable Gift	Taxable Benefit Form	Finance Approval	Form must be signed by employee
Faculty Hires			
Draft Letters of Offer	Draft Offer Letter	Brandi Gilbert-Hammett (College Compensation and Classification)	Offer Letter Templates available on CFAES HR Website
(captured outside of HRA)		Terry Niblack (Senior Associate Dean)	
		Kay Wolf/OAA (Vice Provost-Acad Policy & Fac Resources)	Approval captured via DocuSign preferred. Field added for Kay to initial and date on the draft letter of offer.
Final Letters of Offer	Signed Letter of Offer	Finance Approval	Signed copies of all faculty offer letters should be sent to Brandi Gilbert-Hammett.1 (can be done via DocuSign), Josh Hayes.644(can be done via DocuSign), and Bobbie Houser.73 (can be done via DocuSign)
(Hire HRA)			
Lecturers:			
Lecturer Hire	Position Template	Brandi Gilbert-Hammett (College Compensation and Classification)	Process for newly appointed lecturers.

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(Fill Existing/Create New Position HRA)	Draft Lecturer Hire Contract Template	Terry Niblack (Senior Associate Dean)	Lecturer contract located in DocuSign
	Copy of CV/Resume	Department Chair/Unit Head	
		Finance Approval	
Lecturer Rehire	Position Template	Brandi Gilbert-Hammett (College Compensation and Classification)	Process for returning lecturers.
(Fill Existing/Create New Position HRA)	Draft Lecturer Rehire Contract Template	Terry Niblack (Senior Associate Dean)	Lecturer contract located in DocuSign
		Department Chair/Unit Head	
		Finance Approval	
Lecturer Hire/Rehire	Signed Lecturer Contract	Finance Approval	Applicable to new and returning lecturers
(Hire HRA)			
Reclassifications			
Staff	Signed Letter of Justification	Brandi Gilbert-Hammett (College Compensation and Classification)	
	Proposed Position Description	Finance Approval	
	Current Position Description	Darrel Dupuis (Office of Human Resources)	OHR is to only be ad-hoc after college approval is obtained.
	Internal (CFAES/University) Salary Data		Must include department names for each employee in additional to averages. If there are outliers in that data, make a note a remove from average.