

Provost Budget Approvals Needed to Start Hiring Process July 2023

	Type of Hire	Comprehensive Hiring Plans	One-Off Hiring Requests
All academic/tuition generating units Graduate College Library Illinois International	Tenure System & Specialized Faculty positions <ul style="list-style-type: none"> Any FTE All funding sources All new positions and vacancies Academic Professional & Civil Service <ul style="list-style-type: none"> New (additional FTE) positions State or ICR funding sources 	Colleges submit via the DMI Hiring Plans System https://secure.dmi.illinois.edu/hiringplans/ <ul style="list-style-type: none"> Reviewed annually on a rolling basis by the Office of the Provost; college must click “finalize” to prompt review Units must reference the hiring plan commitment code on JDXpert Staff Vacancy Workflow <ul style="list-style-type: none"> IHR has access to this folder as well as the DMI System to confirm approval 	Colleges enter into the DMI Hiring Plans System <ul style="list-style-type: none"> Automatic notification sent to Provost Office Units must reference the hiring plan commitment code on JDXpert Staff Vacancy Workflow <ul style="list-style-type: none"> IHR has access to this folder as well as the DMI System to confirm approval
All Other Units	Academic Professional & Civil Service <ul style="list-style-type: none"> New (additional FTE) positions State or ICR funding sources 	Submit (optional) comprehensive hiring plan Excel template with annual report (or later) <ul style="list-style-type: none"> Units must reference the hiring plan commitment code on JDXpert Staff Vacancy form. <ul style="list-style-type: none"> IHR has access to this folder as well as the DMI System to confirm approval 	Submitted via JDXpert Staff Vacancy Workflow

Hiring Processes that DO NOT Require Provost Budget Approval*

July 2023

All Units	Type of Hire	Type of Funding	Hiring Requires JDX Workflow
	Academic Professional refill vacancies	All funding sources	Yes
	Academic Professional New positions	100% Self-supporting, grant, or gift-funded	Yes
	Civil Service refill vacancies	All funding sources	Yes
	Civil Service New positions	100% Self-supporting, grant, or gift- funded	Yes
	Academic Hourly	All	Yes
	Extra Help	All	Yes
	Post-Doctoral Research Associates	All	No
	Graduate Assistantships	All	No
	Student hourly positions (Undergraduate & Graduate)	All	No
	0%, \$0 Appointments	All	No
	Fellows/Visiting Scholars	All	No

Campus Salary Approval Mechanisms July 2023

Employment Category	Type of Salary Action			
	Time of Hire	Mid-year	Promotional	Counter Offer/Retention
All Faculty	Range approved in conjunction with hiring approval	Handled via email with Vice Provost for Academic Affairs <ul style="list-style-type: none"> Do not submit via JDX Email approval uploaded in HRFE 	N/A	Handled via email with Vice Provost for Academic Affairs <ul style="list-style-type: none"> Do not submit via JDX Email approval uploaded in HRFE
Academic Professionals	Range approved in conjunction with hiring approval	Requested via “Off-Cycle Pay Request” Workflow in JDXpert <ul style="list-style-type: none"> Usually based on equity or expansion of duties Increase amount is typically no more than 15%. (Preference is to stay under 10%.) If there is justification for >15%, it is generally broken up into two increments at least four months apart* 	Requested via “Staff Appointment Change” Workflow in JDXpert <ul style="list-style-type: none"> Increase amount typically no more than 15% (Preference is to stay under 10%.) If there is justification for >15%, it is generally broken up into two increments at least four months apart* Workflow must be fully approved in JDXpert before extending offer to employee 	Requested via a “Off-Cycle Pay Request” Workflow in JDXpert Select ‘Retention/Counteroffer’ <ul style="list-style-type: none"> Position should be similar and have a comparable level of scope and responsibility Employee should have either a written offer or be an internal finalist who has received a verbal offer Current employing unit may offer less than or equal to but not exceed the external or internal-to-campus offer Consideration should be given to avoid creating internal equity concerns If offer is from external entity, cost-of-living difference should be factored in. Workflow must be fully approved in JDXpert before extending offer to employee

Employment Category	Type of Salary Action			
	Time of Hire	Mid-year	Promotional	Counter Offer/Retention
Open Range Civil Service	Range approved and noted in Staff Vacancy Workflow by IHR Compensation	<p>Requested via “Off-Cycle Pay Request” Workflow in JDXpert</p> <ul style="list-style-type: none"> Usually based on equity or expansion of duties Increase amount is typically no more than 15%. (Preference is to stay under 10%.) If there is justification for >15%, it is generally broken up into two increments at least four months apart* Workflow must be fully approved in JDXpert before extending offer to employee 	<p>Requested via “Off-Cycle Pay Request” Workflow in JDXpert</p> <ul style="list-style-type: none"> Minimum 4%, up to max of 10% Must be at least the minimum of salary range for the promotional classification Increases >10% require additional campus-level approval. Governed by University Policy and Rules for Civil Service Staff (Reg. 5.085) Workflow must be fully approved in JDXpert before extending offer to employee 	<p>Requested via a “Off-Cycle Pay Request” Workflow in JDXpert Select ‘Retention/Counteroffer’</p> <ul style="list-style-type: none"> Position should be similar and have a comparable level of scope and responsibility Employee should have either a written offer or be an internal finalist who has received a verbal offer Current employing unit may offer less than or equal to but not exceed the external or internal-to-campus offer Consideration should be given to avoid creating internal equity concerns If offer is from external entity, cost-of-living difference should be factored in. Workflow must be fully approved in JDXpert before extending offer to employee

*This practice is generally followed unless the current salary is \$55k or less, in which case the increase may occur in one step.

Other Pay Approval Processes

	Administrative Increment/Stipend Amount	Service In Excess Payment
Faculty	<ul style="list-style-type: none"> • **Guidance coming soon** 	<ul style="list-style-type: none"> • Defined project/additional course load • Requested via Service In Excess Form in Adobe Sign • Request and approval should occur prior to service performed • Approval from hiring unit and college (second level) and home unit and college (second level), if different • IHR approval only if more than \$10,000
Academic Professional Open Range, Overtime Exempt Civil Service	<p>Interim or Acting Role</p> <ul style="list-style-type: none"> • 15% of employee's base <ul style="list-style-type: none"> ○ Second level approval required ○ No IHR approval ○ Provost or Chancellor only when serving as second level ○ If base salary \leq \$55k, can be up to 15% of base • May stay in place until permanent position filled • No JDX workflow required • Second level approval documentation attached to HRFE • OAE approval process must be followed <p>Higher level duties or unanticipated on-going project or coverage of substantial staff shortage</p> <ul style="list-style-type: none"> • Up to 10% of employee's base <ul style="list-style-type: none"> ○ No IHR approval ○ Provost or Chancellor only if serving as second level ○ If base salary \leq \$55k, can be up to 15% of base • No JDX workflow required • Second level approval documentation attached to HRFE • If continues for 12 months, review to determine if duties and base salary should be adjusted 	<ul style="list-style-type: none"> • Defined project • Requested via Service In Excess Form in Adobe Sign • Request and approval should occur prior to service performed • Approval from hiring unit and college (second level) and home unit and college (second level), if different • IHR approval only if more than \$10,000