Provost Budget Approvals Needed to Start Hiring Process
February 2024

	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
	• Any FTE
	• All funding sources
	• All new positions and vacancies
	
	Academic Professional & Civil Service
	• New (additional FTE) positions
	• State or ICR funding sources
		Colleges submit via the DMI Hiring Plans System
		https://secure.dmi.illinois.edu/hiringplans/
		• 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
		   o IHR has access to this folder as well as the DMI System to confirm approval
			Colleges enter into the DMI Hiring Plans System
			• Automatic notification sent to Provost Office
			
			• Units must reference the hiring plan commitment code on JDXpert Staff Vacancy Workflow
			   o IHR has access to this folder as well as the DMI System to confirm approval

All Other Units	Academic Professional & Civil Service • New (additional FTE) positions • State or ICR funding sources	Submit (optional) comprehensive hiring plan Excel template with annual report (or later) • Units must reference the hiring plan commitment code on JDXpert Staff Vacancy Workflow. o 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*
February 2024

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

Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Campus Salary Approval Mechanisms
February 2024

Employment Category	Type of Salary Action			
	Time of Hire	**Mid-year**	**Promotional**	**Retention/Counter Offer**
All Faculty	Range approved in conjunction with hiring approval • Offers more than 10% above the approved range must receive additional Provost Office approval	Handled via email with Vice Provost for Academic Affairs • Do not submit via JDX • Email approval uploaded in HRFE	N/A	Handled via email with Vice Provost for Academic Affairs • Do not submit via JDX • Email approval uploaded in HRFE
Academic Professionals	Range approved in conjunction with hiring approval • Offers more than 10% above the approved range must receive additional Provost Office approval	Requested via "Off-Cycle Pay Request" Workflow in JDXpert • 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 • Minimum 4% and 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 an "Off-Cycle Pay Request" Workflow in JDXpert Select "Retention/Counter Offer" • Position should be similar and have a comparable level of scope and responsibility and the offer is limited to only a pay increase • If a "Retention/Counter Offer" requires a change to a higher level title, a "Staff Appointment Change" is required but may be submitted subsequent to the approved salary offer, with no additional compensation required for the appointment change • Employee must have received either a written offer or be a finalist who has received a verbal offer for a position within UIUC • 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.

Employment Category	Type of Salary Action			
	Time of Hire	**Mid-year**	**Promotional**	**Retention/Counter Offer**
				• Workflow must be fully approved in JDXpert before extending offer to employee
Open Range Civil Service	Range approved and noted in "Staff Vacancy" Workflow by IHR Compensation. • Offers more than 10% above the approved range must receive additional IHR Compensation approval	Requested via "Off-Cycle Pay Request" Workflow in JDXpert • 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	Requested via "Staff Appointment Change" Workflow in JDXpert • 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 • If there is justification for an increase >15%, it is generally broken up into two increments at least four months apart* • 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	Requested via an "Off-Cycle Pay Request" Workflow in JDXpert Select "Retention/Counter Offer" • Position should be similar and have a comparable level of scope and responsibility and the offer is limited to only a pay increase • If a "Retention/Counter Offer" requires a change to a higher level title, a "Staff Appointment Change" is required but may be submitted subsequent to the approved salary offer, with no additional compensation required for the appointment change • Employee must have received either a written offer or be a finalist who has received a verbal offer for a position within UIUC • 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	• **Guidance coming soon**	• **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	**Interim or Acting Role**
	• 15% of employee's base
	   o Second level approval required
	   o No IHR approval
	   o Provost or Chancellor only when serving as second level
	   o 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
	
	Higher level duties or unanticipated on-going project or coverage of substantial staff shortage
	• Up to 10% of employee's base
	   o No IHR approval
	   o Provost or Chancellor only if serving as second level
	   o 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
		• **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

Last Modified: April 16, 2024