

# UNLV | DIVISION OF STUDENT AFFAIRS

## Student Affairs Human Resources Request Form Instructions

Version: 08/19/2024

1. **Verbal Approval** - The AVP for the unit should discuss the request with the Vice President for the Division and request documentation of his approval in Asana.
  - a. Senior Human Resources Business Partner should be tagged in the Asana task which documents the verbal approval from the Vice President
2. **VPSA Approval Reference Guide** - Review the [Reference guide](#) for detailed instructions on human resources requests.
3. **Request Form** - The request form can be initiated from [this link](#)
  - a. You will pull up the PowerForm Signer Information
4. **Add Recipients** - Add signers to the request form.
  - a. Enter the name and email address for the Requestor
  - b. For Unit Staff: To avoid duplication of signatures do not enter the Employee Supervisor or Department Director if those roles are held by the Unit Finance Lead or the Unit AVP. The request will automatically route to these roles later in the process.
  - c. For VPSA Staff & VPC: To avoid duplication of signatures do not enter the Employee Supervisor or Department Director if those roles are held by the Office of the Vice President's Senior Human Resources Business Partner, Director of Finance, AVP for Finance, or the Vice President. The request will automatically route to these roles later in the process.
5. **Begin Signing** - After adding recipients and email address click *Begin Signing* and then *Continue* to begin entering information into the document and to sign as Requestor.
6. **Requestor's Information** – The Requestor's name, email address, and document date will auto-populate, please enter the Requestor's phone number only.
7. **Request Category** – Check the box that applies to the category of the request. You may check only one box per transaction.
8. **Position Request**
  - a. Current Position Information
    - i. Student Affairs Unit - Select the operational unit for the request
    - ii. Position Number - Required for all requests except for new position requests
    - iii. Department - Required to enter department name
    - iv. Supervisor Name - Will auto populate from the employee supervisor defined in the "Add Recipients" section of the form
    - v. Supervisor Title - Required to enter the Supervisor's title as shown in WD
    - vi. Supervisory Organization - Required SUP-XXXXX for all requests except new position requests
    - vii. Position Type - Select Administrative Faculty, Classified, LOA, Hourly
      1. Hourly is only for On-Demand Requests
    - viii. Grade - Enter the Grade as shown in WD for Administrative Faculty A, B, C, D or E and for Classified 21, 23, 24, 25, 27, 29, 30, 31, 33, 36, etc., plus the step.
      1. Not applicable for LOA, Graduate Assistant (GA) or Hourly
    - ix. Position Title - Enter the current Business Title as shown in WD

- x. Job Profile Name - Enter the current Job Profile Name as shown in WD
  - xi. Job Profile Number - Enter the current Job Profile Number as shown in WD
  - xii. Employee/Candidate Name
    - 1. If the Position is filled, enter the current Employee Name.
    - 2. If the Position is Vacant, enter Vacant
    - 3. If the request is for Search Waiver, Initial Placement above HR Approved Salary, or Initial Placement above Q2, enter the Candidate Name
  - xiii. Employee Base Salary (Annual) - Enter current Employee Base Salary if the position is filled
  - xiv. Temporary Stipend (Annual) - Enter current Employee Stipend if the current employee is currently receiving a stipend
  - xv. Recruitment Base Salary (Annual) - If the request is for a Job Recruitment, enter the Recruitment Base Salary, otherwise leave blank
  - xvi. HR Approved Base Salary - Enter most recent HR Approved Base Salary, this will be validated the Senior HRBP, so please ensure the correct amount is entered.
  - xvii. Recruitment Target Hire Date - Enter Recruitment Target Hire Date for the Search, required for Job Recruitment requests
  - xviii. Q2/Midpoint for Grade - Enter the Q2 Midpoint Salary for the current Grade of the Administrative Faculty per NSHE Administrative Salary Schedule [Chapter 3 Section 1 Administrative Salary Schedule \(Page 4\)](#)
    - 1. Not applicable to Classified, LOA, GA, Hourly
- b. Proposed Position Information -
- i. Effective Date - Enter the effective date of the request. Unless there are extenuating circumstances, retroactive requests will not be considered.
  - ii. End Date (if applicable)
    - 1. Required for stipend requests, stipends must end on or before June 30th of the current fiscal year
    - 2. Required for LOA Extension requests
  - iii. Supervisory Organization - Enter the proposed SUP-XXXXX, if different from the current SUP-XXXXX. For new position requests this field is required.
  - iv. Supervisor Name - Will auto populate from the employee supervisor defined in the signature set up
  - v. Position Type - Select Administrative Faculty, Classified, LOA, Graduate Assistant (GA), Hourly, if different from from the current Position Type
    - 1. GA and Hourly to be used for On-Demand Requests only
  - vi. Position Number - Required if different from current Position Number, not required for new position requests
  - vii. Position Title - Enter the proposed Business Title, if different from current Business Title
  - viii. Job Profile Name - Enter the proposed Job Profile Name, if different from current Job Profile Name
  - ix. Job Profile Number - Enter the proposed Job Profile Number, if different from current Job Profile Number
  - x. Grade - Enter proposed Grade for Administrative Faculty A, B, C, D or E and for Classified 21, 23, 24, 25, 27, 29, 30, 31, 33, 36, etc., plus the step, if different from current Grade
    - 1. Not applicable for LOA, Graduate Assistant (GA) or Hourly
  - xi. Q2/Midpoint for Grade - Enter the Q2 Midpoint Salary for the proposed Grade of the Administrative Faculty per NSHE Administrative Salary Schedule [Chapter 3 Section 1 Administrative Salary Schedule \(Page 4\)](#), if different from from the current Q2/Midpoint for the Grade

- 1. Not applicable to Classified, LOA, GA, Hourly
    - xii. Base Salary (Annual) - Enter the request base salary for the employee or candidate as applicable, not required for Job Recruitments
    - xiii. Temporary Stipend (Annual) - Enter the proposed stipend for the employee as applicable
  - c. Request Description and Justification: Provide a short narrative describing and justifying the request.
    - i. Information provided in the form fields does not need to be included here
    - ii. For Stipend requests please include:
      - 1. Who was performing these duties before
      - 2. What additional responsibilities the employee is assuming
      - 3. Confirm if the additional responsibilities are currently not part of the employee's current Position Description Questionnaire (PDQ)
      - 4. Confirm when the employee will be performing the additional responsibilities (i.e. after normal working hours, weekends, during normal work hours with explanation how regular work and additional responsibilities are differentiated, or other with explanation)
      - 5. Additionally, the Stipend Request Form from HR needs to be attached to the HR Request Form. No need for signatures since the HR Request Form will account for the signatures.
9. **Required Attachments** - Refer to the [VPSA Approval Reference Guide](#) for required attachments based on request type.
- a. The Requestor, Employee Supervisor, Department Director, Unit Human Resources Lean, Unit Finance Lead, and Unit AVP all have the option to attach documentation.
  - b. The documentation will be appended to the end of the document.
10. **Unit Finance Review** - To be completed by the primary Human Resources Finance Coordinator as designated by the Workday Security Role, this role is the Finance lead for the unit.
- a. Unit Finance lead will enter the ***Proposed Position Budget Information***
  - b. The account information should be entered for positions with two or less budgeted accounts, only the first column is required for positions budgeted on one account
  - c. If the position is budget on more than two accounts, additional budgeted account numbers can be itemized in the budget comments, or if the position is budgeted on many accounts, as is the case with grants, the Unit Finance Lead can write "Multiple" in the fields
  - d. Total budgeted FTE should not exceed 1.00
  - e. For FTE positions: if the budgeted base salary is less than the requested base salary, the Unit Finance lead should provide comments on required position budget adjustments.
  - f. If the request is for a Stipend, provide the account number where the stipend will be paid
  - g. If the request is for a temporary position (LOA, GA, Hourly), input 0.00 FTE and provide the account number where the temporary positions will be paid
11. **VPSA Senior Human Resources Business Partner** - To be completed by VPSA Senior Human Resources Business Partner
- a. VPSA Senior Human Resources Business Partner will approve or revise the information in the ***Revised Proposed Position Information***
12. **VPSA Finance Review** - To be completed by VPSA Finance Staff
- a. VPSA Finance Staff will approve or revise the information in the ***Requested Position Budget Information***
13. **Workflow Comments** - (Optional): Each Approver in the workflow may provide comments if they choose. This section can also be used if additional space is needed to describe the request or provide additional comments.

14. **Signature & Approvals** - These fields will auto-populate based on the names the Requestor inputs in the “Add Recipients” step of the process (reference step number four above). All signers of the document will get an email to prompt them to sign with a reminder three days after the initial request, then every three days thereafter until the document is signed. Signers should [delegate their signature in DocuSign](#) if they are unable to sign.
- a. Requestor: The Requestor (initiator of the form) will sign the document as the final step on the document initiation.
  - b. Employee Supervisor: This is the direct supervisor of the employee the request is being made for or the recruiting position. The employee supervisor’s signature is only required when the supervisor will not receive the document for approval in one of the remaining signatures in the process.
    - i. For Unit staff: The Employee Supervisor signature should be skipped if the employee will receive the document as the Department Director, Unit Finance Lead, or Unit AVP.
    - ii. To skip the Employee Supervisor signature, do not add a name/email address in the “Add Recipients” step.
    - iii. For VPSA staff: The Employee Supervisor signature should be skipped if the employee will receive the document as the Office of the Vice President’s Senior Human Resources Business Partner, Director of Finance, AVP for Finance, or the Vice President.
    - iv. To skip the Employee Supervisor signature, do not add a name/email address in the “Add Recipients” step.
  - c. Department Director: This is the Director or Executive/Senior Director level position that is responsible for the Employee or Recruiting department
    - i. For Unit staff: The Department Director signature should be skipped if the employee will receive the document as the Unit Finance Lead or the Unit AVP.
    - ii. To skip the Department Director signature, do not add a name/email address in the “Add Recipients” step.
    - iii. For VPSA staff: The Department Director signature should be skipped if the employee will receive the document as the Office of the Vice President’s Senior Human Resources Business Partner, Director of Finance, AVP for Finance, or the Vice President.
    - iv. To skip the Department Director signature, do not add a name/email address in the “Add Recipients” step.
  - d. Unit Human Resources Lead: This is the Unit Human Resources Lead designated by the Associate Vice President of the Unit (CAEO, Student Life, Student Wellness)
    - i. This signature will automatically route based on the operational Unit selected in the **Current Position Information** section of the form.
  - e. Unit Finance Lead: This is the Director or Executive/Senior Director of Finance for the operational Unit the department rolls up to (CAEO, Student Life, Student Wellness)
    - i. This signature will automatically route based on the operational Unit selected in the **Current Position Information** section of the form.
  - f. Unit Associate Vice President: This is the Associate Vice President for the operational Unit the department rolls up to (CAEO, Student Life, Student Wellness)
    - i. This signature will automatically route based on the operational Unit selected in the **Current Position Information** section of the form.
  - g. Office of the Vice President: Senior Human Resources Business Partner, Director of Finance, Assistant Vice President, Vice President for Student Affairs - These fields are required, the form will automatically route for these signatures.
10. **Required Attachments** - Refer to the VPSA Approval Reference Guide for required attachments based on request type.

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11. **Completed Document** - All signers of the document will receive an email when all signatures have been obtained.

1. The Unit Human Resources lead should download the completed document and attach to related workday transactions.
2. All completed documents can be retrieved from the user's DocuSign account.

**Please allow three business days for processing after the completed document is received by VPSA.**