



## Provost Budget Approvals Needed to Start Hiring Process

February 2024

	Type of Hire	Comprehensive Hiring Plans	One-Off Hiring Requests
<b>All academic/tuition generating units</b>  <b>Graduate College</b>  <b>Library</b>  <b>Illinois International</b>	<b>Tenure System &amp; Specialized Faculty</b> positions <ul style="list-style-type: none"> <li>Any FTE</li> <li>All funding sources</li> <li>All new positions and vacancies</li> </ul> <b>Academic Professional &amp; Civil Service</b> <ul style="list-style-type: none"> <li>New (additional FTE) positions</li> <li>State or ICR funding sources</li> </ul>	Colleges submit via the DMI Hiring Plans System <a href="https://secure.dmi.illinois.edu/hiringplans/">https://secure.dmi.illinois.edu/hiringplans/</a> <ul style="list-style-type: none"> <li>Reviewed annually on a rolling basis by the Office of the Provost; college must click “finalize” to prompt review</li> <li>Units <b>must</b> reference the hiring plan commitment code on JDXpert Staff Vacancy Workflow <ul style="list-style-type: none"> <li>IHR has access to this folder as well as the DMI System to confirm approval</li> </ul> </li> </ul>	Colleges enter into the DMI Hiring Plans System <ul style="list-style-type: none"> <li>Automatic notification sent to Provost Office</li> <li>Units <b>must</b> reference the hiring plan commitment code on JDXpert Staff Vacancy Workflow <ul style="list-style-type: none"> <li>IHR has access to this folder as well as the DMI System to confirm approval</li> </ul> </li> </ul>
<b>All Other Units</b>	<b>Academic Professional &amp; Civil Service</b> <ul style="list-style-type: none"> <li>New (additional FTE) positions</li> <li>State or ICR funding sources</li> </ul>	Submit (optional) comprehensive hiring plan Excel template with annual report (or later) <ul style="list-style-type: none"> <li>Units <b>must</b> reference the hiring plan commitment code on JDXpert Staff Vacancy Workflow. <ul style="list-style-type: none"> <li>IHR has access to this folder as well as the DMI System to confirm approval</li> </ul> </li> </ul>	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 <b>New</b> positions	100% Self-supporting, grant, or gift-funded	Yes
	Civil Service refill vacancies	All funding sources	Yes
	Civil Service <b>New</b> 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

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 <ul style="list-style-type: none"> <li>Offers more than 10% above the approved range must receive additional Provost Office approval</li> </ul>	Handled via email with Vice Provost for Academic Affairs <ul style="list-style-type: none"> <li>Do not submit via JDX</li> <li>Email approval uploaded in HRFE</li> </ul>	N/A	Handled via email with Vice Provost for Academic Affairs <ul style="list-style-type: none"> <li>Do not submit via JDX</li> <li>Email approval uploaded in HRFE</li> </ul>
Academic Professionals	Range approved in conjunction with hiring approval <ul style="list-style-type: none"> <li>Offers more than 10% above the approved range must receive additional Provost Office approval</li> </ul>	Requested via “Off-Cycle Pay Request” Workflow in JDXpert <ul style="list-style-type: none"> <li>Usually based on equity or expansion of duties</li> <li>Increase amount is typically no more than 15% (Preference is to stay under 10%.)</li> <li>If there is justification for &gt;15%, it is generally broken up into two increments at least four months apart*</li> </ul>	Requested via “Staff Appointment Change” Workflow in JDXpert <ul style="list-style-type: none"> <li>Minimum 4% and typically no more than 15% (Preference is to stay under 10%.)</li> <li>If there is justification for &gt;15%, it is generally broken up into two increments at least four months apart*</li> <li>Workflow must be fully approved in JDXpert before extending offer to employee</li> </ul>	Requested via an “Off-Cycle Pay Request” Workflow in JDXpert Select “Retention/Counter Offer” <ul style="list-style-type: none"> <li>Position should be similar and have a comparable level of scope and responsibility and the offer is limited to only a pay increase</li> <li>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</li> <li>Employee must have received either a written offer or be a finalist who has received a verbal offer for a position within UIUC</li> <li>Current employing unit may offer less than or equal to but not exceed the external or internal-to-campus offer</li> <li>Consideration should be given to avoid creating internal equity concerns</li> <li>If offer is from external entity, cost-of-living difference should be factored in.</li> <li>Workflow must be fully approved in JDXpert before extending offer to employee</li> </ul>



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

\*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

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

*Last Modified: April 19, 2024*