

UW Facilities Recruiting, Position Review and Compensation Approval Process

For internal approvals of new positions for professional and classified staff, professional staff replacements, classification and compensation changes, equity/step adjustments, and Temporary Pay Increases (TPI)

1. The Department Director reviews internal department requests for internal equity/alignment, funding and operational need. If approved, the supporting documentation along with the Position Request Form signed with the Director's electronic signature sheet will be forwarded to the Finance Assistant Director supporting that department.
2. The Finance Assistant Director reviews funding sources and position control coding and, if approved, signs the Position Request Form and sends it and the supporting documentation to the respective AVP.
3. The AVP reviews the supporting documentation, for funding, position control coding, internal equity/alignment, funding and operational need and, if approved, signs the Position Request Form and sends it and the supporting documentation to the UWF Human Resources Director.
4. UWF HR conducts the following:
 - job description review, and if needed, will recommend revisions to department
 - comprehensive compensation review that includes UWF grade and salary ranges
 - Pro Staff Position Description Forms (PSPD) review and if needed, will recommend revisions to department

If approved, UWF HR signs the Position Request Form and sends it and the supporting documentation to the AVP Finance and Administration

5. The AVP Finance & Administration reviews the supporting documentation and if approved, signs the Position Request Form and sends it and the supporting documentation to the Vice President, if required. The Vice President will review all new professional staff positions that require new funding.
6. The Vice President reviews the supporting documentation and if approved, signs the Position Request Form and returns it and the supporting documentation to the AVP Finance & Administration and the UWF HR

Director for tracking and distribution to the requesting department to begin the recruiting process.

7. If all UWF internal approvals are met, UWF HR will notify the department and the department will submit the information in Workday to trigger the UW HR Employment and UW Compensation review and process.
8. Upon selection of a final candidate for a position and in cases where the desired salary offer exceeds the initially approved amount, the salary offer will be reviewed by all signatories on the internal UWF Position Request Form and require each signatories additional approval.