Contract & Limited Appointments

Workflow, Routing & Approvals

Department/Division

Department Submits <u>completed AVC</u> Package for review/approval to include:

- Business Need & Justification for position
- AVC Approval
- Budgetary/Funding Information and Approval
- Appointment Details:
  - Limited or Contract (non-represented title codes ONLY)
- Job Description (if available)
- Organization chart

ASSET HRBP

Once a complete package is received from Department/Division, HRBP will:

- Review submitted documentation for completeness and compliance with policy, CBA, as applicable
- Advise & Consult on request, justification and business need;
  - Works with Dept to finalize Job Description as needed
- Coordinate VC-PBA Approval (required for all limited and contract appt. requests)
- Coordinate HR approvals
- Enters request into HRMS;
  - Submits to HR (Class & Comp) for review and classification
- Notifies department with approvals
- Prepares Offer letters as needed

HR – Class & Comp

HRBP will coordinate approvals with appropriate Central HR departments as necessary:

- HR review and approval required for:
  - ALL Contract appointment, and waiver of recruitment (if applicable);
  - Limited appointments and waiver of recruitment for a Limited appointment

Department/Division & HRBP

Once Department/ Division has received all required approvals:

- Makes offer to candidate; coordinates with HRBP to submit offer letter via DocuSign;
- *Coordinates with HRBP to* submit hire and coordinates onboarding with APPS