

## Human Resources/Payroll (HR/Pay) Staff Processing Updates (*revised*)

One of the HR/Pay goals is to try to eliminate duplication in order to allow departmental staff to focus on auditing and verification.

Definitions of salary actions please see to [www.hreo.ku.edu/files/documents/salaryactions.pdf](http://www.hreo.ku.edu/files/documents/salaryactions.pdf).

Students, Faculty and Academic Staff are not affected by the items covered in the information below. Graduate Research Assistant (GRA) information is located at [www.hreo.ku.edu/files/documents/GRaintentprocess.pdf](http://www.hreo.ku.edu/files/documents/GRaintentprocess.pdf) and Graduate Teaching Assistant (GTA) information is located at [www.hreo.ku.edu/files/documents/hrpay\\_gta\\_process.pdf](http://www.hreo.ku.edu/files/documents/hrpay_gta_process.pdf).

### **A) Items covered for when an HR/EO offer or other letter for Unclassified Professional Staff (UPS) and University Support Staff (USS) substitutes for a Payroll Form. Payroll Services will do the HRSA entry directly from the letter if the applicable employee's supporting documents are on file.**

- USS/UPS New Position – New Person
- USS/UPS Hire Existing Position – New Person
- USS/UPS Promotion
- USS/UPS Acting/Interim
- USS/UPS Responsibility Reassignment Outside the Annual Budget Process
- USS/UPS Merit Increase Outside the Annual Budget Process
- USS/UPS Market Adjustment Outside the Annual Budget Process
- USS/UPS Counter Offer Outside the Annual Budget Process
- USS Between and In Band Increases
- UPS/USS Suspensions
- USS/UPS Approval for Leave Without Pay for 30 days or more
- USS/UPS Termination for Cause or Job Abandonment
- UPS Notice of Non-Reappointment/Renewal (e.g. funding, serve at the pleasure)
- USS end of Probation Period with Unsatisfactory Probationary evaluation
- USS Notice of Layoff
- USS/UPS Funding if valid account code(s) and percentage of distribution is included in the offer letter.

### **B) Items not covered by the Unclassified Professional Staff Offer/Salary Letter Process that will continue to require a Payroll Form.**

- Position Combinations of Faculty and Unclassified Professional Staff
- Position Combinations of Academic Staff and Unclassified Professional Staff
- UPS and USS percent or FTE changes
- Person or Position Demographic Changes (address, phone etc.)
- USS/UPS changes to data that are listed correctly and approved in the University Working Budget (will be loaded from the budget file).
- USS/UPS Funding changes if not included on the offer letter; or if invalid account code(s) or incorrect distribution percentages are provided in the offer letter.