

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.

Student 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 and Graduate Teaching Assistant (GTA) information is located at www.hreo.ku.edu/files/documents/hrpay_gta_process.pdf.

A) Items covered by a HR/EO (USS & UPS) or Provost Office (Faculty & Academic Staff) generated Offer Letter or “Other Letter” which substitutes for a Payroll form.

- 1) New Position – New Person
- 2) Hire Existing Position – New Person
- 3) Promotion
- 4) Acting/Interim
- 5) Responsibility Reassignment Outside the Annual Budget Process
- 6) Merit Increase Outside the Annual Budget Process
- 7) Market Adjustment Outside the Annual Budget Process
- 8) Counter Offer Outside the Annual Budget Process
- 9) USS Between and In Band Increases (HR/EO only)
- 10) UPS/USS Suspensions (HR/EO only)
- 11) Approval for Leave Without Pay for 30 days or more
- 12) Termination for Cause or Job Abandonment (HR/EO only)
- 13) Notice of Non-Reappointment/Renewal (e.g. funding, serve at the pleasure) (Comes through HR/EO or Provost Offices but may be generated by a Dean’s or VP Office)
- 14) USS end of Probation Period with Unsatisfactory Probationary evaluation (HR/EO only)
- 15) USS Notice of Layoff (HR/EO only)
- 16) Funding if valid account code(s) and percentage of distribution are included on the offer letter.

B) Items not covered by the above Letter process

- 1) Standard Hours (Percent, FTE) changes
- 2) Person or Position Demographic Changes (address, phone etc.)
- 3) Changes to data that are listed correctly and approved in the University Working Budget (will be loaded from the budget file).
- 4) 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.

UPS = Unclassified Professional Staff
USS = University Support Staff
VP = Vice Provost