



Personnel Action Authority Form

The purpose of this form is to assign, change, or cancel approval authority for personnel actions.

Instructions

1. Add new or additional approval authority: Complete section 1, 2 and 4 to add access for an employee for the first time, reactivate a previously inactivated authority, or to add additional approval access to an employee with current approval access
2. Remove approval authority: Complete section 3 and 4 to remove authority from an employee. This section is not required for employees terminating employees from the University. The process to end employment removes security automatically.

Section 1: Level of Approval

Select the approval level(s) to be assigned.

- HR0400 Executive:** This is the most senior executive of a business or academic area. Members of this level will have responsibility of definitive managerial and fiscal approval for all personnel actions impacting benefit eligible employees. This level is limited to positions of President, Executive Vice President, or Senior Vice President.

The Executive Level approval can only be delegated to a member of the Executive, College/Division or Budget Administrator level.

- HR0300 College/Division:** This is a senior executive of a business or academic area. Members of this level will have responsibility of managerial and fiscal approval for all personnel actions impacting benefit eligible employees. President, Executive Vice President, or Senior Vice President approval is required for membership in this approval group. Examples of members of this group are Dean, Vice Provost, and Vice President.

The College/Division Level approval can only be delegated to a member the Executive, College/Division, or Budget Administrator Level.

- HR0200 Budget Administrator: This is the only level of required approval for transactions impacting professional staff and non-benefit eligible employees.**

This is the individual who has been assigned fiscal responsibility for labor and fringe cost for the business or academic area. Members of this level will have the responsibility of the required fiscal approval for all personnel actions impacting benefit and non-benefit eligible employees. The approval of a member of the Executive or College/Division is required for membership in this approval group.

The Budget Administrator Level approval can be only delegated to a member of the Budget Administrator Level, Division/College Level, or Executive Level.

- HR0050 Department:** This is an optional level of approval to be assigned to a representative of the business or academic area that would provide the first level of approvals for personnel actions. The approval of a member of HR0200 group or higher is required for membership in this group.

Section 2: New or Additional Department Authorization and Signature

By signing this form, I acknowledge and accept responsibility for signing paper and electronic documents for the processing of personnel actions

Name (please print): _____

Title: _____

College/Division or Department: _____

Note: If only a college or division is entered, then all of the subordinate departments will automatically be included.

Signature: _____

Date: _____

Section 3: Remove Department Authorization

Access will be removed for the individual listed below:

Name (please print): _____

Title: _____

College/Division or Department: _____

Note: If only a college or division is entered, then all of the subordinate departments will automatically be included.

Date to remove access: _____

Section 4: Approvals

Approvals: An executive must provide signature authorization of a request for College/Division Level Approval. A senior administrator must provide signature authorization of a request for Budget Administrator level approval. A department administrator with fiscal responsibility must provide signature authorization of a request for department level approval.

Executive: Name (please print): _____

Title: _____

Signature: _____ Date: _____

College Division: Name (please print): _____

Title: _____

Signature: _____ Date: _____

Budget Administrator: Name (please print): _____

Title: _____

Signature: _____ Date: _____