

Category	New or Backfill Regular Position (Other than EC /TFMD)	EC (Non Union Temp)	Union Temporary	Add Comp (Staff)
Step 1	Manager (MGR) identifies need (new) or reviews function (replacement). Has initial conversation with their direct supervisor to ensure that there is divisional support for position. MGR creates class spec (new) or revises class spec; reviews with HRBP.	MGR identifies need for temporary support that cannot be fulfilled by a current EMU resource within current job scope. Notes: ECs may not work >29 hours, MGR will	MGR identifies need for a Temp within scope of barg. Unit. If FT, MGR will work with HRBP to confirm union status and rules. If PT Temp, MGR submits proposed	Manager discusses rationale for providing employee with additional comp (subject to CBA restrictions) with HRBP and upline.
Step 2	HRBP submits revised or new class spec to HR Compensation for review and approval. The spec must be provided to the Union for review if required by CBA.	MGR submits EC pre authorization form through divisional upline.		If upline supports request, manager submits fully completed "Additional Compensation Request Form" through HRBP.
Step 3	MGR completes Position Control Action Form (PCA) and submits to their direct supervisor (HRBP may assist as needed). MGR responsible for ensuring all required signatures up through divisional EC member are obtained.		Contract routed for signatures by MGR.	HRBP consults CWP Guidelines and adds request to CWP agenda template if required by guidelines. Otherwise skip to Step 5.
Step 4	If NEW or UNBUDGETED HRBP adds request to CWP agenda template (CWP meets every 2 weeks). CWP reviews and dispositions. If REPLACEMENT, skip to Step 5.	MGR works with HR Coordinator to post the position (if applicable).		
Step 5.	HRBP reviews PCA and submits to budget for approval if necessary.	Once EC identified, MGR issues EC contract template. Note: ALL EC contracts are contingent on the successful completion of a background screen to be completed by UHR. Contract	Once Temp identified, MGR issues Temp Contract. Note: The contract needs to be contingent on the successful completion of a background screen to be completed by UHR.	If CWP approves, or if CWP approval not required, HRBP submits to HR Comp for final review & processing.
Step 6	HRBP ensures that Hiring Manager has approved PCA. MGR initiates job requisition and places into PageUp work flow for approval.			
Step 7	Position posted once fully approved in PageUp.			

Step 8 Recruitment Kickoff Meeting with Talent Coord.

Process	CWP Guidelines	Requesting to Hire a temp/EC	Additional Compensation High Level
Referenc			Process Map

Last Updated 6/21/2023