New Grant Funded Benefits Eligible Employee

Begin **New Grant Funded Benefits Eligible Position Process**

1. PI informs Dept of hiring positions need for New Grant.
2. Dept. Confirm Funding Source and HCM combo code Via query for Project ID UTS_CA_VALID_COMBO_CODES

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Legend:
- **Dept**—blue box
- **HR**—green dotted line
- **Budget**—gold box
- **RSC**—red box
- **Purple** box—STARS
- **Grey** box—end process

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2a. Confirm availability of funding Review budget overview in FMS commitment control

2b. Sufficient Funds?

- **Yes**
  - 2c. New Position Job Code Existing or New? If NTT title consult VPFAS
  - 3. New Job Code
    - 3a. Dept completes DAF
    - 3b. Click on Hyperlink for job code titles. Then go to 3d
    - 3c. Existing Job Code go to 3b
    - 3d. New Job Code

- **No**
  - 2d. Return to PI/RSC resolution

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3. Dept. completes **DAF**, **Position Description** and **New Position Justification Form** (only if less than 100% grant funded), **new job code process** plus any other dept. requirements. Refer to [HR New Job code process](#) for additional info.

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4. Dept routes Justification form, DAF for approvals (route DAF through RSC)

4a. Academic Affairs Approvals Dept-Dean-Provost

4b. Non-Academic Affairs Dept-VP

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5. Dept submits via Sharepoint the **Review/Create position form** including **Project ID** to HR Comp attaches approved DAF, and **Position Description**. Delay 2 to 7 days

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6. **HR Comp reviews** process to for duties and **Dean approval emails**.

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*Appendix A (page 2)*

*Appendix AA (page 3)*

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Final review New Grants Funded Benefits
STARS Process and DBT Funding can be done concurrently.

**The STARS and DBT Process may be completed by 2 different people. The Hiring Manager should communicate with the Fiscal/Budget person that position is being posted.**
HR Comp approves the Dept. Hiring Proposal. STARS sends email to Dept. with link to submit Hiring Form via online STARS.

*Appendix E (STARS) pg 13-14

Dept. Hiring Manager contacts finalist and extends a verbal job offer. Negotiates start date based on pre-determined start dates in the Day O.N.E. Calendar

Dept changes status (in STARS) of all applicants EXCEPT finalist to NOT HIRED.

Dept. completes the HR Hiring Form (refer to box 14) and submits form to STARS. (See Appendix E pg 14)

HR will complete the final hire process in STARS, and send an email with offer letter attached and copy hiring manager. Day ONE will invite new employee to DAY ONE, and assign new employee in Share/PeopleSoft

*Appendix F (Day ONE) pg 15 –21

New Employee attends Day O.N.E.

Day O.N.E. notifies Internal Transfer employee of date their assignment begins in new Depart.

Employee reports to Dept.

End of Grand Funded Benefits Eligible Position Process