

In an effort to streamline processing of staff re-classification and new position requests in Student Affairs, we have developed step-by-step procedures.

If you have questions about these processes, please contact Jackie Hobson, Director of Student Affairs Budgets & Financial Services, via email or by phone on x4137 in the Office of Student Affairs.

- Prior to creating paperwork for reclassification or new position requests, AVP's should obtain Dr. Paine's verbal approval to proceed.
- Upon receiving verbal approval, the Directors/Departments can begin the formal process for reclassification or new position requests.

Employee in Position Reclassification:

<http://www.utsa.edu/hr/compensation/existing.cfm>

Documentation forwarded via e-mail as follows: Department > AVP > Jackie Hobson (VPSA). Forwarding documents will serve as approval. Any documents requiring Dr. Paine's signature will be printed in the VPSA office.

- Explanatory memo *
- Proposed organizational chart
- Proposed job description
- Position Audit Questionnaire form

<http://www.utsa.edu/hr/docs/NewVacantPositionQuestionnaire.doc>

In certain situations, a Job Progression Request may need to be submitted.

<http://www.utsa.edu/hr/Compensation/PD-AdminStructure.cfm>

The form can be downloaded from this link:

<http://www.utsa.edu/hr/docs/PD-ProgressionDeterminationWorksheet.doc>

The completed form should also be electronically routed for approvals via email.

Vacant Position Reclassifications

<http://www.utsa.edu/hr/compensation/existing.cfm>

Documentation forwarded via STARS as follows: Department > AVP > Jackie Hobson (VPSA). Forwarding documents in STARS will serve as approval. Any documents requiring Dr. Paine's signature will be printed in the VPSA office.

- Explanatory memo *
- Proposed organizational chart
- Proposed job description
- Position Audit Questionnaire form

<http://www.utsa.edu/hr/docs/NewVacantPositionQuestionnaire.doc>

New Positions

<http://www.utsa.edu/hr/compensation/NewVacant.cfm>

Documentation forwarded via STARS as follows: Department > AVP > Jackie Hobson (VPSA). Forwarding documents in STARS will serve as approval. Any documents requiring Dr. Paine's signature will be printed in the VPSA office.

- Explanatory memo *
- Proposed organizational chart
- Proposed job description
- Position Audit Questionnaire form

<http://www.utsa.edu/hr/docs/NewVacantPositionQuestionnaire.doc>

*** Explanatory memos need to include the following information:**

- Justification/rationale for the request
- Account number
- Source of permanent funding for position or increase; if there is not sufficient funding in current budgeted position, the memo must state the source of funding for overage
- Effective date of change
- Proposed annualized salary

At this time, the following personnel actions will remain as paper documents routed through the same administrative channels:

- Request for Salary Supplementation
- Salary increases for additional duties
- Request for student/hourly positions, including student positions with benefits (i.e. graduate assistants)