HOME / GENERAL PROCESSES / CAMPUS SPECIFIC PROCESSES / SITE ASSISTANCE
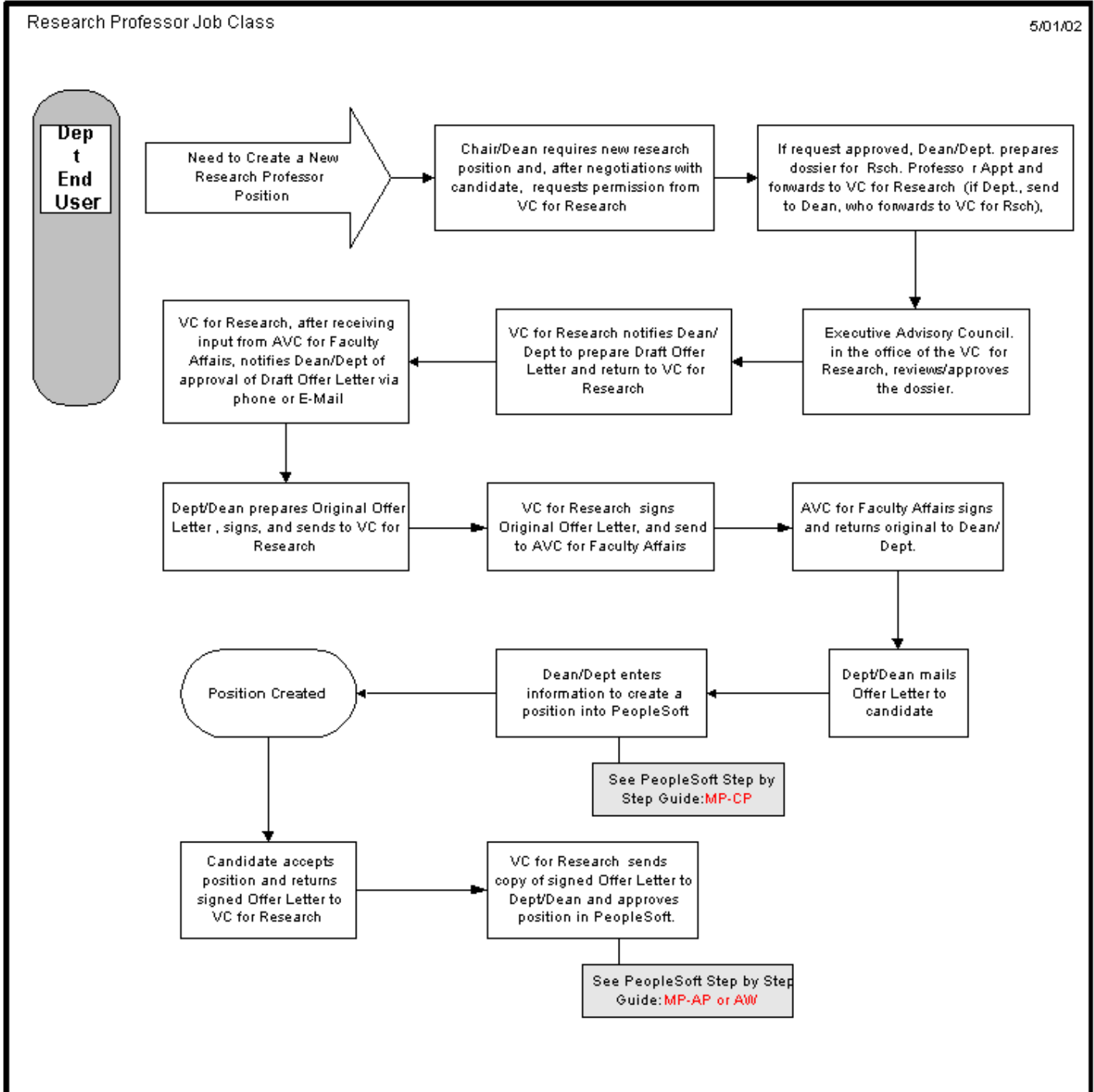
HUMAN RESOURCES
BUSINESS PROCESSES

CAMPUS SPECIFIC PROCESSES

BOULDER CAMPUS
-Research Faculty

Boulder Research Professor - Create and Approve New Position

Research Professor Job Class   5/01/02

Dept End User

- Need to Create a New Research Professor Position

- Chair/Dean requires new research position and, after negotiations with candidate, requests permission from VC for Research

- If request approved, Dean/Dept. prepares dossier for Rsch. Professor Appt and forwards to VC for Research (if Dept., send to Dean, who forwards to VC for Rsch),

- VC for Research, after receiving input from AVC for Faculty Affairs, notifies Dean/Dept of approval of Draft Offer Letter via phone or E-Mail

- VC for Research notifies Dean/Dept to prepare Draft Offer Letter and return to VC for Research

- Executive Advisory Council. in the office of the VC for Research, reviews/approves the dossier.

- Dept/Dean prepares Original Offer Letter, signs, and sends to VC for Research

- VC for Research signs Original Offer Letter, and send to AVC for Faculty Affairs

- AVC for Faculty Affairs signs and returns original to Dean/Dept.

- Position Created

- Dean/Dept enters information to create a position into PeopleSoft

- Dept/Dean mails Offer Letter to candidate

- See PeopleSoft Step by Step Guide:MP-CP

- Candidate accepts position and returns signed Offer Letter to VC for Research

- VC for Research sends copy of signed Offer Letter to Dept/Dean and approves position in PeopleSoft.

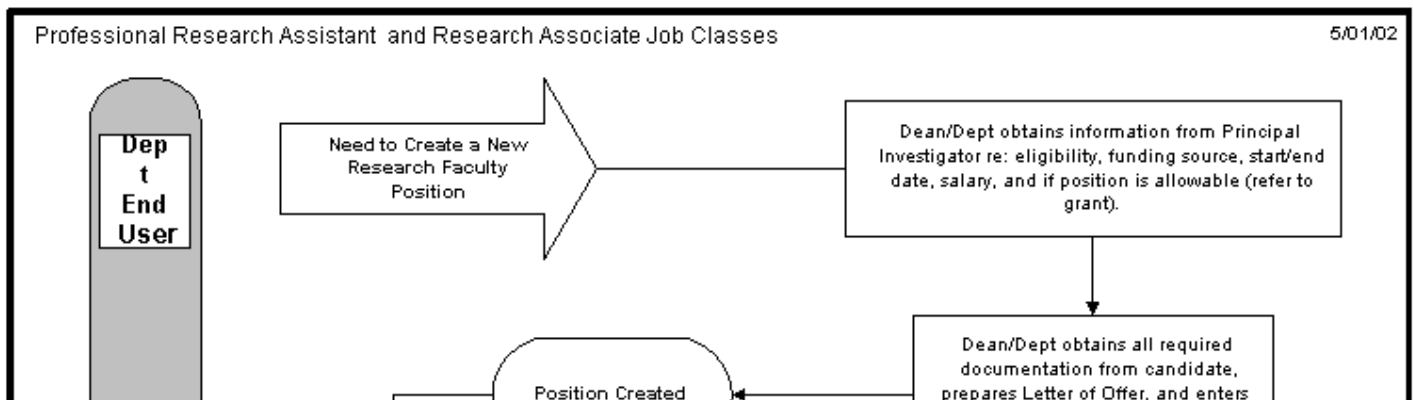- See PeopleSoft Step by Step Guide:MP-AP or AW

NOTE :

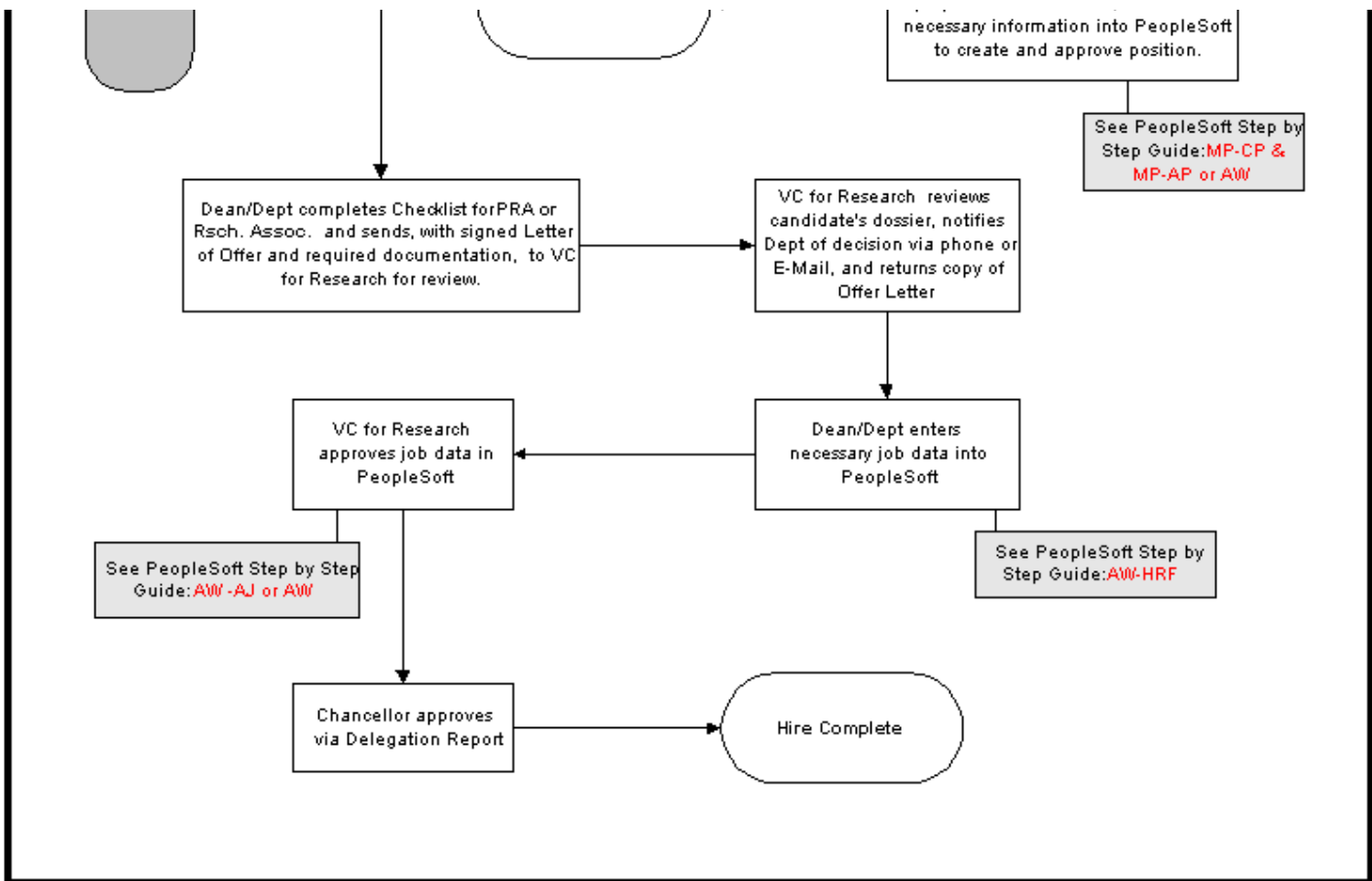A new position is required for all new **Research Professor** positions.

A Research Professor appointment is a non-tenure track parallel to a regular faculty appointment.

Download a copy of the "Checklist for Research Professor" at: http://www.colorado.edu/graduateschool/ researchfaculty.html

Recruitment and Hiring Procedures-Research Faculty: http://www.Colorado.EDU/facultyaffairs/deskref/

Boulder Research Faculty - Create New Position and Hire PRA or RA

Professional Research Assistant and Research Associate Job Classes   5/01/02

| Dep t End User |

Need to Create a New Research Faculty Position

Dean/Dept obtains information from Principal Investigator re: eligibility, funding source, start/end date, salary, and if position is allowable (refer to grant).

Position Created

Dean/Dept obtains all required documentation from candidate, prepares Letter of Offer, and enters

necessary information into PeopleSoft to create and approve position.

See PeopleSoft Step by Step Guide: MP-CP & MP-AP or AW

Dean/Dept completes Checklist for PRA or Rsch. Assoc. and sends, with signed Letter of Offer and required documentation, to VC for Research for review.

VC for Research reviews candidate's dossier, notifies Dept of decision via phone or E-Mail, and returns copy of Offer Letter

VC for Research approves job data in PeopleSoft

Dean/Dept enters necessary job data into PeopleSoft

See PeopleSoft Step by Step Guide: AW -AJ or AW

See PeopleSoft Step by Step Guide: AW-HRF

Chancellor approves via Delegation Report

Hire Complete

NOTE :

Research Faculty (i.e., RA and PRA) positions may be reused when they become vacant. Please see if such a position exists before creating a new one.
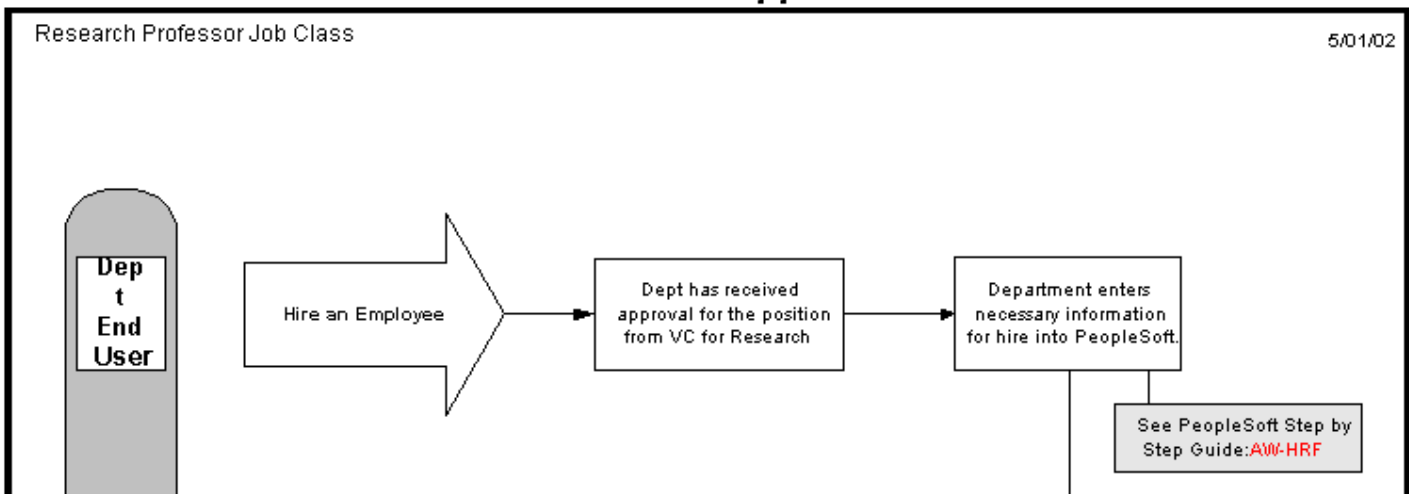
Regarding Step by Step guide AW-HRF: Research Faculty positions are 12 month appointments and contract pay should **not** be used.
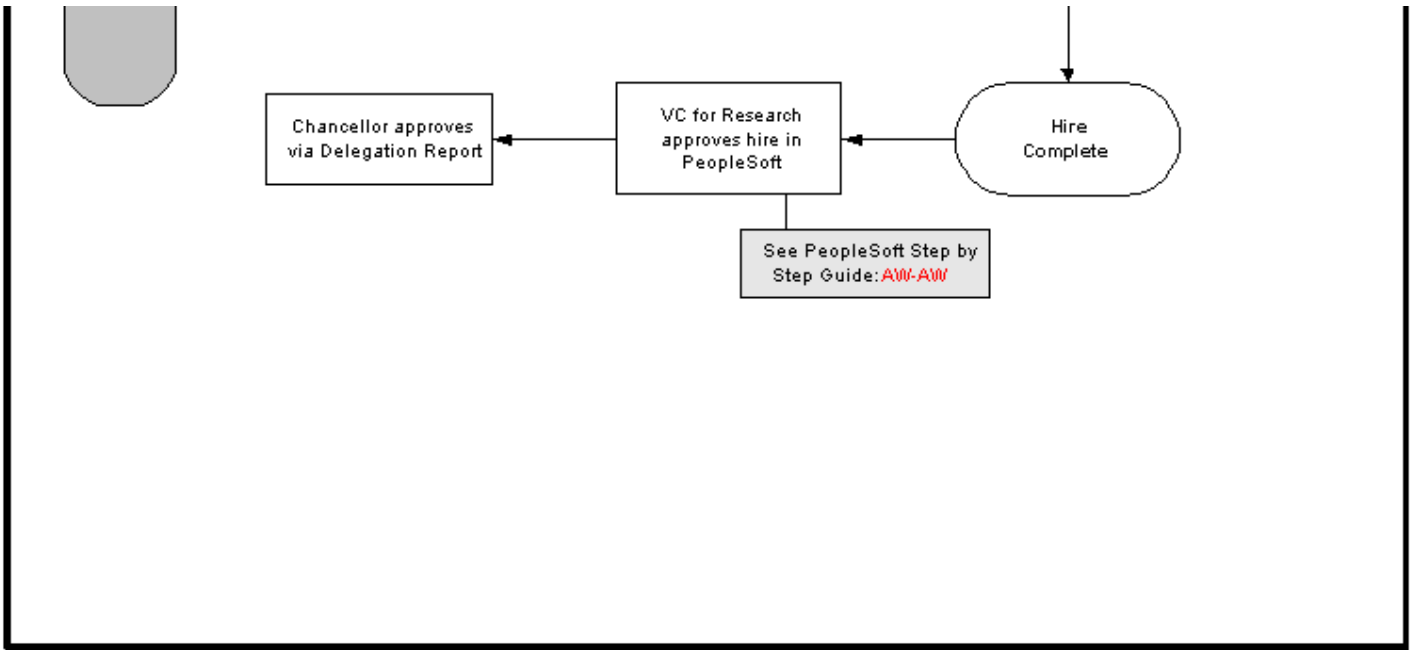
Download a copy of the "Checklist for Research Associate (RA), Professional Research Assistant (PRA), Professional Exempts, and Classified Staff" at: http://www.colorado.edu/graduateschool/researchfaculty.html.

Recruitment and Hiring Procedures-Research Faculty: http://www.Colorado.EDU/facultyaffairs/deskref/

Job data approval by VC for Research contingent upon a candidates COMPLETE dossier.

Boulder Research Professor- Hire and Approval Process

Research Professor Job Class   5/01/02

Dept End User

Hire an Employee

Dept has received approval for the position from VC for Research

Department enters necessary information for hire into PeopleSoft.

See PeopleSoft Step by Step Guide: AW-HRF

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Chancellor approves      ◄──      VC for Research      ◄──      Hire
via Delegation Report             approves hire in             Complete
                                  PeopleSoft
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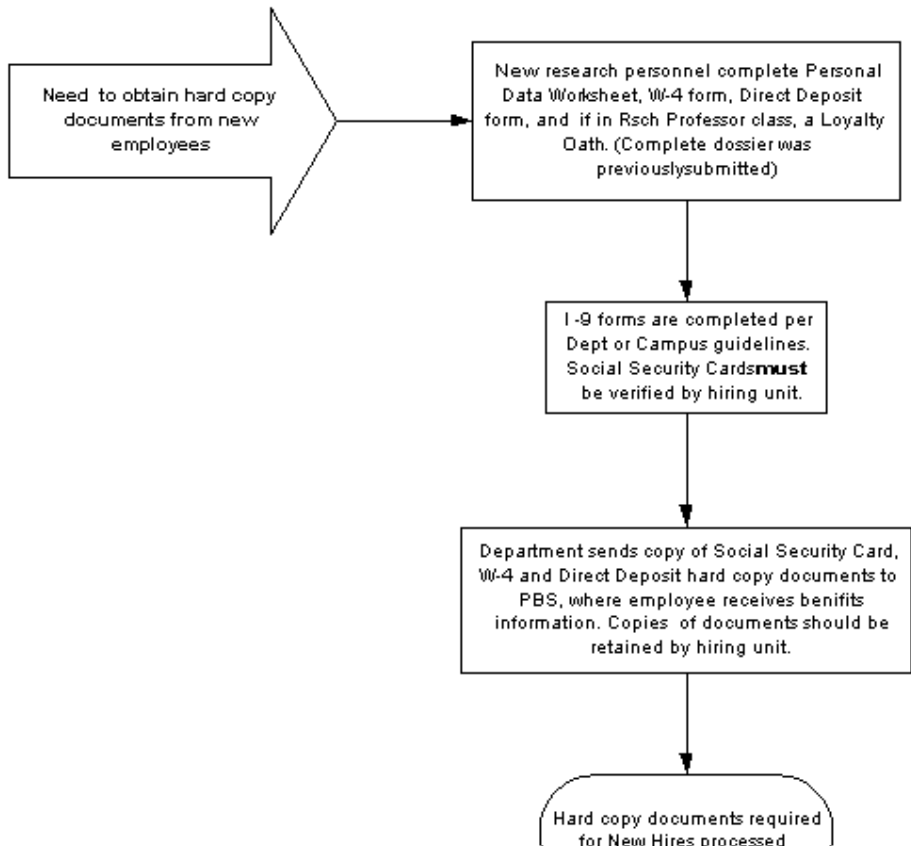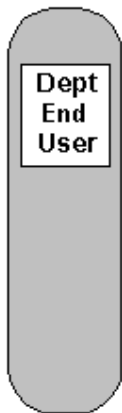See PeopleSoft Step by
Step Guide: AW-AW

NOTE :

The name entered on the PeopleSoft Name/Address panel must be   **exactly** the same as on the new employee's Social Security Card.

Boulder Research Prof/Faculty - Obtain Hard Copy Documents for New Hire

Applies to ALL Research Job Classes   5/01/02

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┌──────────┐
│  Dept    │         Need to obtain hard copy
│  End     │   ═══▶  documents from new          ──▶  New research personnel complete Personal
│  User    │         employees                        Data Worksheet, W-4 form, Direct Deposit
└──────────┘                                           form, and if in Rsch Professor class, a Loyalty
                                                       Oath. (Complete dossier was
                                                       previouslysubmitted)
                                                                    │
                                                                    ▼
                                                       I-9 forms are completed per
                                                       Dept or Campus guidelines.
                                                       Social Security Cards must
                                                       be verified by hiring unit.
                                                                    │
                                                                    ▼
                                                       Department sends copy of Social Security Card,
                                                       W-4 and Direct Deposit hard copy documents to
                                                       PBS, where employee receives benifits
                                                       information. Copies of documents should be
                                                       retained by hiring unit.
                                                                    │
                                                                    ▼
                                                       Hard copy documents required
                                                       for New Hires processed
```

NOTES:

Personal Data Worksheet, W-4, I-9, Direct Deposit forms found on PBS Forms webpage at: http://www.cusys.edu/pbs/hr-forms/hr-forms.html#gen

Loyalty Oath Statutory Requirementt: http://64.78.178.125/cgi-dos/statsrcp.exe?N

I-9 Administrative Policy: http://www.cusys.edu/~policies/Personnel/ircaadmin.html

I-9 Boulder Campus Procedures: http://www.colorado.edu/humres/policies/I9procedure.html?a=51

Benifits enrollment must occur within 30 days of hire

Boulder Research Faculty - One Time Pay and Approval Process

Professional Research Assistant and Research Associate Job Classes   5/01/02

Dept End User

Need to process employee's One Time Pay

Dean/Dept prepares One Time Pay form, enters data into PeopleSoft and forwards to Dean/College

See PeopleSoft Step by Step Guide:TC-OTP

Batch is approved by VC for Research

Dean approves One Time Pay request and forwards to VC for Research

See PeopleSoft Step by Step Guide:TC-AW

NOTES:
Please note batch # on all paperwork.
This process is for non-base building additional pay, e.g., awards and other one-time payments.
One Time Pay Form located on PBS Webpage at: http://www.cusys.edu/pbs/hr-forms/hr-forms.htm l
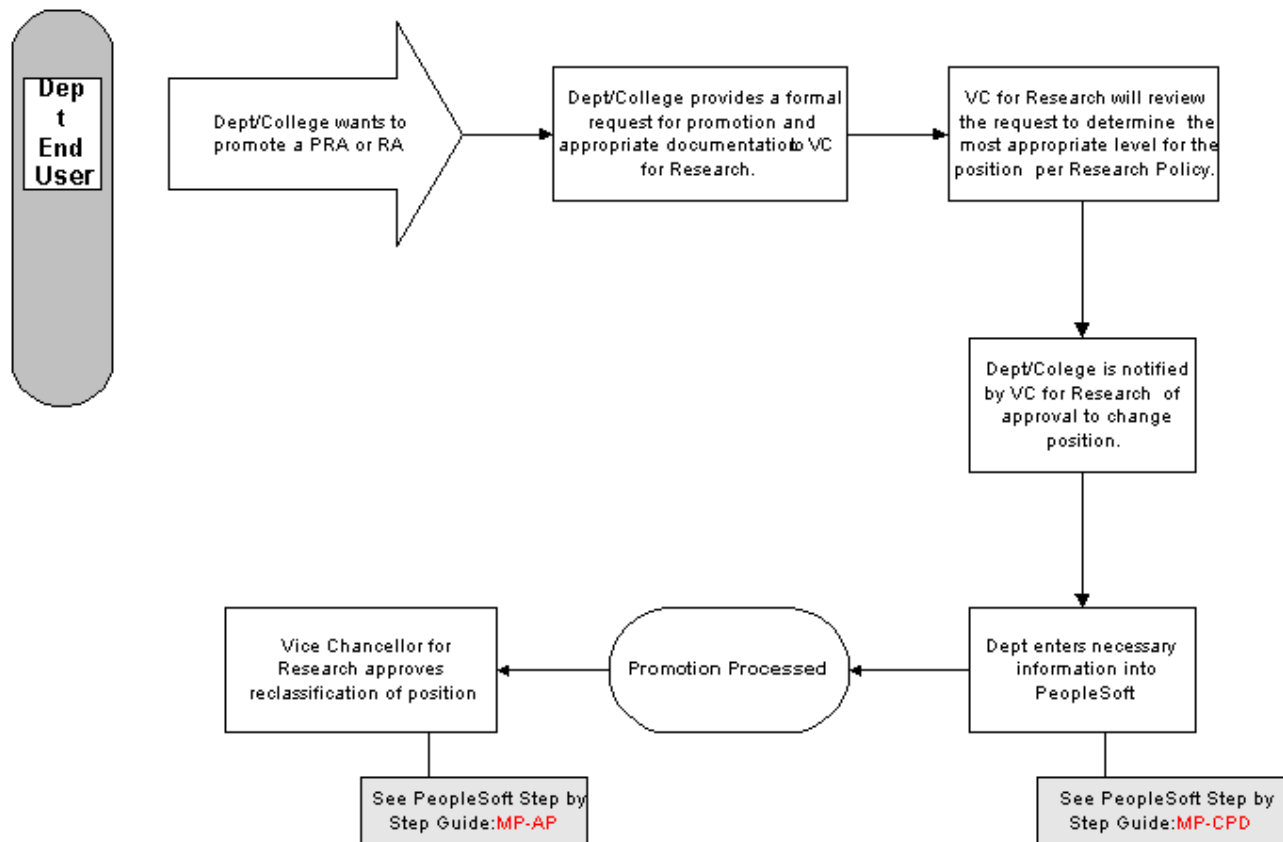One Time Pay Policy: http://www.cusys.edu/pbs/res-lib/policies/hand-drawn/hand-drawn.html
Policy on Additional Pay to Regular and Research Faculty: http://www.colorado.edu/facultyaffairs/atoz/
Additional%20Pay.Salary%20Limit.pdf

Boulder Research Faculty - Promotion and Approval Process

Professional Research Assistant and Research Associate Job Classes   5/01/02

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┌──────┐
│ Dep  │
│  t   │          Dept/College wants to          Dept/College provides a formal          VC for Research will review
│ End  │          promote a PRA or RA            request for promotion and              the request to determine the
│ User │                                         appropriate documentatio to VC         most appropriate level for the
└──────┘                                         for Research.                          position per Research Policy.
```

Dept/Colege is notified by VC for Research of approval to change position.

Vice Chancellor for Research approves reclassification of position

Promotion Processed

Dept enters necessary information into PeopleSoft

See PeopleSoft Step by Step Guide: MP-AP

See PeopleSoft Step by Step Guide: MP-CPD

NOTES:

This process is used to promote current Research Faculty to a higher level. Example: From Professional Research Assistant to the Senior Research Assistant level, or from Research Associate to Sr. Research Associate.

See Faculty Recruitment and Hiring Guide, Chapter II Research Faculty: http://www.Colorado.EDU/facultyaffairs/facultyrecruitguide/

See Graduate School website for more information at: http://www.colorado.edu/graduateschool/researchfaculty.html

Boulder Research Professor- Reappointment and/or Promotion and Approval

Research Professor Job Class   5/01/02

Dept End User

Need to Reappoint and/or promote Rsch. Professor

Dean/Dept prepares dossier for Rsch Professor Reappointment/Promotion and sends to VC for Research

VC for Research reviews and approves request for reappointment/ promotion

VC for Research notifies Dean/ dept of approval

The employee will receive notification of the approval for the reappointment/ promotion request from dept.

Dept enters necessry information into PeopleSoft.

See PeopleSoft Step by Step Guide: AW -RAP

Employee Reappointment/ Promotion Processed

VC for Research approves reappointment/ promotion in PeopleSoft

Chancellor approval via Delegation Report

See PeopleSoft Step by Step Guide: AW -AJ or AW

NOTES:
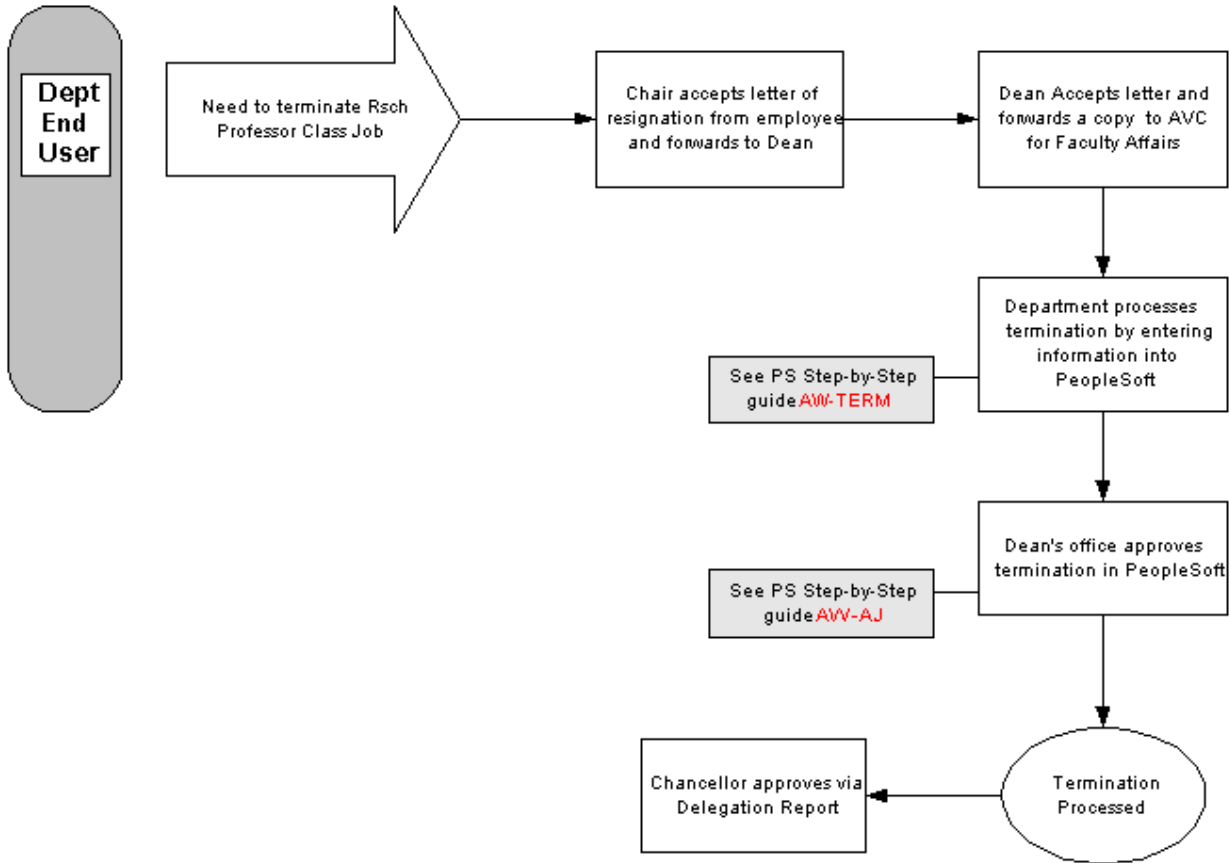Reappointment process should be initiated 6 months prior to appointment end date.
Checklist for promotion is located at http://www.colorado.edu/graduateschool/researchfaculty.html

Boulder Research Professor - Termination and Approval Process

Research Professor Job Class   5/01/02

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┌─────────┐
│  Dept   │      ╱────────────────╲        ┌──────────────────┐      ┌──────────────────┐
│  End    │     ╱  Need to terminate Rsch ╲│ Chair accepts letter of │ Dean Accepts letter and │
│  User   │────▶   Professor Class Job     ├──▶ resignation from employee ──▶ forwards a copy to AVC │
│         │     ╲                          ╱│ and forwards to Dean │      │ for Faculty Affairs │
└─────────┘      ╲────────────────╱        └──────────────────┘      └──────────────────┘
                                                                               │
                                                                               ▼
                                            ┌──────────────────┐      ┌──────────────────┐
                                            │ See PS Step-by-Step │   │ Department processes │
                                            │ guide AW-TERM      │───│ termination by entering │
                                            └──────────────────┘      │ information into │
                                                                      │ PeopleSoft │
                                                                      └──────────────────┘
                                                                               │
                                                                               ▼
                                            ┌──────────────────┐      ┌──────────────────┐
                                            │ See PS Step-by-Step │   │ Dean's office approves │
                                            │ guide AW-AJ        │───│ termination in PeopleSoft │
                                            └──────────────────┘      └──────────────────┘
                                                                               │
                                                                               ▼
                                            ┌──────────────────┐         ╱───────────╲
                                            │ Chancellor approves via │  │ Termination │
                                            │ Delegation Report       │◀─│ Processed   │
                                            └──────────────────┘         ╲───────────╱
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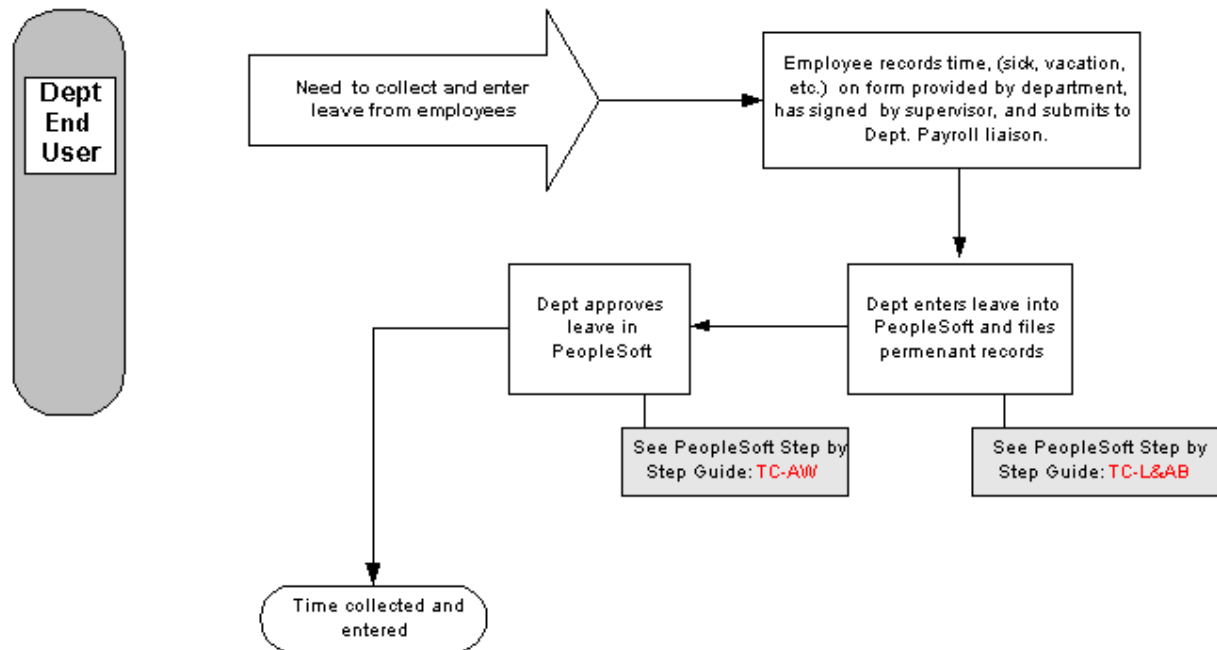
Boulder Research Faculty - Time Collection From Employees

Professional Research Assistant and Research Associate Job Classes   5/01/02

Dept End User

Need to collect and enter leave from employees →

Employee records time, (sick, vacation, etc.) on form provided by department, has signed by supervisor, and submits to Dept. Payroll liaison.

Dept approves leave in PeopleSoft ← Dept enters leave into PeopleSoft and files permenant records

See PeopleSoft Step by Step Guide: TC-AW

See PeopleSoft Step by Step Guide: TC-L&AB

Time collected and entered

NOTES:

Department should retain hard copy of leave record.

Employee Work Record Form Examples located on PBS Forms Website at: http://www.cusys.edu/pbs/hr-forms/hr-forms.html#gen

See CU Desk Reference for Faculty, Part 7-Leaves and Absences for Vacation and Sick leave information for 12-Month Research Faculty appointments: http://www.Colorado.EDU/facultyaffairs/deskref/

For additional information, see Regent Policy at: http://www.cu.edu/regents/Laws/Policy11.html#11-H

See PBS Procedures Guide for Information on Vacation/Sick-Research Faculty (pp78): http://www.cusys.edu/pbs/res-lib/res-lib.html