

PROCESS GUIDELINES FOR NEW POSITIONS OUTSIDE PBA

The following is a quick guide on the process to create a new position and job description for your position. All new and existing job descriptions are housed in the People Admin system.

Process:

1. Department leader discusses new position request with VP.
2. VP presents new position request to the President at their next 1:1 meeting.
3. VP emails department leader of the President's approval to move forward with the new position
4. Department leader submits the Approval To Fill form and confirmation email stating VP's approval to evaluate the position to Compensation.
5. Compensation needs job description and current and proposed organizational charts
6. Department Coordinator goes to <https://www.uvu.jobs/hr/> to create new position descriptions.
 - All required fields must be entered by the Department Coordinator.
 - All positions must be approved by a First Level and Second Level Supervisor. The First and Second Level Supervisors must be different.
7. Compensation evaluates the position, assigns a position number and completes section 4 of the Approval to Fill for Compensation takes Approval To Fill form to the Budget office
8. Budget office completes section 5, obtains the President's signature on section 6 and returns the Approval to Fill form to Compensation
9. Compensation informs the department leader that the position has been approved

Compensation Review:

- All job descriptions will be evaluated by the Compensation Department.
- Compensation will ensure that the job description is compliant with federal and state regulations.
- If the position is exempt, Compensation will ensure that the job description reflects the federally mandated exemption tests.
- Compensation will ensure that the minimum requirements for the position are in line with University minimums for the classification.
- Compensation will create a position number in Banner and assign it to the job description in People Admin.
- A salary grade will be assigned based on market data and equity. For new PBA positions allow up to seven days for Compensation evaluation.

Questions? Contact HR Compensation at 801-863-8566

References:

APPROVAL TO FILL/CREATE A POSITION & INITIATE THE HIRING PROCESS form



Compensation
Action Request Form