

Process using PHHS Personnel Requisition Form

PHHS Personnel Requisition form is initiated for all classified, temporary, academic wage, unclassified (research, teaching, and professional faculty), postdoctoral scholars, clinical fellows, and courtesy appointments/recruitments. The form is not used for hiring/recruiting student workers or graduate assistants.

The person requesting to fill a position or open a recruitment completes the PHHS Personnel Requisition Form.

For all positions funded on E&G indexes:

- 1) Form is signed by department head or director and routed to the dean to sign.
- 2) The dean or her designee signs the form.
- 3) The dean or her designee sends the approved form to the BC HR Manager at 106 Dryden Hall.

For all "other" funded positions:

- 1) Form is signed by department head and/or director.
- 2) The department head and/or director sends the approved form to the BC HR Manager at 106 Dryden Hall.

Once the HSBC budget authority has signed off, the HR Manager will give the form to the HR Consultant who will contact the requestor if necessary, and initiate the action.

HSBC HR staff will not initiate an action without a signed form.

PeopleAdmin Processing

HSBC initiates an action after receiving a signed/approved personnel action form.

HSBC HR staff send an email to the reviewer (Michelle Mahana) giving the action number to be reviewed.

Reviewer logs into PeopleAdmin, reviews the action, and makes comments in the Comments section.

Reviewer sends email back to HSBC HR when finished reviewing action.