

General Policy:	
EHRA	SHRA
· Based on critical need – contact HR ASAP	· Based on critical need – contact HR ASAP
· Greater than 30 days, Less than 1 year	· Greater than 30 days, Less than 1 year
· Effective date approval may be retro up to one month prior of month requested based on highest approval (i.e. Chancellor / UNCSCO)	· Effective date approval is based on date of highest approval (i.e. Chancellor / UNCSCO)
· Approval is required prior to assignment (in pre-planned situations)	· Approval is required prior to assignment (in pre-planned situations)
· Approval is required <u>with in the first week of assignment</u> (in unplanned situations)	· Approval is required <u>with in the first week of assignment</u> (in unplanned situations)
· Justification should include a clear WHY and HOW the temp pay was derived. Also, a brief summary regarding the duties/scope/complexity of the temporary appointment, including any relevant factors (i.e. recruitment issues, cost savings, org changes, emergency situations, etc.), as well as, a proposed begin and end date.	· Justification should include a clear WHY and HOW the temp pay was derived. Also, a brief summary regarding the duties/scope/complexity of the temporary appointment, including any relevant factors (i.e. recruitment issues, cost savings, org changes, emergency situations, etc.), as well as, a proposed begin and end date.
Temporary/Interim Assignment Action Process:	
1. Contact your compensation consultant to discuss the nature of the request and obtain all necessary approvals (ie. management, budget, Chancellor approval etc.) before taking action in PeopleAdmin. Check payroll calendars for deadlines. Check the compensation website for guidelines and deadlines if the requested increase exceeds thresholds. Please keep in mind that temp/interim assignments are approved for up to 12 months per action request. If the temp/interim assignment needs to be extended beyond the initial 12 months, please contact Class & Comp to discuss details as this extension request will need to be submitted for review to System Office.	
2. Initiate the position request in PeopleAdmin Position Management.	
3. Enter interim information in the Action Requested field; do not change the core job description, but do list out the specific temp/interim duties in a bulleted list in the Reason for Request field.	
PeopleAdmin Example:	
<i>Action Requested</i>	
What are you requesting?	Temporary/Interim Duties
Reason for Request	Temporary/interim duties while XXXX is out of office for extended period of time. Temporary duties include:
	1. XXXXXXXX 2. XXXXX 3. XXXXX ...Duration of this assignment is anticipated to be X months (or end date XX/XX/XX)
Effective Date	5/13/2019
4. Once the PA action is complete, route through the normal workflow.	
5. Once final approval has been obtained, communicate the decision to the employee in a timely manner.	