UTA School of Social Work (SSW)
Handbook of Operating Procedures

Approval process for new employee position:

1. **First level approval**: Supervisors will need to send all completed material to Nelda Lawson via e-mail to neldalawson@uta.edu. Dean Ryan will approve.

2. **Second level approval**: Nelda Lawson will submit request to the Compensation Department for approval.

3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the new position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete Job Posting Request form.
2. Provide applicant proposed interview questions.
   Sample Behavioral Interview Questions.

Nelda will let the supervisor know once the position has been posted on PeopleAdmin.

Reclassifications (Populated Position):

To reclassify a position, the supervisor will need to complete the following steps:

1. Fill out the Compensation and Classification Requests (CCR) (HR-E-F24).
2. Provide a Organizational Chart.
3. Job Description (Current/Proposed).
4. VP/Dean Approval (Email to Nelda).

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3. **Final approval**: The Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the reclassified position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete Job Posting Request form.

2. Provide applicant proposed interview questions.
   Sample Behavioral Interview Questions.

Nelda will also let the supervisor know once the position has been posted.

Reclassification (Vacant Position):

To fill a vacant position, the supervisor will need to complete the following steps:

1. Fill out the Compensation and Classification Requests (CCR) (HR-E-F24).
2. Provide a Organizational Chart.
3. Job Description (Current/Proposed).
4. VP/Dean Approval (Email to Nelda).

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2. **Second level approval**: Nelda Lawson will submit request to the Compensation Department for approval.

3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the vacant position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete Job Posting Request form.
2. Provide applicant proposed interview questions. Sample Behavioral Interview Questions.

Nelda will let the supervisor know once the position has been posted.

Other Compensation and Classification Request

Nelda will also let the supervisor know once the position has been posted.

Additional Pay/Supplement:
For additional pay/supplement, the supervisor will need to complete the following steps:

1. Fill out the Compensation and Classification Requests (CCR) (HR-E-F24).
2. Current Job Description.
3. Documentation describing additional duties.
4. VP/Dean Approval (Email to Nelda).

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3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the additional pay/supplement has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete Job Posting Request form.
2. Provide applicant proposed interview questions.
   Sample Behavioral Interview Questions.

Nelda will also let the supervisor know once the position has been posted.

Over Allocations:

For over allocations, the supervisor will need to complete the following steps:

1. Fill out the Compensation and Classification Requests (CCR)(HR-E-F24).
2. Nelda will submit request to the Compensation Department for approval.

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3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the over allocation has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete [Job Posting Request](#) form.
2. Provide applicant proposed interview questions. Sample [Behavioral Interview Questions](#).

Nelda will also let the supervisor know once the position has been posted.

Salary Increase:
For a salary increase, the supervisor will need to complete the following steps:

1. Fill out the [Compensation and Classification Requests (CCR)](#) (HR-E-F24).
2. Job Description
3. VP/Dean Approval (Email to Nelda).

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3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the salary increase has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete [Job Posting Request](#) form.
2. Provide applicant proposed interview questions.
   Sample [Behavioral Interview Questions](#).

Nelda will also let the supervisor know once the position has been posted.

Promotions:
For promotions, the supervisor will need to complete the following steps:

1. Fill out the [Compensation and Classification Requests (CCR)](#) (HR-E-F24).
2. Provide a Organizational Chart (Current/Proposed).
3. Job Description (Current/Proposed).
4. VP/Dean Approval (Email to Nelda).

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3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the Promotion has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

Managing PeopleAdmin Applications

Supervisors will need to attend the Applicant Tracking System (PeopleAdmin) Training at HR. PeopleAdmin User Guide is available along with the Initiating Hiring Proposal Process.

Supervisors will need to login to the Applicant Tracking System (PeopleAdmin) to review and manage applications.

1. Go to www.uta.edu and click on Faculty & Staff. Select PEOPLEADMIN. Click the yellow link (Current UTA Employees: Click Here To Login), and on the next screen, enter your Username (NetID) and Password.
2. The home page is the base from which the recruitment process is initiated and monitored. Access to certain functions is determined by your user role.
3. The home page defaults to the Applicant Tracking Module. This module is used to create new job postings, view postings, view applications, and initiate Hiring Proposals (offer letter).