



SDES HR Processes Resource Guide

Student Development and Enrollment Services

Budget and Personnel Support





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Hiring Process for External A&P Applicants

Diverse Pool

In order for a pool to be diverse the pool must include applicants from at least two ethnic groups and include both male and females.

Department

1. Once the search closes and the applicants have been released, the department will verify a diverse pool of applicants have applied for the position.
2. If a search committee is used, refer to <http://eeo.ucf.edu/ssg4.html> or contact SDES Budget & Personnel Support (B&PS) for guidance.
3. The hiring manager must conduct at least three face to face interviews.
4. The Certified Interviewer should revise the status of all applicants in the system until you have one selected candidate.
5. If a search committee was used, the applicants will need to be eliminated in rounds.
6. Contact two current or previous supervisors listed on the selected candidate's application for the reference checks.
7. The department will submit the complete Hire Packet to their respective AVP/SLT which will include the following:
 - a. Completed SDES Personnel Action Form (PAF).
 - b. Selected candidate's application and resume.
 - c. Two telephone reference checks from candidate's current or previous supervisors listed on the application. Must provide a justification statement if not possible.
 - d. An unofficial copy or the original college transcript having the highest degree awarded.
 - e. If a search committee was used, the meeting notices and meeting minutes will need to be attached.
 - f. A copy of the second source ad if the department advertised on their own.

B&PS

8. B&PS will complete the Hiring Proposal.
9. B&PS will move both the Posting and the Hiring Proposal forward to HR.

Hiring Process for External USPS Applicants

Diverse Pool

In order for a pool to be diverse the pool must include applicants from at least two ethnic groups and include both male and females.

Department

1. Once the search closes and the applicants have been released, the department will verify a diverse pool of applicants have applied for the position.
2. Interview all candidates who meet Veterans Preference and met minimum qualifications. If they could not be reached for an interview, keep detailed notes with the hire packet.
3. Interview at least two internal USPS applicants, if applicable.
4. The hiring manager must conduct at least three face to face interviews.
5. The Certified Interviewer should revise status of all applicants in the system until you have one selected candidate.
6. Contact two current or previous supervisors listed on the selected candidate's application for the reference checks.
7. The department will submit the complete Hire Packet to their respective AVP/SLT which will include the following:
 - a. Completed SDES Personnel Action Form (PAF).
 - b. Selected candidate's application and resume.
 - c. Two telephone reference checks from current or previous supervisors listed on the application. Must provide a justification statement, if not possible.
 - d. An unofficial copy or the original college transcript, if candidate is claiming 15+ credits.

B&PS

8. B&PS will complete the Hiring Proposal.
9. B&PS will move both the Posting and the Hiring Proposal forward to HR.

Position Reclasp for an Existing Employee

Justification

Written justification must be detailed and straightforward. It must include in detail how the position has changed, evolved, or increased in regards to the primary job duties, such as:

- Accountability of the employee in carrying out his/her job duties;
- Level of responsibility (i.e. job duties);
- Level of complexity;
- Span of supervision exercised;
- Re-Organization of the department.

Department

1. Prepare an updated Position Description (PD) with new position being requested under the proposed title and employee's current position under current title.
2. In a Word document, give a detailed justification of why this reclassification is being requested.
3. From the SDES Budget and Personnel Support (B&PS) website, prepare a Personnel Action Form (PAF) for the reclassification.
4. Submit these documents to your AVP/SLT for approval, after which they should then be submitted to Millican Hall 282, Attn: Budget and Personnel Support (B&PS).

B&PS

5. B&PS will process and e-mail the request to Compensation for a pre-analysis.
6. Compensation will forward their recommendation to David Pavlonnis who will then contact the AVP/SLT.
7. After receiving approval from AVP/SLT, B&PS will send a special link to the employee to update their application. Once complete, the employee will print the application and then forward to B&PS who will then send to Compensation.

Human Resources

8. Compensation will complete the reclassification and once approved, B&PS will e-mail the department.

Special Pay Increase for an Existing Employee

Department

1. Prepare an updated Position Description (PD) to include new responsibilities which would justify the Special Pay Increase (SPI). SPIs are permanent.
2. Provide detailed justification for the Special Pay Increase in a Word document (Market, Merit, Equity).
3. Complete the SDES Personnel Action Form (PAF) <http://bps.sdes.ucf.edu/paf/>.
4. Submit the paperwork to your AVP for approval, then deliver it to Millican Hall 282 front desk, Attn: B&PS for processing.

B&PS

5. B&PS will email the documents to Compensation for a pre-analysis of the SPI.
6. Compensation will contact David Pavlannis with their recommendation, at which time he will inform the AVP/SLT of the decision.
7. If approved, B&PS will process an ePAF to proceed with the Special Pay Increase for the employee.

SPI Guidelines

Salary increases that are not a result of a new hire, promotion, reclassification, conversion, or mandated raise process fall under the category of Special Pay Increases (SPI's). The categories of Special Pay Increases (SPIs) include:

- A. Additional Duties – Higher Level Classification
- B. Additional Duties/Increase in Workload – Same Level Classification
- C. Temporary Pay Increase
- D. Counter Offer
- E. Market Adjustment
- F. Internal Equity or Compression Adjustment
- G. Merit

Please refer to HR webpage:

<http://hr.ucf.edu/files/SPI-Increases.pdf>



The Budget and Personnel Support Website www.bps.sdes.ucf.edu is the SDES “go-to” for all personnel related forms. Should you have questions that cannot be found on the website, please contact us.



David Pavlannis
Assistant Vice President
pavlannis@ucf.edu
407.823.4625



Chrislee Todd
Coordinator, Admin Services
chrislee.todd@ucf.edu
407.823.3167



LaVerne Turner
Office Manager
laverne.turner@ucf.edu
407.823.3154



SDES Budget & Personnel Support
4365 Andromeda Loop N., Orlando, FL | 407.823.4625