

Updated: November 2009

## UITS Recruiting Guidelines

<b>ACTION</b>	<b>APPROVALS REQUIRED</b>	<b>ACTION FORMS</b>
Classify a New Position	DL approval FO approval HRA approval	1). PAQ required). 2). (IUPUI) Position Posting Budget Verification
Reclassification	AVP approval FO approval HRA approval VPCFO approval	1). PAQ required 2). FO-HR Personnel Change Request Form 3). IUPUI Salary Increase Request
Post a position	DL approval FO approval HRA approval	1). EJFF or updated JD 2). Posting requisition** 3). (IUPUI) Position Posting Budget Verification
New Hire	FO approval AVP approval HRA approval	FO-HR Personnel Change Request Form
Raises for current Univ. employees (for any reason)	VPCFO approval DL approval FO approval HRA approval	Justification
Lateral transfers	NO salary increases allowed at this time	None
Promotion to another higher ranked position	FO approval AVP approval HRA approval VPCFO approval	1). FO-HR Personnel Change Request Form 2). IUPUI Salary Increase Request

**\*\* A posting requisition is not required for grant-funded positions.**

**Remember: ALL actions resulting in salary adjustments require prior approval from the Univ. Budget and Finance Office. No exceptions.**

**Questions? Contact:**

Lynda ([Ljohnso6@iupui.edu](mailto:Ljohnso6@iupui.edu)), Panos ([Niachos@iupui.edu](mailto:Niachos@iupui.edu)), Toni ([Tousrey@indiana.edu](mailto:Tousrey@indiana.edu))