

Position Management Process

PAC Review Chart

Type of payment	PAC Approval Required?
STAFF POSITION REQUESTS	
<i>Vacant Staff Positions 100% Grant Funded:</i>	
New Headcount (Incremental Headcount)	NO
Backfill (backfill existing position at same grade)	NO
Reclassification-Vacancy (change grade of existing vacant position)	NO
<i>Vacant Staff Positions <u>NOT</u> 100% Grant Funded:</i>	
New Headcount (Incremental Headcount)	YES
Backfill (backfill existing position at same grade)	YES
Reclassification-Vacancy (change grade of existing vacant position)	YES
TEMPORARY WORKERS	
<i>Temporary workers, 100% Grant Funded:</i>	
Student Temps	YES
Non-student Temp	NO
3rd Party Staffing Firm	NO
Consultant	NO
Independent Contractor (foreign nationals and US citizens)	NO
Teaching Support Temps (Teaching Assistants, Graders, etc)*	YES
Temp Pay Increases	NO
Temp Assignment Extensions	NO
<i>Temporary workers, <u>NOT</u> 100% Grant Funded:</i>	
Student Temp	YES
Federal Work-study	NO
Non-student Temp	YES
3rd Party Staffing Firm	YES
Consultant	YES
Independent Contractor (foreign nationals and US citizens)	YES
Teaching Support Temps (Teaching Assistants, Graders, etc)*	YES
Temp Pay Increases	YES
Temp Assignment Extensions	YES
<i>Special Pay - includes all employee types (Staff, Faculty, Students, etc.) (all funding types)</i>	YES

*Does not include TGS Graduate Assistant or Research Assistant stipends on account codes 60070 or 60076

RESEARCH STAFF	
Research Associate	NO
Senior Research Associate	NO
Clinical Research Associate	NO
Senior Clinical Research Associate	NO
Post-Baccalaureate Research Fellow	NO
Post-Doctorial Research Fellow	NO
Research Specialist	NO
STAFF EMPLOYEE CHANGES / POSITION CHANGES	
Position/appointment changes (all funding types)	
Promotion	YES
Pay Increase	YES
Hours Increase/Decrease	YES
Appointment extension / reappointment	YES
Convert Term Appointment to Indefinite	YES
Reclassification	YES
Contractual pay increases (Non-Union)	YES
Appointment extension / reappointment (Less than 100% grant funded)	YES
Appointment extension / reappointment (100% grant funded)	NO
Contractual pay increases (Union)	NO
Transfer (no increase in pay)	NO
Personal leave/ return from leave	NO
Additional Pay, includes all employee types (Staff, Faculty, Students, etc.) Examples include:	
Supplemental pay and temp/interim assignments	YES
Research Subject Payments	YES
Bonuses (recruitment, retention, recognition, incentive, etc)	YES
Student Awards	YES
Awards - Other	YES
Mobile Allowances	NO
Tuition and Housing Reimbursements	NO
Summer Salary	NO