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Use this form to report a change in a position (with an incumbent).

1. Select the requested Effective Date
2. Select the appropriate Action Reason
   - Department Change;
   - Job Description Change;
   - Multiple Changes;
   - Reports to Change;
   - Title Change
3. Fill in the Comments text box if needed
4. Submit the request
Change and Fill Position

Use this form to update a position’s job description and to recruit for that position. Updating a job description may trigger an upgrade/downgrade of the job’s grade or a change in the job’s FLSA status.

1. Select the requested Effective Date
2. Select the appropriate Action Reason
   1. Department Change; Job Description Change; Multiple Changes; Reports to Change; Title Change
3. If known, fill in the Maximum Approved Salary
4. If needed, complete the Search Waiver Request section
5. Fill in the Comments text box if needed
6. Submit the request

The request will be sent to the appropriate approvers and to HR-Talent Acquisition at the end of the process for recruitment.
Use this form to create a new position in your department. HR Compensation will evaluate the position based on the attached job description for salary grade and FLSA status. Please also indicate whether a Search Waiver is needed for the new position.

1. Select Create from Scratch or Clone from Existing Position
   a) Cloning from Existing Position copies all attributes from the current position into the new position
2. Select the requested Effective Date
3. Select the Job Category
   1. The Reg/Temp field will auto-populate
4. Leave the Job Code field alone
   1. HR Compensation will assign Job Code
5. Fill in the Functional Title field
   1. Directory Title should be the same as Functional Title
6. Fill in the Department Number
7. Fill in the Reports To fields
8. If known, fill in the Maximum Approved Salary
9. If needed, complete the Search Waiver Request section
10. Fill in the Comments text box if needed
11. Submit the request

The request will be sent to the appropriate approvers and to HR-Talent Acquisition at the end of the process for recruitment.
Use this form to begin the recruiting process for a vacant (or soon to be vacant) position. Use this when there is no change to the position description or reporting relationships.

1. Select the requested Effective Date
2. Do not change the “Job Category” or “Reg/Temp” fields
3. If known, fill in the Maximum Approved Salary
4. If needed, complete the Search Waiver Request section
5. Fill in the Comments text box if needed
6. Submit the request

The request will be sent to the appropriate approvers and to HR-Talent Acquisition at the end of the process for recruitment.
Inactivate Position

Use this form to inactivate a position that will not be used in the future.

1. Ensure there are no employees in the position by clicking “View Person”
2. Select the requested Effective Date
3. Add any necessary comments
4. Submit the request

*Note-Once inactivated, a position can not be reactivated.
Off-Cycle Pay Change

Use this form to update the pay rate for an employee. Both Full-Time and Part-Time Employees are eligible for pay changes.

1. Select the requested Effective Date
2. Select the appropriate Action Reason
3. Fill in the Compensation section with either the “Change Amt” or “Change %” (the other field will automatically populate)
4. Add any documentation and comments to the request
5. Submit the request
Recruitment Special Request and Waiver Request Form

The top part of this form replaces the paper Recruitment Special Request. In the text box, provide a justification to replace the position. Include the maximum approved salary. As in the paper process, forward to the appropriate approvers.

The bottom part of this form replaces the paper Search Waiver Request. This section only needs to be completed if you request an exception to the posting process because of an identified candidate. If this is the case, use the text box to provide an explanation based upon the conditions listed. Identify the identified candidate. Forward to the appropriate approvers.

If you determine a search waiver is appropriate later in the process after the position is approved, a version of this waiver request is available online in the HR Forms section of the DePaul HR website.
Questions?

Contact us at:
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