

Replacing a Staff Member — Complete Checklist & Process

All documents and forms referenced within this checklist can be found within the [Hiring Manager and Supervisor Webpage](#).

Completed	Task Step
	The hiring manager will need to review and/or update the current classification description that is located inside PeopleAdmin.
Updating an Existing Classification Description (aka Job Description) Can be completed by the Hiring Manager/Supervisor or with the assistance of the HR Liaison.	
	Hiring Manager may complete the Google Doc outline (request from Jessica Welch) or the department's HR Liaison may assist with entering the information directly into PeopleAdmin (please do not move to approved).
	Share the completed classification with HR/Jessica Welch
	HR/Jessica Welch will use the information provided within the classification description to ensure the classification of the position as exempt vs non-exempt (salaried or hourly) and then the career band.
	HR/Jessica Welch will review the classification and provide feedback.
	Once the classification process is complete, a Replacement Job Requisition Form will need to be completed. Instructions on how to complete this form are next.
Replacement Job Requisition Form	
	Hiring manager will need the following information to complete the replacement form <ul style="list-style-type: none"> ● Name, yearly hours, current hourly rate, and salary for the staff member you are replacing ● 6 digit org. number ● 4 digit account number <ul style="list-style-type: none"> ○ 5110 — Regular salaried position ○ 5120 — Term or temp salaried position ○ 5130 — Regular hourly position ○ 5140 — Term or temp hourly position ● Position specifics <ul style="list-style-type: none"> ○ Exemption status <ul style="list-style-type: none"> ■ Exempt/Non-exempt salaried ■ Non-exempt hourly ○ Career band and the associate pay range for the career band

	<ul style="list-style-type: none"> ○ Appointment type <ul style="list-style-type: none"> ■ Regular vs term ■ Full-time vs part-time ■ Full-year vs academic years vs other ● Budget implications
	Hiring manager will need to send for division head’s review, approval, and signature.
	After the division head has signed the form, the hiring manager will send the New Position Job Requisition form to HR/Jessica Welch.
	HR/Jessica Welch will review the Replacement Job Requisition form
	<p>HR/Jessica Welch will send the form for the Position Management Team’s review</p> <ul style="list-style-type: none"> ● Approved? <ul style="list-style-type: none"> ○ Yes: HR will proceed with below ○ No: HR/Jessica Welch will take the job requisition form back to the hiring manager and/or department/division head for discussion. Once the questions/concerns have been addressed the request will be sent back to the Position Management Team.
Once the job requisition form for the new position has been approved	
	HR will post the classification/job online to begin the candidate search. The classification description provided will serve as the job posting language.
	<p>Confirm with HR the benefit eligibility of the position per the following definitions:</p> <ul style="list-style-type: none"> ● Full-time – a position greater than or equal to 1,560 yearly hours (30 hrs/wk full year) or 75% <ul style="list-style-type: none"> ○ Full-time benefits = regular appointment with over 1,560 yearly hours ○ Short-term benefits = 1 or 2 year term appointments with 1,560 yearly hours ● Part-time – a position less than 1,560 yearly hours or 75% <ul style="list-style-type: none"> ○ Half-time benefits = regular appointment with over 1,000 yearly hours ○ Ineligible for benefits = regular appt less than 1,000 yearly hours or term appts with less than 1,560 yearly hours
	To complete the hiring process please review the “Hiring a Staff Employee — Complete Checklist & Process.”

Helpful contact information:

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