WMU Human Resources Hiring Freeze Exception Request Processes for Research and Sponsored Programs updated 8/3/2020.

EXTERNAL FUNDING

All students on external funding

1. Department submits the student request through the HR electronic Workflow system as normal.
2. Grants and Contracts is now on the electronic review chain, they review the request and, if approved, sends to HR. If any discrepancies or issues are found grants and contracts sends to the VP for Research and Innovation (VPRI) the VPRI discusses with the Dean or VP as appropriate prior to approval by grants and contracts. *Grants and Contracts puts in the comments for funds 25-30 either: Grants and Contracts approval on behalf of VPRI OR Grants and Contracts approval in consultation with VPRI (for those exceptions that may come up).*
3. HR processes the request no email or further review needed.

All faculty summer salary appointments

1. Department completes the Faculty Summer Salary Worksheet. Form is signed by faculty member, PI if another person, chair, and dean by normal process.
2. Department EMAILs their approved form to Grants and Contracts (grants-services@wmich.edu). PLEASE carefully check the Summer II calculations manually to account for the reduction in salary of 2.25% July 1, 2020, the form does not account for that change. **No hiring exception form is required.**
3. Grants and Contracts reviews the request, signs if approved, shares a copy for the VP for Research and Innovation (VPRI) via Teams.
4. The VPRI reviews the request and signs.
5. Grants returns the form to the department which is processed by standard HR process.
   *Department puts in the comments for funds 25-30: Approved by Grants and Contracts and the VPRI.*

All faculty or staff on external funding for temporary appointment.

1. Department submits the temporary faculty/staff request through the HR electronic Workflow system as normal. **No hiring exception form is required.**
2. Grants and Contracts reviews the request, and approves in the HR system.
3. If any discrepancies or issues are found grants and contracts sends to the VP for Research and Innovation (VPRI) the VPRI discusses with the Dean or VP as appropriate prior to approval by grants and contracts. *Grants and Contracts puts in the comments for funds 25-30 either: Grants and Contracts approval on behalf of VPRI OR Grants and Contracts approval in consultation with VPRI (for those exceptions that may come up).*
4. HR processes the request.

All R or staff positions on external funding for term appointment.

1. Department submits the Position Authorization or Staff Transaction form request per normal process TO (grants-services@wmich.edu). **No hiring exception form is required.**
2. Grants and Contracts reviews the request, and, if approved,
   a. R positions go to the VP for Research and Innovation (VPRI) the file via Teams
3. The VPRI reviews the request, signs and grants emails to HR or Budget Office. Grants will put *in the comments for funds 25-30 Approved by Grants and Contracts and the VPRI.*
**INTERNAL FUNDING** All students on internal ORI funding (FRACAA, SFSA, Startup launch or TD fund only)

1. Dean or designee EMAILs a brief justification with their approval w to the VPRI (terri.kinzy@wmich.edu).
2. The VPRI reviews the request and, if approved, replies by email.
6. The department submits student Workflow form and sends HR the email documenting approval at the same time workflow is initiated and HR processes. Department puts in the comments: Approved by the VPRI.

**All staff on internal ORI funding (FRACAA, SFSA, Startup launch or TD fund only).**

1. Dean or designee EMAILs the hiring exception form to the VPRI (terri.kinzy@wmich.edu).
2. The VPRI reviews the request and, if approved, sends back approval by email.
3. The department does the following and
   a. Temporary Appointment: hiring department completes and submits the appropriate Workflow form and HR processes. Department puts in the comments: Approved by the VPRI.
   b. Benefits Eligible Grant Funded position: hiring department requests Position Authorization form from the Budget Office. Department puts in the comments: Approved by the VPRI.