

Hiring Freeze Exemption Request Process for Graduate and Undergraduate students, Post Doctoral Trainees, and Externally Funded Staff

Presenters

Beth Dolan, Deputy Provost for Graduate Education

Kate Bullard, Office of Research

Jennifer Jensen, Deputy Provost for Academic Affairs

Cynthia Kane, Assistant Vice President, ORSP

Key Points

There is a blanket exemption to the hiring freeze for **internally funded Summer hires** of undergraduate and graduate students, and of postdoctoral trainees.

Summer hires must be able to accomplish the work assigned remotely and must have an end date prior to August 31, 2020. We urge you to be certain that the hire is a wise use of your funds, which may become limited.

If you need Payroll to process an internally funded **Fall hire**, you will have to request a waiver to the hiring freeze using the new form. Otherwise they will not process it. See slides 4 and 5.

Externally funded hires for both summer and fall will follow the process described on slides 6-7.

Internally Funded Graduate Students for FALL hires

- 1) For each position, gather needed information:
Student name, Undergraduate or graduate, LIN, position, funding source (be specific if internal grant), hours, rate, total funding, etc.
- 1) For more than 10 students, fill out the Excel Spreadsheet available on the [InfoReady form](#) under “Competition Files”.
- 1) For fewer than 10 students, please submit information via the [InfoReady form](#).
- 1) Beth Dolan or Kate Bullard will review the request and let Payroll know the decision.
- 1) You will receive an email from the InfoReady system with the outcome of the review.
- 1) **Also** submit paperwork to Payroll

Internally Funded Undergraduate Students for FALL hires

- 1) For each position, gather needed information:
Student name, Undergraduate or graduate, LIN, position, funding source (be specific if internal grant), hours, rate, total funding, etc.
- 1) For more than 10 students, fill out the Excel Spreadsheet available on the [InfoReady form](#) under “Competition Files”.
- 1) For fewer than 10 students, please submit information via the [InfoReady](#) form.
- 1) If the appointment is within one of the colleges, Jennifer Jensen (approving internally funded undergrads only) will send the information to the relevant college for input and approval, and then make final approvals and let Payroll know the decision.
- 1) You will receive an email from the InfoReady system with the outcome of the review.
- 1) **Also** submit paperwork to Payroll

Externally Funded Graduate Students, Post Docs, Staff, and Undergraduates for Summer AND Fall 2020:

To request exemption **to hire** a Research Scientist, Postdoc or Staff position (including students paid hourly):

- Requests should be sent to your Contract & Grant Specialist
- External funds must be on existing award and the position budgeted
- Should include:
 - the name of the person(s)
 - Position Description(s)
 - approximate duration of the appointment
 - total amount of the funded (budgeted) amount
 - funding source (research index)
- Must include certification from the PI that the work can be done 100% remotely and is not contingent upon physical access to campus through July 31, 2020, at a minimum (date to be revisited)

Requests can be combined for all individuals paid off a single external grant

Externally Funded Graduate Students, Post Docs, Staff, and Undergraduates for Fall AND Summer 2020:

To **reappoint or extend** a resource, apply the same criteria when submitting payroll forms to ORSP:

- Follow the normal process of submitting payroll forms and supporting documentation to ORSP
- Supporting documentation **must** include certification from the PI that the work can be done 100% remotely and is not contingent upon physical access to campus through July 31, 2020, at a minimum (date to be revisited)

Requests can be combined for all individuals paid off a single external grant