

Monthly Report of Delegated Actions **Helpful Notes and Tips**

(Note: list is not a complete listing)

Purpose: To inform the President and the Board of Regents of all personnel actions taken due to delegated authority.

Items To Report:

1. Appointments to faculty chair or director positions.
2. Lecturers for Summer Session
3. BOR Resignations
4. BOR Retirements
5. Above faculty threshold salaries for faculty (note: presidential approval and date of approval)
6. shortening and lengthening of probationary period

Items Not To Report:

1. Returning to a position after taking on a chair position.
2. Reallocations/Rebandings because this is a position action.
3. Civil Service transactions
4. Civil Service retirements (reported by OHR)
5. Actions for Graduate Assistants
6. Change in position FTE
7. Actions for Executive/Managerial & Head Coaches. Note: if action approved by BOR then don't need to include in report, other E/M actions or head coaches actions approved by the President will be reported by OHR/
8. Change in BOR title due to establishment of new class (position action)
9. Terminations (end of temp appt, lack of funds, etc...)
10. Deaths
11. SCA awards for APT
12. Collective Bargaining adjustments
13. return from leave without pays (since the return date should have been reported when the person went out on LWOP)

General Format Rules:

1. Use Hawaiian Diacritical marks where appropriate.
2. Names are always UPPER CASE
3. Resignations and Retirements go on a separate page from the rest of the report.
4. Font should be Arial; Pitch should be 12 pitch

Tips and Common Problems

Designated new Hire rate:

Before you hire any APT above step 1 you must complete a DNHR request. The DNHR has to be approved by the employees start date. There is no such thing as a lateral hire where no DNHR is required.

Sabbaticals:

If leave is to be taken in multiple periods of time instead of concurrently than you have to show the entire period, i.e., 6 month paid leave of absence Jan 1, 2006 – March 31, 2006 and October 1, 2006 – December 31, 2006.

Civil Service:

No Civil Service transactions need to be reported except for retirements for civil service appointments which will be reported by OHR.

Change in FTE to same position:

If a person changes from 50% to 100% to the same position you don't have to report the change.

Accepting another position and resignations:

If a person is separating for another position than the reason is "Accepting another position" vs. accepted other employment outside University etc.

Resignations must show the campus because the information is placed on the BOR agenda with all the campuses (Manoa, Hilo, etc.)

Formatting:

Full time salaries should be shown even if the person is less than 100% FTE, i.e. if the person is a PBA-02, 50% FTE and the monthly salary is \$2782. The report should show PBA-02, \$2,782, (50%) vs. PBA-02, \$1,391, (50%).

When monthly salaries have 00 for the cents than the zeros are deleted, i.e. \$3,392.00 should be \$3,392.

When Split funded positions are reported than all non G funds have to be indicated with the percentages, i.e. (A Funds, R Funds) should be (50% A Funds, 50% R Funds)

Acronyms:

You need to spell out the uncommon acronyms ex: OCUHM should be Office of the Chancellor, UHM

Functional Titles:

People get confused with working titles. These functional titles are suppose to be inputted in P/S on the position panel in the Job Information block (Functional Code)

APT Steps

This is a 2 digit entry. I.e. PBA-02 vs. PBA-2

Transfers

If a person transferred from another University position a notation on where they came from and what position needs to be added. I.e. Change from Institutional Support (Official Title), Personnel Officer (Functional Title), PBB-03(Pay band and step), Office of Human Resources(Department)

Date: 09/06/06

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