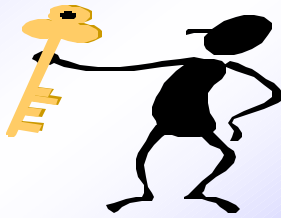


## Exception to Designated New Hire Rate (DNHR)

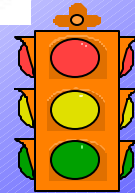


A Self-directed Tutorial to Create and Submit a Request for Exception to DNHR

After log in to the system, please click on “Create” to begin the process

A screenshot of a web application interface. At the top, it says "University of Hawaii" and "Exception to the Designated New Hire Rate (DNHR)". Below this, there are two columns of links. The left column has "Requestion", "DNHR Options", "Logout", "Related Links", and "APT Broadband Home". The right column has "Request to Hire Above the Designated New Hire Rate (DNHR) - Options", "Create a Request to Hire Above the Designated New Hire Rate", "Edit a Request to Hire Above the Designated New Hire Rate", "Duplicate a Request to Hire Above the Designated New Hire Rate", "View a Pending or Approved Request to Hire Above the Designated New Hire Rate", and "Approve a Pending Request to Hire Above the Designated New Hire Rate". A red box highlights the "Create" link, and a red arrow points from a text box to it. At the bottom left of the screenshot, it says "January 30, 2008 University of Hawaii".

Click “Create”



## Guidelines

- Use the Navigation Menu in the left hand margin to maneuver through the application
- Ensure that responses are provided to each criteria prior to clicking on “Continue” or “Submit” button(s)
- Justification/Information provided should be succinct yet sufficiently descriptive to support the request (see Note)
- Each time the “continue” button is clicked, text for that particular “page” will be saved. The user may exit the system at anytime and may return to complete the request by entering the pertinent request number



Note: The requestor should provide sufficient objective information to enable the appropriate approving authority to make an informed judgment when rendering a decision on the request.

## Complete identifying information, scroll down



University of Hawai'i  
Exception to the Designated New Hire Rate (DNHR)

[DNHR \(New Request\)](#) [Request to Hire Above the Designated New Hire Rate \(DNHR\)](#)  
**DNHR Request Form** Please fill out the information in the fields below.

Navigation  
DNHR Options  
Logout

Related Links  
ADT Broadband Home

Position Number:

Position's Career Group:

Position's Band Assignment:  DNHR \$   
MAX 24% DNHR \$

Working Title:

Selectee's First Name:  MI:   
Last Name:

## Complete identifying information, click "Continue" to proceed

**Salary Information:**

Current BOB (APT) Employee:  Yes  No

Current Monthly Salary \$

Highest Education

APT Service Years

Requested Salary

% above DNHR  %

% above Current Salary (APT)  %

Click "Continue" to proceed



## Note request number, click "Continue" to proceed

Navigation Menu

University of Hawaii  
Exception to the Designated New Hire Rate (DNHR)

Request to Hire Above the Designated New Hire Rate (DNHR)

The request number assigned to this request is **300-6081255-L**.

Please use this number for future reference to this request.

Request Number

Click "Continue" to proceed

Note: Responses must be provided to each criteria prior to clicking on "Continue" button to proceed to the next section.



# Program Needs



1) Check "Yes" if appropriate

Request to Hire Above the Designated New Hire Rate (DNHR)  
Click here for Preview of DNHR Request

**Job Requirements**  
**Program Needs (1 of 1)**

Definition of essential program services and/or functions for which the position is critical and justification that such services/functions are program priorities.

Certification:  
I certify that the functions/services to be provided by the position for which an exception to the Designated New Hiring Rate (DNHR) is hereby requested are current essential program priorities and that the individual for whom this request is submitted has served in a similar or comparable position.

Yes

Continue

2) After responding, click "Continue" to proceed

If appropriate, certify statement by checking "Yes," followed by a click on the "Continue" button.

# Request Components

- The components of the Exception to DNHR request seek to comply with EEO/AA requirements.
- Programs may be authorized to hire above the DNHR provided that sufficient information and justification has been provided to the appropriate approving authority.
- To ensure program compliance, the following response areas have been identified:



Program Needs; Position Duties and Responsibilities; Requisite Knowledge, Skills and Abilities; Requisite Education, Training, Certification & License; Requisite Work Experience; Requisite Performance; Demonstrated Professional Competencies; Current Salary; Internal Salary Comparisons; External Salary Comparisons; Funding Plan

# Job Requirements



1) Check "Yes" to certify statement if appropriate

2) Provide appropriate information

Scroll Bar

3) After providing information, click "Continue" to proceed

[Click here for Preview of DNR Request](#)

### Job Requirements

Position Duties and/or Responsibilities (2 of 11)

Define substantial job functions (tasks and responsibilities) that include those designated as essential that must be performed and distinguish groups of similar positions. Non-essential and specify the performance level of the position; e.g., entry level without independent action level.

Certification:

I certify that the assigned duties, responsibilities and performance level of the position as reflected in the official position description is above the entry level of the Band.

Yes

Explain how performance of previous duties meets or exceeds expectations:

Cite Exceptional Outcomes Achieved by performance of previous duties:

[Continue](#)

# Qualifications/Characteristics



1) Provide appropriate information

2) After providing information, click "Continue" to proceed

[Request to Hire Above the Designated New Hire Rate \(DNR\)](#)

[Click here for Preview of DNR Request](#)

### Employee Applicant Qualifications/Characteristics

Knowledge, skills and/or abilities (3 of 11)

Provide occupational qualifications related to knowledge of a body of facts or principles, skills or expertise required through training and/or practice, and demonstrated ability to effectively perform the work assignments.

Explain how the requisite knowledge, skills and/or abilities demonstrated are met or exceeded:

[Continue](#)

# Qualifications/Characteristics

1) Provide appropriate information

Request to Hire Above the Designated New Hire Rate (DNHR)

[Click here for Preview of DNHR Request](#)

**Employee/Applicant Qualifications/Characteristics**  
Education, training, certification and/or license (4 of 11)

- Education - formal matriculation at an accredited institution of learning;
- Training - formal instruction to enhance proficiency or qualifications;
- Certification - attestation by a body, e.g. professional accrediting organization, state agency, etc., that one has met specified requirements and
- License - authorization by law to do some specified job.

Explain how each minimum education/training requirement has been met or exceeded:

Continue



2) After providing information, click "Continue" to proceed

# Qualitative Assessment - Complete information, scroll down

Provide appropriate information, scroll down

Request to Hire Above the Designated New Hire Rate (DNHR)

[Click here for Preview of DNHR Request](#)

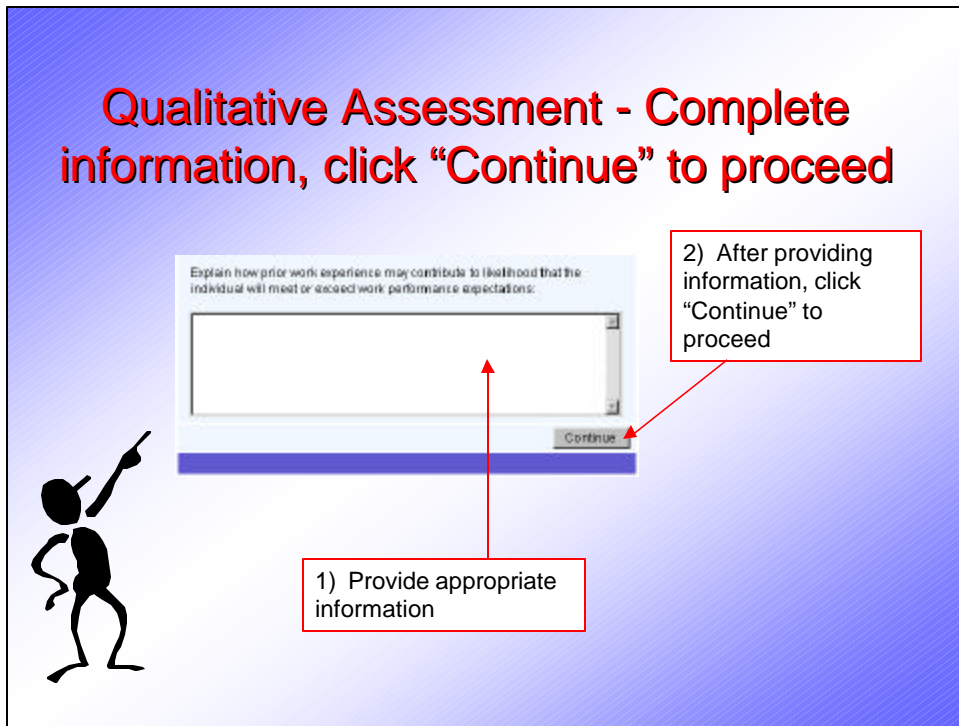
**Qualitative Assessment of Work Experience**  
Work Experience (5 of 11)

The individual's employment history and description of responsibilities performed.  
Explain relevancy of prior work experience to subject position:

Explain how prior work experience meets or exceeds that required (quality and quantity) for the position:



## Qualitative Assessment - Complete information, click "Continue" to proceed



Explain how prior work experience may contribute to likelihood that the individual will meet or exceed work performance expectations:

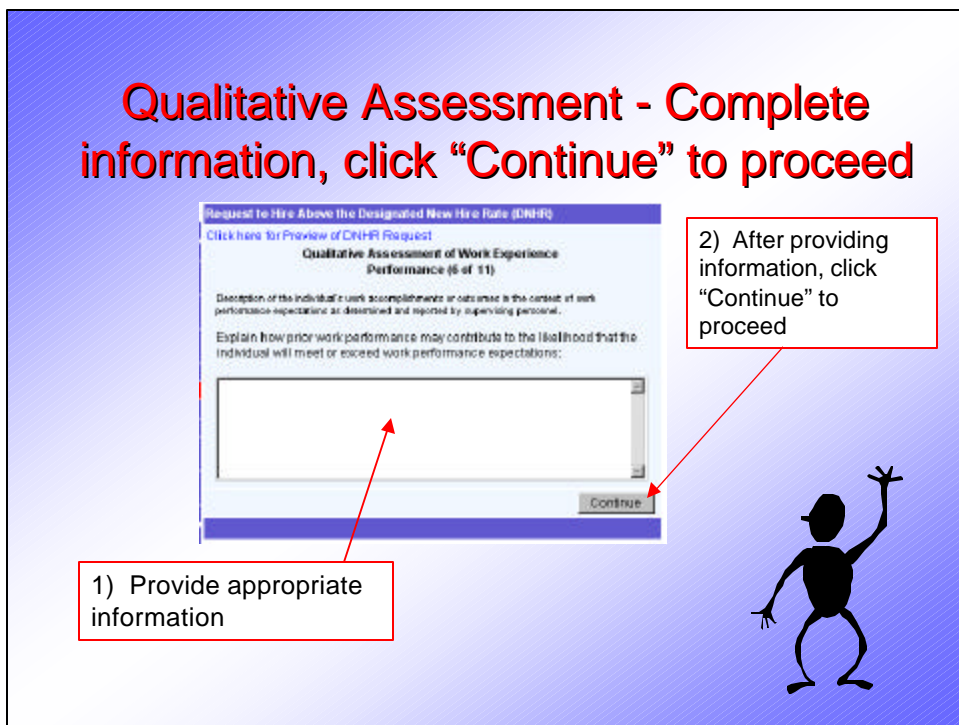
Continue

2) After providing information, click "Continue" to proceed

1) Provide appropriate information

A stick figure is pointing towards the form.

## Qualitative Assessment - Complete information, click "Continue" to proceed



Request to Hire Above the Designated New Hire Rate (DNHR)

[Click here for Preview of CNHR Request](#)

Qualitative Assessment of Work Experience Performance (6 of 11)

Description of the individual's work accomplishments or outcomes in the context of work performance expectations as determined and reported by supervising personnel:

Explain how prior work performance may contribute to the likelihood that the individual will meet or exceed work performance expectations:

Continue

2) After providing information, click "Continue" to proceed

1) Provide appropriate information

A stick figure is pointing towards the form.



# Qualitative Assessment

Request to Hire Above the Designated New Hire Rate (DNHR)  
Click here for Preview of DNHR Request

**Qualitative Assessment of Work Experience Competencies (7 of 11)**

Special cognitive skills, e.g. complex analytical and reasoning skills, and/or special individual qualities or characteristics, e.g. ability to establish rapport and effectively communicate complex abstract concepts.

Explain how the special characteristics possessed by the individual are relevant to the job.

Explain how the possession of special characteristics may contribute to likelihood that the individual will meet or exceed work performance expectations:

1) Provide appropriate information

2) After providing information, click "Continue" to proceed



# Qualitative Assessment

Request to Hire Above the Designated New Hire Rate (DNHR)  
Click here for Preview of DNHR Request

**Qualitative Assessment of Work Experience Current Salary (8 of 11)**

The individual's current base salary.

I certify that to the best of my knowledge the Individual's Current Base Monthly Salary is \$

Yes

2) Certify by checking "Yes" if appropriate

1) Provide appropriate information

3) After providing information, click "Continue" to proceed

# Market Comparisons - Internal



**Request to Hire Above the Designated New Hire Rate (DNHR)**  
Click here for Preview of DNHR Request

**Market Comparisons**  
**Internal Salary Comparisons between requested salary and OHR provided median salary... (3 of 11)**

- OHR provided median salary within same band
- OHR provided median salary within same band and career group
- OHR provided median salary of other employees within same band with approximately same number of years of APT service
- OHR provided median salary of other employees within same band and with same level of education
- OHR provided median salary of all APT personnel in the same program

For each CHR provided median salary, provide comparative data: (a) percent requested salary is above or below median salary by dollar amount and percentage, and (b) explain any salary inequities which may result from the subject above - DNHR salary and how the program intends to address any identified salary inequities.

Requested Salary: \$ 3660

- Same Band - Requested Salary is Above or Below Median: \$ 102 = 3 % difference
- Same Band & Career Group - Requested Salary is Above or Below Median: \$ 102 = 3 % difference
- Same Number of Years - Requested Salary is Above or Below Median: \$ 170 = 5 % difference
- Same Education - Requested Salary is Above or Below Median: \$ -99 = -1 % difference
- Same Program - Requested Salary is Above or Below Median: \$ 102 = 3 % difference

Review Internal Salary Data and Scroll Down

# Market Comparisons - Internal (continued)

1) Provide appropriate information

Program's rationale for hiring above the DNHR, in full consideration of the difference between the comparative median salaries as noted above and the requested salary and, as appropriate, the program's plan to address any salary inequities which may result from the request to hire above the DNHR:

Continue



2) After providing information, click "Continue" to proceed

# Market Comparisons - External

Provide appropriate information and scroll down

Request to Hire Above the Designated New Hire Rate (DNHR)  
Click here for Preview of DNHR Request

**Market Comparisons**  
**External Salary Comparisons (10 of 11)**

- salary offered by competing employers
- salary in comparison to relevant salary surveys

Explain how the requested salary above the DNHR compares with other competing employers (documentation to be on file and to be provided upon request):

Salary Offered by Competing Employer(s): \$

Dollar & Percent the Requested Salary is Above or Below Salary Offered by Competing Employer(s): \$  and  %

Relevant Salary Survey Data:

- Dollar & Percent the Requested Salary is Above or Below Relevant Survey Data
- Salary Reported in Relevant Survey: \$
- Difference \$  and  %

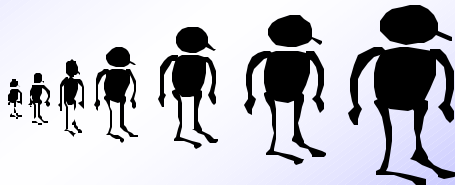


# Market Comparisons - External (continued)

1) Provide appropriate information

Explain or provide rationale supporting the requested salary in the context of the market rate comparisons:

2) After providing information, click "Continue" to proceed





# Program Budget

Request to Hire Above the Designated New Hire Rate (DNHR)

[Click here for Preview of DNHR Request](#)

**Program Budget  
Funding Plan (11 of 11)**

The long range program financial/budget plan to fund future salary costs, including future compensation adjustments for merit or other planned career growth related adjustments.

Complete Certification:

I certify that (a) the program's current Fiscal Biennium budget allocation can accommodate all additional funding requirements as associated with this request, (b) the additional funding required for the above DNHR salary rate has been incorporated into the program's long term financial plan, and (c) future program funding requests shall not be solely based on the need to accommodate the requested salary above the DNHR.

Yes

Continue

1) Certify by checking "Yes" if appropriate

2) After certifying, click "Continue" to proceed

# Certification



Request to Hire Above the Designated New Hire Rate (DNHR)

Please certify the statement below by "checking" the box and clicking "submit."

As the recognized supervisor of the above cited position, I certify that the foregoing information is accurate and complete. This certification, if found to be intentionally false, may serve as the basis for disciplinary action.

Submit

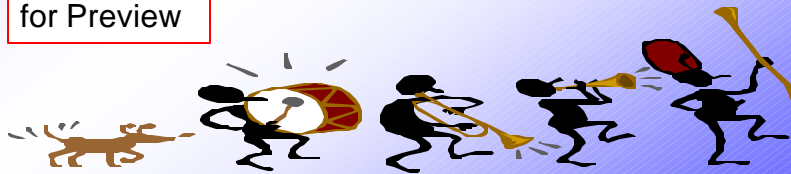
1) Certify by checking here if appropriate

2) After certifying, click "Submit" to send this request to your Personnel Representative

# View DNHR Request



Click here for Preview



# View DNHR Request

University of Hawaii  
 Exception to the Designated New Hire Rate (DNHR) Click to print

View Request: Request Number: doe-0081255-2

**DNHR Request Select**  
DNHR Review  
 DNHR Attachments

Navigation  
 DNHR Options  
 Logout

Related Links  
 APT Broadband Home

Click here for Printable Version of DNHR Request

Position Number:	0081255	Working Title:	fr specialist
Case Group:	Institutional Support Group		
Band:	A	DNHR	\$ 2385
		Mkt 249 Above DNHR	\$ 2968
Name:	John - 3 - doe		
Current APT Employee?	No	Current Monthly Salary:	\$ 2500
Requested Salary:	\$ 2532	% of Requested Salary Above DNHR:	6 %
		% of Requested Salary Above APT Salary:	0 %
Name of Employing Agency			
DIVISION	ADMINISTRATION		
BRANCH	HJM & MTL RES		
SECTION	OFF HUMAN RESOURCES		
<b>Job Requirements</b>			
<b>Program Needs (1 of 11)</b>			
Definition of essential program services and/or functions for which the position is established and verification that such services/functions are program priorities.			
Certification:			

Sample Exception to DNHR Request

**Thank you for taking the time to view this on-line self-directed tutorial. Please contact your departmental personnel representative if you have any questions or concerns.**

