Staffing Management Approvals ("PReP" Grid)

Workforce Action	Funding Source	PReP Entry	HR Transaction Intake Form	Department	HR/Finance (may include CHRO)	Managing Director/ Ad Dean	ESSM Review	A&F Dean
• Auto-approved backfills (if no substantive changes to role)	Budgeted and unbudgeted requests; all fund types		X	X	X	X		
• New regular positions • Request to backfill vacant regular positions	Budgeted and unbudgeted requests; all fund types	X		X	X	X	X	X
• All Sign-on/relocation bonuses	Budgeted and unbudgeted requests; all fund types		X	X	X	X		
• Reclass requests (process is under review for significant change, will be announced when ready)	Budgeted and unbudgeted requests; all fund types	X		X	X	X	X	X
• Equity requests	Budgeted and unbudgeted requests; all fund types		X	X	X	X		
• Increase to FTE / Hours ***(temporary increase to hours does not need to go through PReP or ESSM)***	Budgeted and unbudgeted requests; all fund types	X No PReP for temporary hours increase		X	X	X	X For perm FTE increase	
• Hiring and extending exempt temps, agency temps, LHTs, and Independent Contractors >$25K	Budgeted and unbudgeted requests; all fund types	X (not for ICs)		X	X	X	X	X
• Hiring and extending non-exempt temps, agency temps, LHTs, and Independent Contractors <$25K	Budgeted and unbudgeted requests; all fund types		X	X	X	X		
• Term positions: new, extensions, and FTE changes	Budgeted and unbudgeted requests; all fund types	X		X	X	X	X	X
• Faculty-controlled (FC) Term, Temp, and extension requests	Faculty Controlled Funds: Start-Up, Royalties, Gifts, and Sponsored (Federal and non-Federal) Funds		X	X	X	X		
• Faculty-controlled “permanent” Positions	Faculty Controlled Funds: Start-Up, Royalties, Gifts, and Sponsored (Federal and non-Federal) Funds	X		X	X	X	X	X

Last Updated on 11.18.2026