

Human Resource Actions Routing Structure

		Director*	Donna Lockless Employee Relations	Michelle Steedly Manager Classification and Compensation	Supervising Vice President	Vice President	TAMU Rule***
Email	Request to Fill Posted Position **	From			To		
Memo	† Creating New Position	From			Through	To	31.01.01.M7.02
	† Other Career Ladders and Reclassifications	From			Through	To	31.01.01.M7.02
	SDS, CTO and Student Counseling Career Ladders	From			Through	To	31.01.01.M7.02
	Counter Offers, and Merit Inc Outside of Budget Cycle	From		Through	Through	To	31.01.01.M2
	Equity Adjustments (during and outside budget cycle)	From		Through	Through	To	31.01.01.M7
	6-month Hiring Adjustment up to 10%	From			To		31.01.01.M7
	6-month Hiring Adjustment over 10%				Through	To	31.01.01.M7
	Hiring Position above Lower Band	From			Through	To	Salary Pay Grades
	Temporary Salary Increases (Interims)	From		Through	Through	To	31.01.01.M4
	Request to Terminate from Employment (Involuntary Terminate)	From	CC		To		32.02.02.M0.02
Form	Authorization to Fill	From			Through	To	Hiring Authorization Process
	Internal Promotion and Transfer	From		Through	Through	To	31.01.01.M7.03
	One Time Merit - one per person	From			Through	To	31.01.01.M5.02
	Administrative Leave - one per person	From			To		31.01.01.M5.01

* Director needs to approve all requests.

** No formal memo is needed. Director should email the supervising VP with the request. Approval will be returned via email.

*** Routing has been modified to include the Vice President approval in many cases as outlined by Dr. Loftin's letter on 1/22/10.

† Routing structure altered slightly from rule because these action are approved by Michelle Steedly in the HR Online system.

Assoc VP, Tom Reber, is available for consultation on any of the above rules.