

### **D.12.1.1 (Procedure) Personnel Action Planning and Approval**

Responsible Department: Human Resources

Based on Board Policy: [D.12.1](#) - Personnel Action Planning and Approval

Approved: 10-25-11

Last Amended: 10-25-11

---

Personnel actions must be planned and submitted to the Human Resources Department at least two weeks prior to the planned effective date. Personnel actions may not be submitted retroactively unless pre-planning is impossible. When pre-planning is not possible personnel actions will be submitted to the Human Resources Department on the next business day.

Employees, including new hires, may not begin working proposed assignments until the personnel action has been properly submitted, fully approved and fully processed by the Human Resources Department.

- Personnel actions will be submitted by the employee's department head to the Human Resources Department.
- Personnel actions involving a change in pay, position, grade, FTE (full time equivalent) value or funding source must be submitted to the Human Resource Department through the employee's President/Vice Chancellor.
- Some personnel actions require further approval by the Chancellor. The Human Resources Department will submit personnel actions to the Chancellor when further approval is required.

If more than two weeks lead time is required to process a specific type of transaction the Human Resources Department will establish special submission requirements and notify affected departments.

Late personnel transactions cause inefficiency, unnecessary expense and may cause employee pay errors. Submitting personnel actions that are late and/or unapproved exceptions to policy is cause for disciplinary action up to and including discharge.