**Personnel Matters Report Procedure**

Personnel Matters Reports (PMRs), as delegated by the Chancellor, are required for appointments, involuntary terminations, title changes, and pay rate changes not associated with a corresponding change in FTE. This includes administrative stipends for those employees exempt from the state personnel system - faculty, officers, and university staff (formerly referred to as exempt professionals).

Links to templates follow the tips section of this document.

- **Appointments for** Assistant Professor, Associate Professor, Professor **are due to personnel.matters@ucdenver.edu inbox one week before the 1st and 15th of each month.**
  - PMRs must be submitted prior to the start date or effective date of the action for these positions.
  - Requests for retroactive actions should be submitted to HR on a PMR with a justification in the comments section, explaining why the late request is being submitted.
  - Use the Provost PMR template for positions with Professor or Chair in the title.

- **University Staff** (formerly referred to as exempt professional) and **University Staff Working Retirees** PMRs are due to the personnel.matters@ucdenver.edu inbox one week prior to the 1st and the 15th of each month.
  - PMRs must submitted prior to the start date or effective date of the action for these positions.
  - Requests for retroactive actions should be submitted to HR on a PMR with a justification in the comments section, explaining why the late request is being submitted.
  - Use the Vice Chancellor PMR template for submitting University Staff actions.

- **At-will faculty (including PRA)** spreadsheets are due the 15th of each month following the effective date of the action.
  - The letters of offer must be signed by the Dean.
  - Use the At-will faculty PMR template to submit these actions.

- **For the Denver campus:**
  - **Professor and Chair** letters:
    - The Provost needs to sign Professor and Chair appointment letters before the action is placed on a PMR during the academic year.
    - During the summer, the letter of offer may be signed by the Dean.
    - Letters of offer should be reviewed by the HR Director of Talent Acquisition and Compensation and then submitted to the Provost’s office for signature.
    - Once the fully signed letter is received, please submit it to personnel.matters@ucdenver.edu inbox.
    - **No PMR needs to be submitted for letters of offer signed by the Provost. We do however, need a copy of the signed letter. Please send the signed letter offer to the PMR inbox, personnel.matters@ucdenver.edu.**
When are Personnel Matters Reports (PMRs) Required?

A PMR must be submitted with a letter of offer for the following:

- New hire for any faculty (including PRAs) or University Staff (formerly exempt professional)
- Title Change
- Pay Rate Change (Note: Any change in rate of pay must be reviewed and approved by Talent Acquisition and Compensation prior to the effective date)
- Involuntary Terminations (Note: Employee Performance and Development (EPD) must be notified in advance of all involuntary terminations)
- Promotions
- Demotions
- Secondary Appointments
- Rehires/Reappointments
- Clinical appointments
- Adjunct appointments
- Changes to a start date after the original date has already been approved
- Data Changes such as FTE or percent of time worked if rate of base pay is changed
- Position Changes such as transfers and title changes
- Volunteers who are granted a title (i.e. Clinical faculty with titles)
- Emeritus status

When is a Personnel Matters Report Not Required?

- A PMR is not required for percent of time changes (FTE changes), unless it also changes the base rate of pay
- Classified positions
- Temporary Employees
- Leaves of Absence
- Sabbaticals
- Retirements
- Voluntary resignations
- Actions related to student workers or volunteers who are not granted an official title

- If there is no letter of offer:
  - Example: Employed previous semester as a lecturer with no end date in previous offer letter, a letter of offer is not required;
  - There is no need to submit a Personnel Matters Report if there was no end date placed in the initial letter of offer, unless the rate of base pay has changed

Best Practices:

- Business partners/department administrators should review the reports and letters of offer from the school, college or department prior to submission to ensure that information listed on the report matches the letter of offer.
- Make any corrections to the report or letters of offer before submission, if such discrepancies occur.
• If changes occur after the PMR and letter of offer are submitted, a new letter of offer and revised PMR should be submitted.

• If you have multiple reports, separate by delegation category (Provost, Vice Chancellor, or At-Will).
  o Please ensure that all appointments for each delegation category are placed on a single PMR.

• Reports and letters of offer should be submitted as soon as you know the employee will be hired. There is no need to delay the submission even when the employee may not begin working for several months.

Use of the Comments section:
There are some special circumstances where the information listed in the letter of offer may not match what is listed on the report. Use the comments section of the report to explain the reasoning for the difference. For example:

• If the date included in the letter of offer does not match the Personnel Matters Report:
  o Example - The appointment will begin 8/6/2017 (two weeks before classes begin) but will show an effective date of 9/1/2017 in the HCM system. The employee will not be paid until the end of the month in September, 2017. Please make a note in the comment section explaining this action. The following comment would explain this circumstance: This appointment will begin on August 6, 2017, however an effective date of September 1, 2017 will be entered in HCM for payroll purposes.

• When the base salary in the report submitted does not match the letter of offer:
  o Example - Salary is based on student enrollment;
  o Example - The salary is dependent on credit hours which are not yet determined: For this position, 1 credit hour is equal to $1,333.25 and this employee is expected to be teaching 8 credit hours.

Helpful Links:

Personnel Matters Report Templates:

<table>
<thead>
<tr>
<th>Role</th>
<th>Due Date</th>
<th>Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor, Associate Professor, Professor</td>
<td>Due one week before the 1st and 15th of each month</td>
<td>Provost PMR Template</td>
</tr>
<tr>
<td>University Staff and University Staff Working Retirees</td>
<td>Due one week before the 1st and 15th of each month</td>
<td>Vice Chancellor PMR Template</td>
</tr>
<tr>
<td>At-will faculty (including PRAs)</td>
<td>Due the 15th of each month following the month in which the appointment is effective</td>
<td>At-will faculty spreadsheet</td>
</tr>
</tbody>
</table>

Letter of Offer Templates: May be found on the respective employee categories pages on our website under “Onboarding”: http://www.ucdenver.edu/about/departments/HR/ResourcesforHRBusinessPartners/employeecategories/Pages/employeecategories.aspx
Payroll calendar due dates: Keep track of Personnel Matters due dates by viewing the Payroll Calendar on the left hand side of the HR website under “Hot Topics“:
http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx

Contact:
For additional training, questions or comments please contact:
Human Resources
University of Colorado Denver|Anschutz Medical Campus
Phone: 303-315-2700
E-mail: Personnel.Matters@ucdenver.edu