

## **Personnel Matters Reporting Tips**

Updated October 2011

Personnel Matters Reports (PMRs) are required for appointments, terminations, title changes, and salaries, including administrative stipends for those employees exempt from the state personnel system - faculty, officers, and exempt professionals. Other personnel actions such as leave approvals should not be included in this report.

Based on re-delegation by the Chancellor, as of July 2010 some PMR requirements have changed. Links to various report templates follow the tips section of this document.

- Appointments for **Assistant Professor, Associate Professor, Professor, and Exempt Professionals** reports are due to the e-mail inbox [Personnel.Matters@ucdenver.edu](mailto:Personnel.Matters@ucdenver.edu) approximately 1 week before the 1<sup>st</sup> and 15<sup>th</sup> of each month. PMRs must be approved prior to the start date or effective date of the action. Retroactive actions will never be submitted without a justification sent to HR and to the dean/department head explaining why the late request is being submitted. Use the [Provost PMR Template](#) for faculty submissions. Use the [Vice Chancellor PMR Template](#) for submitting exempt professional actions.
- **At-will faculty (includes PRAs)** spreadsheets along with **signed** letters of offer are due the 15<sup>th</sup> of each month following the effective dates. The letters must be signed by the Dean. Use the [At-will faculty spreadsheet](#) to submit these actions.
- **For the Denver campus:** The Provost needs to sign tenure track and chair appointment letters before the action is placed on a PMR. Use the [Provost PMR Template](#) to submit these actions prior to the effective date of the appointment.

### **When are Personnel Matters Reports (PMRs) Required?**

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

- New hire for faculty (including PRAs) or exempt professionals
- Title Change
- Pay Rate Change (*Note: Any change in rate of pay must be reviewed and approved by Employment Services prior to the effective date.*)
- Involuntary Terminations (*Note: Employee Relations must be notified in advance of all involuntary terminations.*)
- Promotions
- Secondary Appointments
- Rehires/Reappointments
- Clinical appointments
- Adjoint appointments
- Changes to a start date after the original date has already been approved
- Adjunct appointments
- 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, i.e. Clinical faculty who are granted a title

### **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 pay rate
- Classified positions
- Leaves of Absence
- Sabbaticals
- Retirements
- Voluntary resignations
- Actions related to student workers
- If there is no letter of offer:
  - 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.

### **Good Practices:**

- HR Liaisons/ Department Administrators should review the reports and letters of offer from the Department, School or College 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 you have multiple reports, separate by delegation category – Provost, Dean, or Vice Chancellor. **Please combine the reports by delegation before sending to HR.**
- Reports and letters of offer can/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:**

In some cases 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 any special circumstances. For example:

- If the date included in the letter of offer does not match the Personnel Matters Report:
  - The appointment will begin 8/6/2011 (two weeks before classes begin) but will show an effective date of 9/1/2011 in the HRMS system. The employee will not be paid until the end of the month in September, 2011. Please make a note in the comment section explaining this action. For instance, this appointment will begin on August 6, 2011 (two weeks before class) but will show an effective date of September 1, 2011 for payroll purposes.
- When the base salary in the report submitted does not match the letter of offer:
  - Salary is based on student enrollment
  - 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 will be teaching 8 credit hours

**Helpful Links:**

**Personnel Matters Report Templates:**

Assistant Professor, Associate Professor, Professor	1 week before the 1 <sup>st</sup> and 15 <sup>th</sup> of each month	<a href="#">Provost PMR Template</a>
Exempt Professionals	1 week before the 1 <sup>st</sup> and 15 <sup>th</sup> of each month	<a href="#">Vice Chancellor PMR Template</a>
At-will faculty (including PRAs)	the 15 <sup>th</sup> of each month following the month in which the appointment is effective	<a href="#">At-will faculty spreadsheet</a>

**Letter of Offer Templates:**

<http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Pages/Employment.aspx>

**PBS website** (keep track of Personnel Matters due dates by viewing the Denver Calendar):

<https://www.cusys.edu/pbs/hrms/ps/calendar.html>

**Personnel Matters Inbox:**

[Personnel.Matters@ucdenver.edu](mailto:Personnel.Matters@ucdenver.edu)

**Templates:**

- [Provost PMR Template](#)
- [Vice Chancellor PMR Template](#)
- [At-will faculty spreadsheet](#)

**Contact:**

For additional training, questions or comments please contact:

Human Resources Department

Phone: 303-315-2700

E-mail: [Personnel.Matters@ucdenver.edu](mailto:Personnel.Matters@ucdenver.edu)