

2nd Level Approval Submission Process for State Funded Positions (610 or 611 speedtype)

Denver Campus Academic and Student Affairs Departments, Schools and Colleges			
Employee Groups	Department Submission	Central HR Submission	Notification Once Approved
Classified Staff	1. Send justification email directly to Lisa.Atencio@ucdenver.edu, copy HR.2ndlevel@ucdenver.edu, and copy your TAC consultant 2. Attach a copy of Lisa's 2nd level approval to the NPP	N/A	Lisa Atencio will reply to email request
Officer/University Staff	1. Send justification email directly to Lisa.Atencio@ucdenver.edu, copy HR.2ndlevel@ucdenver.edu, and copy your TAC consultant 2. Attach a copy of Lisa's 2nd level approval to the NPP	N/A	Lisa Atencio will reply to email request
Faculty	1. Send justification email directly to Lisa.Atencio@ucdenver.edu, copy HR.2ndlevel@ucdenver.edu 2. Attach a copy of Lisa's 2nd level approval to the NPP	N/A	Lisa Atencio will reply to email request

Anschutz Administration and Finance Departments and Anschutz Chancellor's Departments			
All HR salary actions for Central Services Administration areas (EVCAF, Chancellor, Chief Academic Officer, VCR and VCHA), funded in part or in whole by fund groups 10, 11, 36 follow the new second level budget approval process in Smartsheet.			
Employee Groups	Department Submission	Central HR Submission	Notification Once Approved
Classified Staff	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to Talent Acquisition Consultant, HR Business Partner and Finance Contact.
Officer/University Staff	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to Talent Acquisition Consultant, HR Business Partner and Finance Contact.

Denver Administration and Finance Departments and Denver Chancellor's Departments			
** Denver Advancement: 2nd level budget approval is required for fund 10 and 36. **			
Employee Groups	Department Submission	Central HR Submission	Notification Once Approved
Classified Staff	Attach justification document to job description in HCM	Email sent to AVC of Budget	Department's HR Consultant notifies requestor
Officer/University Staff	Attach justification document to job description in HCM	Email sent to AVC of Budget	HR sends job description approval email

Health Affairs Departments			
All HR salary actions for Central Services Administration areas (EVCAF, Chancellor, Chief Academic Officer, VCR and VCHA), funded in part or in whole by fund groups 10, 11, 36 follow the new second level budget approval process in Smartsheet.			
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Classified Staff	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to Talent Acquisition Consultant, HR Business Partner and Finance Contact.
Officer/University Staff	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to Talent Acquisition Consultant, HR Business Partner and Finance Contact.
Faculty	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to hr.faculty-request@ucdenver.edu, HR Business Partner and Finance Contact.
PRA	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to hr.pra@ucdenver.edu, HR Business Partner and Finance Contact.

Research Administration Departments

All HR salary actions for Central Services Administration areas (EVCAF, Chancellor, Chief Academic Officer, VCR and VCHA), funded in part or in whole by fund groups 10, 11, 36 follow the new second level budget approval process in Smartsheet.

Employee Groups	Department Submission	Central HR Submission	Notification Once Approved
Classified Staff	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to Talent Acquisition Consultant, HR Business Partner and Finance Contact.
Officer/University Staff	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to Talent Acquisition Consultant, HR Business Partner and Finance Contact.
Faculty	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to hr.faculty-request@ucdenver.edu, HR Business Partner and Finance Contact.
PRA	1. Complete the Online Form 2. Attach budget confirmation (2nd level approval) email to NPP once received.	n/a	Automated 2nd level confirmation email will be sent to hr.pra@ucdenver.edu, HR Business Partner and Finance Contact.

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CU Anschutz Schools and Colleges			
Employee Groups	Department Submission	Central HR Submission	Notification Once Approved
College of Nursing			
Classified Staff	Send an email request to the Dean and HR Director - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Officer/University Staff	Send an email request to the Dean and HR Director - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Faculty	1. Send an email with justification information to the Dean and Asst Dean for Finance & Admin, CC' HR.2ndlevel@ucdenver.edu 2. Attach a copy of 2nd level justification to the NPP	No additional approval required	N/A
Colorado School of Public Health			
Classified Staff	Send an email request to the Dean and Asst Dean for Finance & Admin - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Officer/University Staff	Send an email request to the Dean and Asst Dean for Finance & Admin - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Faculty	1. Send an email with justification information to the Dean and Asst Dean for Finance & Admin, CC' HR.2ndlevel@ucdenver.edu 2. Attach a copy of 2nd level justification to the NPP	No additional approval required	N/A
School of Dental Medicine			
Classified Staff	Send an email request to the Dean and Assoc Dean for Finance, Budgets & Strategic Projects - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Officer/University Staff	Send an email request to the Dean and Assoc Dean for Finance, Budgets & Strategic Projects - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Faculty	1. Send an email with justification information to the Dean and Assoc Dean for Finance, Budgets & Strategic Projects, CC' HR.2ndlevel@ucdenver.edu 2. Attach a copy of 2nd level justification to the NPP	No additional approval required	N/A
School of Medicine			
Classified Staff	Send an email to SOM.HR@ucdenver.edu with "2nd level approval" and the position number in the subject line - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Officer/University Staff	Send an email to SOM.HR@ucdenver.edu with "2nd level approval" and the position number in the subject line - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Faculty	1. Send an email with justification information to SOM.HR@ucdenver.edu with "2nd level approval" and the position number in the subject line. CC' HR.2ndlevel@ucdenver.edu 2. Attach a copy of 2nd level justification to the NPP	No additional approval required	N/A
School of Pharmacy			
Classified Staff	Send an email request to the Dean and Assoc Dean of Finance, Budgets & Admin - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Officer/University Staff	Send an email request to the Dean and Assoc Dean of Finance, Budgets & Admin - attach a copy of the email to the job description in HCM	No additional approval required	N/A
Faculty	1. Send an email with justification information to the Dean and Assoc Dean of Finance, Budgets & Admin, CC' HR.2ndlevel@ucdenver.edu 2. Attach a copy of 2nd level justification to the NPP	No additional approval required	N/A

*** Information needed in the justification for all other departments (Not CU Anschutz Administration, Finance Department, CU Anschutz Chancellor's Department, CSA (Central Services Administration), Health Affairs, and Research):***

- Department name
- Position #
- Position Title (Working title)
- Action requested (i.e. search, promotion, update with increase, appointment type, etc.)
- If this is a new position or a replacement position
- Funding distribution (speed type/percent)
- Established Salary Range
- Offer Amount Requested
- Justification for the action including
 - a. why the position is essential to the functioning of the unit,
 - b. if non-State funds are available to support the position, and
 - c. how the unit will be able to cover a shortfall in the event of a mid-year, State budget recession

**** Once position has been approved:** if you want to make an offer outside of the approved budgeted amount, additional approvals may be needed.