Position Exception Request Form Process

This form must be used for filling a vacant or new position, or for implementing a pay increase or promotion/demotion/transfer for an employee. This process is required for all benefit eligible faculty and staff positions, and all non-benefit temp positions, including search waivers and emergency hires. The Position Exception Request Form is found on the WSU HR Website, on the HR Forms Index webpage. **Note:** The Position Exception Review process is not required for: lecturers/adjuncts, student employees, graduate assistantships, or for positions that are grant/externally funded.

The requestor completes the form, with the exception of the HR/Budget approval section, and then submits it by email to Human Resources (employment@wichita.edu). Once the form is fully approved and returned to HR, the department is responsible for entering the position description as approved into PeopleAdmin. Once entered, it will be posted within two (2) business days, without the need to be routed for approval in PeopleAdmin.

HR reviews the position information to confirm FLSA exemption status (i.e. exempt or non-exempt), the pay range of the position, the position title, position classification (“PClass”), and will assign a position number if it is a new position. Once the information is completed on the Human Resources Approval section of the form and initialed, it is submitted electronically by email to the University Budget Office (Jason Post and Lauren Smith).

The Budget Office reviews the form to confirm the availability of funds. Once the information is completed on the Budget Office Approval section of the form and initialed, it is submitted electronically by email to the designated Budget Review Officer (BRO).

The designated BRO reviews the form to determine approval. If approved, the BRO signs the form electronically, and submits the form electronically by email to the designated VP/Provost.

The designated VP/Provost reviews the form to determine approval. If approved, the designated VP/Provost signs the form electronically, and submits the form electronically by email to HR (employment@wichita.edu).

HR sends to the Committee for Review.

Committee reviews the requests weekly, to determine approval status. The final decision is communicated to the designated VP/Provost making the request.