

August 14, 2017

MEMORANDUM

TO: Chairs, Directors and Administrative Managers

FROM: Ron Mittelhammer, Dean



Chris S. Johnson, Finance Director



SUBJECT: Immediate HIRES System Requirements

We have received additional interim guidance from the Provost Office for HIRES requests including those already submitted and pending. The guidance includes an expectation of approval for each by the Dean. Please anticipate that HIRES requests will take some additional time to approve, but we will do our best to minimize delays.

Please Note: HIRES approval and the completed paperwork process **MUST** be complete **BEFORE** an employee can begin working and this process includes WSU HRS approval of all Administrative Professional and Civil Service positions.

The following items are considered critical justifications and all HIRES requests **MUST** specifically include rationale that addresses the following issues:

- Program failure if the position is not filled.
- Significant negative impact to students or the mission of the program/area if the position is not filled.
- There is no possible coverage within the program/area to absorb the duties.
- There is permanent funding for the position (i.e., filling the position does not draw on carry forwards – object 19 or create a deficit).
 - Position funding needs to come from current FY 2018 allocations.
 - Carry forward funding in object 19 is **NOT** considered a current FY allocation.
 - If you must use carry forward (object 19) funding for any part of or all of the position provide a sound justification as to why it is critical to use carry forward funds.

The following items are considered critical justifications and all HIRES requests **MUST** specifically include the following items **as applicable**:

Immediate HIRES System Requirements

Page 2

- Identify if funding for the HIRES request is for a renewal or replacement of an abolished position. If a replacement, provide the abolished position number.
- Identify whether the request is a CAHNRS commitment and provide the commitment number.
- Provide funding splits, including fund, and account numbers.
 - (e.g. 00101 - 50% 09A-4101-2222, 14802 – 25% 09A-4101-9999, 14501 - 25% 12D-4101-2000).
- Identify when funding for the position is from a state fund-internal grant program (e.g. strategic reallocation, grand challenge, faculty seed, WA grape and wine research, WSCPR).

Thank you in advance for your understanding, patience, and support in this effort. Please contact Jennifer Jansen or Esther Tate for assistance if you need help determining whether funding comes from carryforward resources.