



Action	Type of employee	Appointment type	Approvals needed***	Comments
<b>Data correction — remove PTR updates</b>	All employee classes		Cost center approver or grant manager	
			Dean or vice president	
<b>Hire or rehire</b>	Faculty or academic professional	Academic professionals, tenured faculty and non-tenured track	Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	Only for multi-year, tenure and tenure track.
	Faculty or academic professional	Faculty associates and academic associates	Cost center approver or grant manager	
			Dean or vice president	Only if the employee is greater than or equal to 50% FTE and Regular or NT/NC academic.
	Faculty or academic professional	Summer session	Cost center approver or grant manager	
			Dean or vice president	Except if the title is research through sponsored funding.
	Faculty administrators		Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	
	Post-doctoral		Cost center approver or grant manager	
	Graduate student		Cost center approver or grant manager	
	Classified or university staff**		Cost center approver or grant manager	
Dean or vice president				
Provost or executive vice president			Only if the reason for hire is a change in FTE with an increase, backfill or reclass to a higher level.	
Student worker**		HR staffing	Only if it is a waiver.	
		Cost center approver or grant manager		
		Student Employment Office	For DMX requests, <a href="#">email SEO to submit the form for approval.</a>	



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<b>Hire or rehire date correction</b>	All		Cost center approver or grant manager	
			Dean or vice president	
			Student Employment Office	Only for a student worker. For DMX requests, <a href="#">email SEO to submit the form for approval.</a>
			HR Benefits Data Management	FS Data Management will obtain this approval after receiving the DMX form.
			I-9 management	Only for rehire after failure to complete the I-9.
<b>Lateral or transfer</b>	Faculty or academic professional	Academic professionals, tenured faculty and non-tenured track	Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	
	Faculty or academic professional	Faculty associates and academic associates	Cost center approver or grant manager	
			Dean or vice president	Only if there is a pay increase.
	Faculty or academic professional	Summer session	Cost center approver or grant manager	
			Dean or vice president	Except if the title is research through sponsored funding.
	Faculty administrators or non-faculty administrators**		Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	
	Post-doctoral		Cost center approver or grant manager	
			Dean or vice president	Only if there is a pay increase.
	Graduate student		Cost center approver or grant manager	
	Classified or university staff**		Cost center approver or grant manager	
			Dean or vice president	Only if there is a pay increase.
			Provost or executive vice president	Only for pay increases greater than 20%.
			HR compensation	Only if the proposed salary is outside of the market zone.
	Student worker**		Cost center approver or grant manager	
			Student Employment Office	For DMX requests, <a href="#">email SEO to submit the form for approval.</a>



Action	Type of employee	Appointment type	Approvals needed***	Comments
Pay option change	Eligible faculty, academic professionals and faculty administrators		Cost center approver or grant manager	
			Dean or vice president	
Pay rate change	Faculty or academic professionals	Academic professionals, tenured faculty and non-tenured track	Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	Only for tenure, tenure track and continuing with a pay change, if the title is RMY or MY with a pay change or year to year and non-tenure 1.0 FTE with a pay increase.
	Faculty and academic professionals	Faculty associates and academic associates	Cost center approver or grant manager	
			Dean or vice president	Only if there is a pay increase.
	Faculty or academic professional	Summer session	Cost center approver or grant manager	
			Dean or vice president	Except if the title is research through sponsored funding.
	Classified or university staff		Cost center approver or grant manager	
			Dean or vice president	Only if there is a pay increase.
			Provost or executive vice president	Pay increases greater than 20% of the current salary or if the increase is for retention.
			HR compensation	Only if the proposed salary is outside of the market zone.
	Administrator		Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	
Post-doctoral		Cost center approver or grant manager		
		Dean or vice president	Only if there is a pay increase.	
Graduate student		Cost center approver or grant manager		
Student worker		Cost center approver or grant manager		
		Student Employment Office	For DMX requests, <a href="#">email SEO to submit the form for approval</a>	



Action	Type of employee	Appointment type	Approvals needed***	Comments	
Place on administrative leave	All employee types — non-student and graduate		Cost center approver or grant manager		
			Dean or vice president		
			Office of Human Resources partners		
Place on business leave	Eligible faculty, academic professionals or faculty administrators		Cost center approver or grant manager		
			Dean or vice president		
			Provost or executive vice president	<a href="#">Refer to the process guides</a> for provost approval requirements.	
			ASU ACA compliance	Only if the request for leave is with no benefits.	
Place on a short work break	All academic employee types		Cost center approver or grant manager		
			Dean or vice president	Only for tenure, tenure track and continuing or if the title is RMY or MY.	
			Provost or executive vice president	Only for tenure, tenure track and continuing or if the title is RMY or MY.	
Promotion	Faculty or academic professionals	Academic professionals, tenured faculty and non-tenured track	Cost center approver or grant manager		
			Dean or vice president		
			Provost or executive vice president		
	Faculty or academic professionals	Faculty associates and academic associates		Cost center approver or grant manager	
				Dean or vice president	Only if there is a pay increase.
	Faculty and academic professionals	Summer session		Cost center approver or grant manager	
				Dean or vice president	Except if the title is research through sponsored funding.
	Faculty administrators or non-faculty administrators**			Cost center approver or grant manager	
				Dean or vice president	
				Provost or executive vice president	
	Classified or university staff**			Cost center approver or grant manager	
				Dean or vice president	Only if there is a pay increase.
				Provost or executive vice president	Only for pay increases greater than 20%.
HR compensation				Only if the salary is outside of the market zone.	
Student worker**			Cost center approver or grant manager		
			Student Employment Office	For DMX requests, <a href="#">email SEO to submit the form for approval.</a>	



Action	Type of employee	Appointment type	Approvals needed***	Comments
<b>Reassignment</b>	Faculty or academic professionals	Academic professionals, tenured faculty and non-tenured track	Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	
	Faculty and academic professionals	Faculty associates and academic associates	Cost center approver or grant manager	
			Dean or vice president	Only if there is a pay increase.
	Faculty and academic professionals	Summer session	Cost center approver or grant manager	
			Dean or vice president	Except if the title is research through sponsored funding.
	Faculty administrators or non-faculty administrators**		Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	
	Classified or university staff**		Cost center approver or grant manager	
			HR partners	Only if the reason is involuntary.
			HR compensation	Only if the proposed salary is outside of
			Dean or vice president	Only if there is a pay increase.
Student worker**		Provost or executive vice president	Only for pay increases greater than 20%.	
		Cost center approver or grant manager		
		Student Employment Office	For DMX requests, <a href="#">email SEO to submit the form for approval.</a>	
<b>Retire</b>	All employee classes eligible for retirement		Cost center approver or grant manager	
			Benefits partner	
<b>Return from leave — business or administrative</b>	All eligible employee classes		Cost center approver or grant manager	
			Dean or vice president	



Action	Type of employee	Appointment type	Approvals needed***	Comments
<b>Return from work break</b>	Faculty or academic professionals	Academic professionals, tenured faculty and non-tenured track	Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	Only for tenure, tenure track and continuing with a change to salary, title or FTE or the title is RMY or MY with a change to salary, title or FTE.
	Faculty or academic professionals	Faculty associates and academic associates	Cost center approver or grant manager	
			Dean or vice president	Only if the employee is greater than or equal to 50% FTE and regular or NT/NC academics.
	Faculty or academic professionals	Summer session	Cost center approver or grant manager	
			Dean or vice president	Except if the title is research through sponsored funding.
	Graduate student		Cost center approver or grant manager	
	Post-doctoral		Cost center approver or grant manager	
			Dean or vice president	
<b>Std. hours change</b>	Faculty or academic professionals	Academic professionals, tenured faculty or non-tenured track	Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	Only for tenure, tenure track and continuing or if the title is RMY or MY.
	Faculty or academic professionals	Faculty associates and academic associates	Cost center approver or grant manager	
			Dean or vice president	Only if there is a pay increase.
	Faculty or academic professionals	Summer session	Cost center approver or grant manager	
			Dean or vice president	Except if the title is research through sponsored funding.



Action	Type of employee	Appointment type	Approvals needed***	Comments
Std. hours change	Classified or university staff		Cost center approver or grant manager	
			Dean or vice president	Only if there is a pay increase.
			Provost or executive vice president	Only if the pay increase is greater than 20% of the current salary.
	Graduate student		Cost center approver or grant manager	
	Administrator		Cost center approver or grant manager	
			Dean or vice president	
			Provost or executive vice president	
	Post-doctoral		Cost center approver or grant manager	
			Dean or vice president	Only if there is a pay increase.
	Student worker		Cost center approver or grant manager	
Termination	All employee classes		Cost center approver or grant manager	
			Dean or vice president	Only for involuntary terminations of benefits-eligible staff.
			HR partners	Only for involuntary terminations of benefits-eligible staff.
			Payroll	Only if an hourly employee has outstanding time after term date —
			HR Benefits Data Management	Only for backdated terms of benefits-eligible employees.
Termination date correction	All employee classes		Cost center approver or grant manager	
			Dean or vice president	
			HR partners	Only for involuntary terminations of benefits-eligible staff.
			HR Benefits Data Management	Financial Services Data Management will obtain this approval after receiving the DMX form.



Payroll transactions				
Action	Type of employee	Appointment type	Approvals needed***	Comments
Additional pay	Graduate students and student workers		Cost center approver or grant manager	Only if the additional pay is greater than \$25,000.
			Financial Services	
	All except graduate students and student workers		Cost center approver or grant manager	Only if earnings codes are one of the following: BNN, BNS, CCA, CCIP, HNR, SUP, ISP, ICS, ADS, CAR, HSG or RET.
			Dean or vice president	
Cancel additional pay	All except graduate students and student workers		Cost center approver or grant manager	Only if earnings codes are one of the following: BNN, BNS, CCA, CCIP, HNR, SUP, ISP, ICS, ADS, CAR, HSG or RET.
			Dean or vice president	
			Financial Services	
Leave accrual	All employees		Cost center approver or grant manager	
Report	All employees		Cost center approver or grant manager	
Request manual check	All employees		Cost center approver or grant manager	
Position management — Kenexa recruitment transactions				
Action	Type of employee	Appointment type	Approvals needed***	Comments
Backfill or reclassification	Staff and non-faculty administrators		Cost center approver or grant manager	Only if it is a waiver.
			HR staffing	
			Dean or vice president	
			Provost or executive vice president	
Change in FTE	Staff and non-faculty administrators		Cost center approver or grant manager	Only if there is an increase in FTE.
			HR staffing	
			Dean or vice president	
			Provost or executive vice president	





Action	Type of employee	Appointment type	Approvals needed***	Comments
Increase in headcount	Staff and non-faculty administrators		Cost center approver or grant manager	
			HR staffing	Only if it is a waiver.
			Dean or vice president	
			Provost or executive vice president	
Temporary	Staff and non-faculty administrators		Cost center approver or grant manager	
			HR staffing	Only if it is a waiver.
			Dean or vice president	
All actions — student worker positions	Student worker		Cost center approver or grant manager	

\*Departments are responsible for maintaining documentation that supports the provost, executive vice president or principal investigator where appropriate.  
 \*\*Competitive actions for university staff, non-faculty administrators and student work positions must be processed using Position Management and Kenexa.  
 \*\*\*The submitter and cost center or grant approver must show a separation of duties.  
[Review PUR 204](#) for more information regarding electronic signatures.