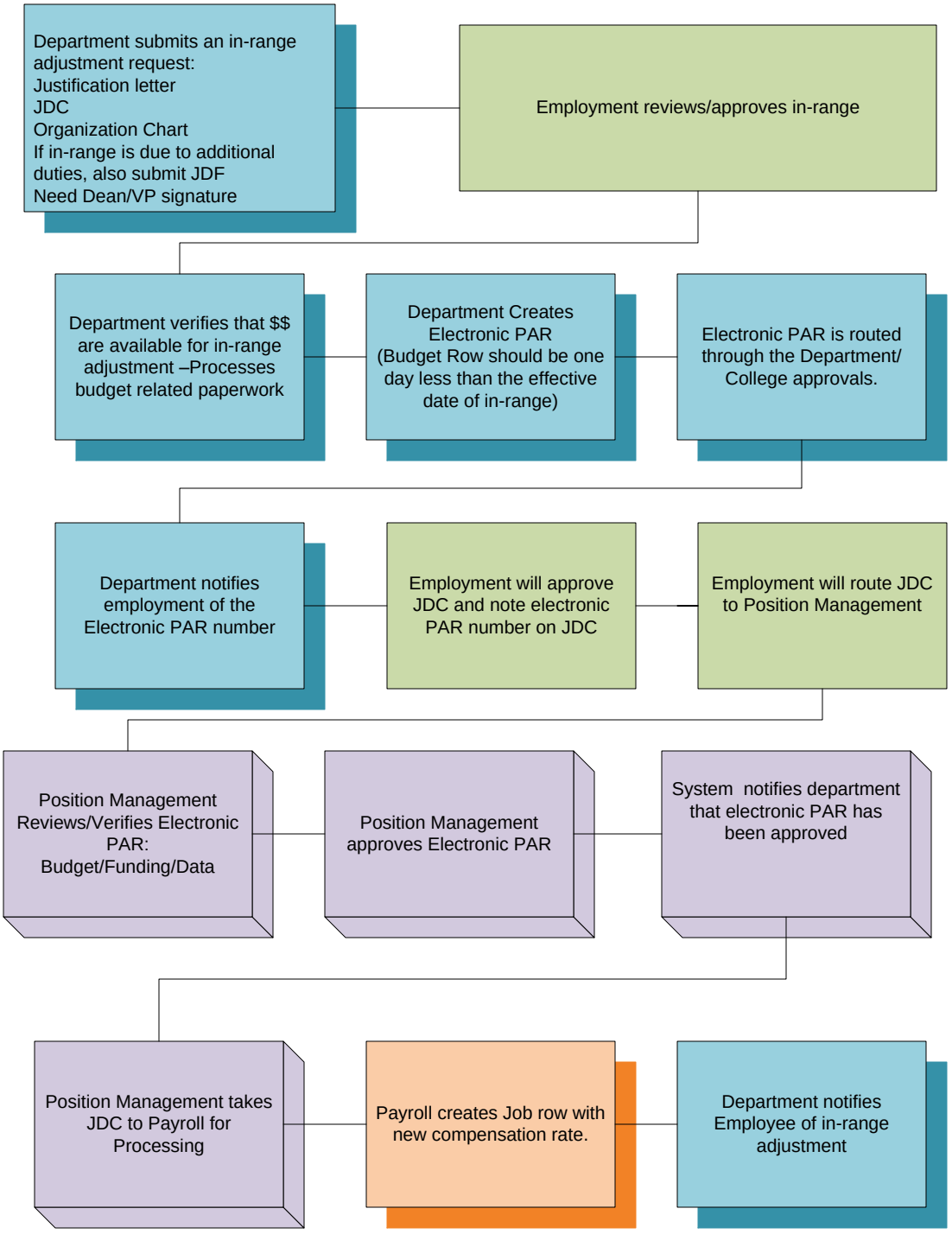
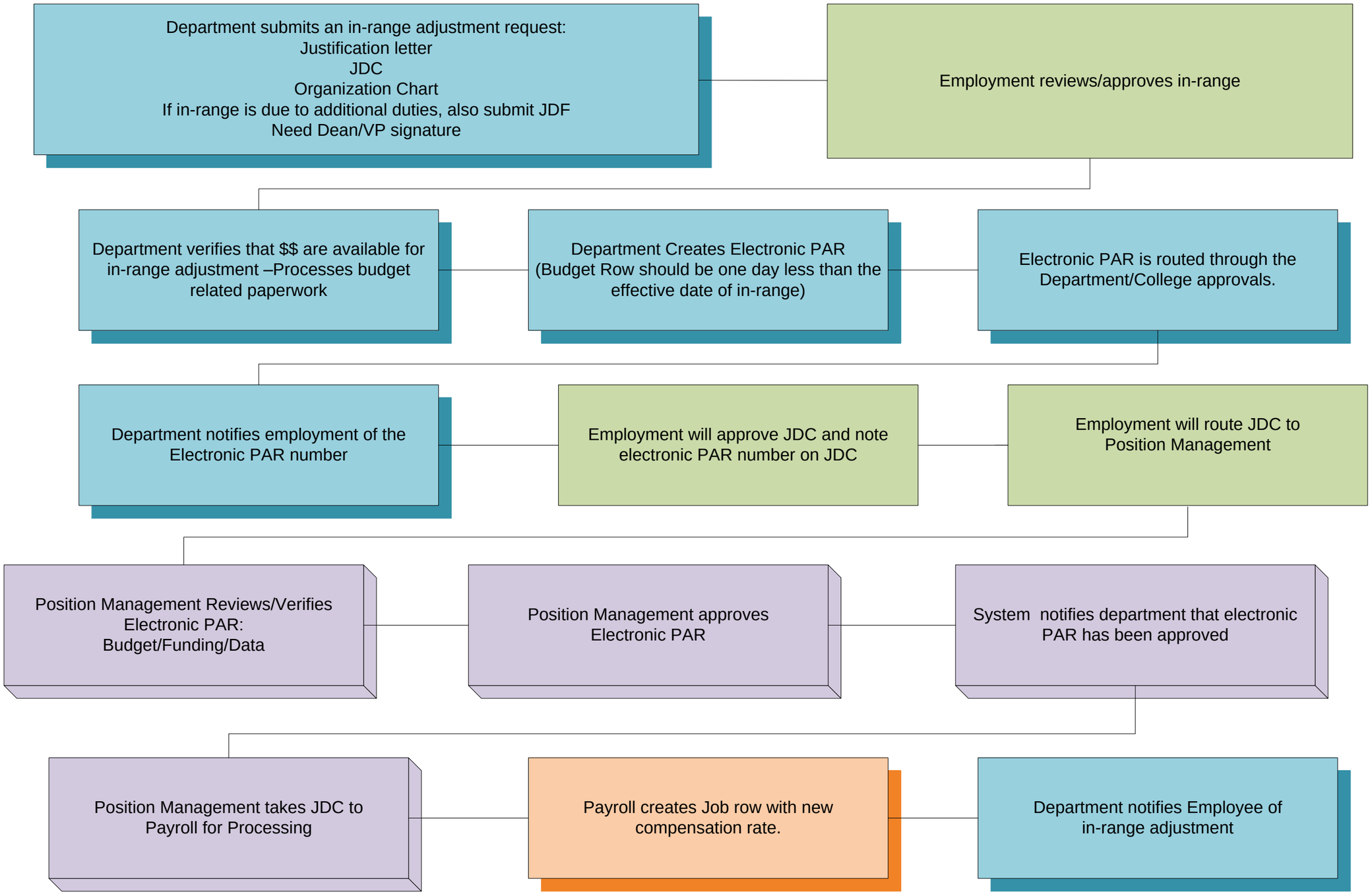
Work Flow for In-Range Adjustment




Department submits an in-range adjustment request:
Justification letter
JDC
Organization Chart
If in-range is due to additional duties, also submit JDF
Need Dean/VP signature
Employment reviews/approves in-range
Department verifies that $$ are available for in-range adjustment –Processes budget related paperwork
Department Creates Electronic PAR (Budget Row should be one day less than the effective date of in-range)
Electronic PAR is routed through the Department/College approvals.
Department notifies employment of the Electronic PAR number
Employment will approve JDC and note electronic PAR number on JDC
Employment will route JDC to Position Management
Position Management Reviews/Verifies Electronic PAR: Budget/Funding/Data
Position Management approves Electronic PAR
System notifies department that electronic PAR has been approved
Position Management takes JDC to Payroll for Processing
Payroll creates Job row with new compensation rate.
Department notifies Employee of in-range adjustment