Reviewing & Approving PHR Appointments that Utilize Tiered Routing

After receiving an email notification that a PHR transaction requires approval:

- Access PHR
- Proceed with default selection of “All Units” in the "Select Unit" dropdown box or, if appointment is in a direct reporting unit to Dean’s Office, select the appointment Unit from drop down box.
- Click "Approve New Appointments" or "Approve Changed Data/Additions".

Enhanced Approval Summary

On the "Data to be Approved" summary screen:
Click "Additional Faculty Information" to view Degree, Tenure Information, Faculty Appt Duration, Appt Duties, Course Information, IPA, & Current State Agency information:

Click "Joint Appointment Summary" (if applicable) to view all components of a current and/or pending joint appointment:

New warning messages will alert an Approver, but NOT prevent approval, if:

- Degree requirement for title selected has not been met.
- Note: FTE Salary exceeds maximum range.
PHR Faculty Appointment Division/College Approver Tip Sheet

Tiered Routing in PHR

Faculty Appointments in PHR will now route through the tiers of the organization to obtain the required approval as appropriate as well as additional approvals as needed, i.e. OIS.

- Requires VP/Provost Approval
  - Initial Appts (Salaried, Hourly & Non-Paid)
  - Re-employment Appts
  - Tenure Track Terminal Year Appts
  - Faculty Overloads
  - All Appts for Deans, Dean Direct Reports & Department Chairs

- Requires Dept/Unit (One Step) Approval
  - All Faculty Contractual Appts (Cat Stat 25)
  - LWOP
  - Sabbatical Leave
  - System Access
  - Funding Changes
  - Summer School Appts
  - Winter Term Appts

- Requires Division/College Approval
  - New Appts for Existing Employees
  - Changes to FTE
  - Changes to Salary
  - Salary Additions
  - Appointment Terminations
  - Non-Standard Pay Appt
  - Summer Pay Appts
  - Summer Research Appts

- Additional Approvals
  - ISSS for non-paid Visa appointments and paid H1, J1, O1, TN & E appointments
  - VPR for IPA appointments
  - Grad School for G.A. Overloads (Salaried or Hourly)
  - UHR for Staff Overloads & Salary Additions

Enhanced Approval Path & Details

At any time during or after the routing process, you can view the Approval Path & Details from the "Appointment Information" page in PHR:

1. Click "Approval Path" at the bottom of the "Appointment Information" page.
2. Click "Approval Details":

   ![Approval Path and Details Table]

   Highest Organizational Approval Level Required: VP/Provost
   Additional Approvals Required
   OIS Approval: Y

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PHR Customer Service Center: 301-405-7575 Faculty Appointment Policy: 301-405-3405
phrserv@umd.edu facappts@umd.edu